

**STANDING RULES OF THE DALLAS CHAPTER  
WOMEN'S COUNCIL OF REALTORS®**

**Revised 7/7/2016; Effective 1/1/2017**

**Date** \_\_\_\_\_

*The permanent address of the Dallas Chapter shall be  
14902 Preston Road, Suite 14902, Dallas, TX 75254*

**I. MEETING**

**A. CHAPTER MEETINGS**

**1. TIME FOR MEETING**

At least 10 Chapter Meetings per year will be held at Prestonwood Country Club on the 2<sup>nd</sup> Thursday of each month from 11:30 a.m.-1:00 p.m. (or at a designated location if Prestonwood is unavailable).

**2. ANNUAL ELECTION MEETING**

Annual Election Meeting will be held in August. It may be held in conjunction with a Chapter Meeting.

**3. INSTALLATION MEETING**

The Installation Meeting will be held in December. It may be held in conjunction with a Chapter Meeting.

**B. GOVERNING BOARD MEETINGS**

Governing Board Meetings will be held at least 10 times per year at the MetroTex Association of Realtors on the first Thursday of the month from 11:30 a.m.-1:00 p.m. Five (5) voting members, two (2) of which will be non-executive officer members, of the Governing Board constitute a quorum. A majority vote is required for Governing Board Approval

**II. ELECTION**

**A. OFFICER QUALIFICATIONS**

1. Members nominated for office should have the following qualifications:
  - a. Held membership in a Women's Council of REALTORS® Chapter for at least two (2) years
  - b. Have Chaired a Committee
2. The President, President Elect, and Vice President of Membership of the Chapter shall be elected from Active REALTOR® members in good standing.
3. Other officers shall be elected from among *active* Realtor® or National Affiliate members *in good standing*.
4. A List of the Chapter Members who have participated in Chapter functions shall serve as evidence of member's participation.
5. An Active member in Good Standing shall be defined as:
  - a. One who attends the majority of the monthly membership meetings
  - b. One who participates in the events sponsored by this Chapter
  - c. One who is current with dues payment

## **B. PROCEDURES**

1. Members eligible to vote in the election of officers at the Annual Election Meeting will be only those Realtor® and National Affiliate Members whose dues have been paid in full and are members of record at the National Women's Council of REALTORS® Office.
2. The Nominating Committee Function: The Chairman of the Nominating Committee will notify the General Membership by electronic mail no later than **May 30<sup>th</sup>** that nominations for Chapter Officers are being accepted.
3. The cut-off date for nominations shall be no later than **June 15<sup>th</sup>**.
4. No later than **June 30<sup>th</sup>**, the Nominating Committee, from the list of eligible candidates nominated, shall:
  - a. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated
  - b. Schedule interviews with candidates
5. Officer candidates will be interviewed individually by a panel of no less than five (5) members of the Nominating Committee who will again provide and discuss the list of duties of the position for which each candidate has been nominated.
6. Each candidate will be required to sign a *Consent to Serve* form which they have read and acknowledged that they understand the commitment involved in accepting the position. At this time the nominee commits to attending the Member State Orientation and all State and National Women's Council of REALTORS® meetings as the Women's Council of REALTORS® budget allows. (*Consent to Serve* form is located in the Appendix)
7. At the conclusion of the interview process and prior to **August 1<sup>st</sup>**, the Committee members shall select one candidate for each office and present the proposed slate of officers in writing to the Secretary who shall present the slate via electronic mail to the General Membership at least ten (10) days prior to the Annual Membership Meeting.
8. The Notification of Election shall include:
  - a. The date, time, and place of election
  - b. Definition of eligibility
  - c. The candidates signed Consent to Serve form shall be turned over to the Secretary for safe keeping and retained as a part of the Chapter's permanent record
9. At the Annual Election Meeting, the President or the Nominating Committee Chairman shall present the slate of candidates for the officers. Before the vote is cast for each office, additional nominations from the floor may be made. No name shall be placed in nomination from the floor without the written consent of the nominee. Nominees shall meet all officer qualifications as defined in Section II. of these Standing Rules.

- 10. Annual Election:** The Annual election meeting shall take place by **August 30<sup>th</sup>** so that the elected slate of officers may be submitted to National Women's Council of REALTORS® prior to the **October 15<sup>th</sup> deadline.**
- a. **Rules of the Day.** Election of officers shall be by a voice or roll call vote, or by written ballot, if there are two or more nominees for an office.
  - b. **Tellers.** A minimum of three (3) tellers will be appointed by the President. Nominating Committee members may not serve as Tellers. All ballots will be destroyed by the tellers after the election.
  - c. The list of candidates shall be presented to the General Membership by the Nomination Chairman or by the President.
  - d. Nominations may be made from the floor. Each candidate will have two to three minutes to speak about why they want the position and what they can contribute to Women's Council of REALTORS®.
  - e. The Present shall call for a quorum. 20% of our Chapter's REALTOR® and National Affiliate members constitute a quorum. The most recent membership report received from National will be used to determine the total REALTOR® members at the time of the election.
  - f. If no additional nominations are made from the floor, a motion may be made and seconded to accept the slate of officers as presented.
  - g. If there are two or more candidates for an office, ballots shall be cast in writing *by members in attendance eligible to vote*. Voting by proxy shall not be permitted.
  - h. A tie vote for any office shall result in a run off during the meeting.
  - i. Election results shall be announced prior to adjournment of the meeting if at all possible.

### **III. INSTALLATION OF OFFICERS**

#### **A. ARRANGEMENTS**

1. The incoming President will appoint a committee, which will make all the arrangements for the tribute to the outgoing Officers and installation of the new Officers with the participation of the outgoing President.
2. The incoming President will select the Installing Officer and Master of Ceremonies.
3. The incoming President will obtain, at the expense of the Chapter, a President's plaque and gift to be presented to the outgoing President at the Installation Ceremony with a total cost not to exceed the amount previously budgeted by the Chapter.
4. The outgoing President will have the duty of obtaining the Incoming President's Pin at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony.
5. Badges for Incoming Officers. The incoming President will have the duty of obtaining name badges for the incoming line officers at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony.

## **B. FINANCES**

1. The budget for the Installation Ceremony will be sufficient to include the expense of up to 20 invited Chapter guests, such as dignitaries, local Association President, Executive Officer, or other designated guests as follows:
  - a. Incoming President: up to three invited guests.
  - b. Realtor of the Year Award Recipient: up to three invited guests
  - c. Affiliate of the Year Award Recipient: up to three invited guests
  - d. Entrepreneur of the Year Award: up to three invited guests
  - e. Women's Council of REALTORS® State and/or National Officers: up to three invited guests, Realtor Association Officers: up to two invited guests and Installing Officers or Guests Speakers: up to two invited guests.
2. The total cost of the installation shall not exceed the amount budgeted in the current year without the approval of the Governing Board.

## **IV. DUTIES**

**A. OFFICERS:** Chapter officers will abide by the Chapter Bylaws and Standing Rules and fulfill their duties as outlined in the National Leadership Policy and Procedures Manual (LPPM).

### **1. OFFICER: CHAPTER PRESIDENT**

At all times during the term of office, the President shall represent the Council and act in its name, subject to its policies. The President shall be the ex-officio member of all committees, with the exception of the Nomination Committee. The President may assign and charge officers with responsibility to meet with and act as liaison between Chapter Committees and the Governing Board. It will be understood that such assigned Officer has no vote and only serves as an observer. (Example: Treasurer may attend the Ways and Means Committee or the Secretary may attend the publicity and Public Relations Committee Meetings) Committee visitation gives Officers the opportunity to be more knowledgeable about the Chapter's operational structure.

- a. Presides with a well-planned agenda at regular and special Governing Board and Membership Meetings.
- b. Coordinates all of the business and affairs of the Chapter.
- c. Attends all District, State, Regional and National Women's Council of REALTORS® meetings and serves as a voting member of the State Governing Board.
- d. Communicates all correspondence and materials received from the State and/or National Women's Council of REALTORS® office, including Meeting reports, and keeps the Local Officers and Committee Chairs informed of communications that are applicable to their jobs throughout the year.
- e. *Furnishes each Officer and Chair with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the National LPPM.*

- f. Shall attend the Governing Board and educational sessions provided when traveling on Chapter business. A written report shall be given to the Governing Board upon returning from the meeting, as well as to inform the general membership through both a newsletter article and a brief report at the next general membership meeting. The Treasurer will make no expense reimbursement to the President until the Treasurer receives the President's written report.
- g. Coordinates meeting arrangements (meal selections, special equipment, flags, decorations).
- h. Volunteers to serve on State and/or National Women's Council of REALTORS® Committee(s)
- i. Presents Nominating Committee report to the general membership.
- j. Appoints an Audit Committee at the next to last Governing Board Meeting of the year.
- k. President is responsible for signing the Chapter's Income Tax Report for the previous year by May 15<sup>th</sup> and returning a signed copy to the Chapter CPA for filing with the IRS. In the event the President is unable to sign due to illness or disability, the President Elect for the calendar year being filed will sign the return and see that the Chapter Accountant has filed the report on a timely basis.
- l. The outgoing President shall give the incoming President all the Chapter's logins and passwords to the Chapter's business equipment and websites.
- m. The **Outgoing President** becomes the Immediate Past President the following year. The duties of this position are Nomination Committee Chairman and Review Committee Chairman, and the Ebby Halliday Leadership Achievement Award Selection Committee. (See Appendix for Ebby Halliday Leadership Nomination Form.)

**2. OFFICER: CHAPTER PRESIDENT-ELECT**

In the absence of the President, Chapter President-Elect shall preside at all meetings and perform the necessary duties of this office. The President-Elect automatically succeeds to the Presidency the following year and attends the National Leadership Academy.

- a. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.
- b. Attends all District, State, Regional and National Meetings of Women's Council of REALTORS® and serves as voting delegate in those instances when the President is not able to attend.
- c. Volunteers to serve on State and/or National Women's Council of REALTORS® Committee(s).
- d. Attends education sessions and observes both the State and National Governing Board sessions when traveling on Chapter business. A written report shall be given to the Governing Board upon return from the meeting, as well as informing the General Membership through both a newsletter article and brief report at the next meeting. No reimbursement

of expenses will be given to the President-Elect until the Treasurer has received a written report.

- e. Coordinates all programs for monthly Chapter meetings. Programs will be in accordance with Women's Council of REALTORS® National guidelines for Local Chapter Programs.
- f. Prepares and submits the Chapter Annual Plan to Women's Council of REALTORS® National by the **February 1<sup>st</sup>** Deadline for the Chapter Excellence Awards.

**3. OFFICER: VICE PRESIDENT OF MEMBERSHIP**

- a. Oversee all Membership activities. Accountable for the Chapter efforts to recruit, retain and recapture membership.
- b. Responsible for the implementation and follow-through on the National Membership Marketing Campaign when one is in effect.
- c. Establish Local Chapter membership goals in coordination with President and Governing Board.
- d. Communicate membership goals and organize Chapter effort to achieve goals.
- e. Monitor membership reports, received from National Women's Council of REALTORS®, for accuracy and follow up on any discrepancies.
- f. Report to National Women's Council of REALTORS® for any corrections, changes to telephone or address of member information.
- g. Verify applicant's membership status to MetroTex Association of REALTORS®.
- h. Some duties may be delegated to the Membership Chairman, however the duties listed above should not be delegated.
- i. Organize and tract membership history record and sees that they are maintained and passed on each year to the succeeding Vice President.
- j. Receives the membership report from Women's Council of REALTORS® National and sends copies of each report to the Chapter President, Treasurer and the Membership Chair.
- k. Maintains a complete Membership Roster, including all National, National-Affiliate and Local Affiliate members, and oversees Treasurer's billing and collection of local affiliate dues. Updated copies of the Membership Roster will be provided monthly to the Governing Board members
- l. Attends educational sessions when traveling on Chapter business and reports back to the Governing Board.
- m. Coordinates the New Membership Orientations, if applicable.
- n. Attends educational sessions and observes both the State and National Governing Board sessions when traveling on Chapter business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given to the Vice President of Membership until the Treasurer has received a written report.

- o. Promotes the use of Women's Council of REALTORS® member services. Promotes the development of the National, Regional and State referral networking by the members through the use of the National Women's Council of REALTORS® Referral Roster. Promotes the use of networking opportunities at State, Regional and National meetings.
- p. Responsible for notifying the members of the availability of extended and/or personalized advertising in our National Referral Roster and should encourage and coordinate this advertising.
- q. Notification of the **March 31<sup>st</sup> deadline** should be given at the January and February General Membership Meetings as well as notification through the newsletter and monthly by electronic mail.
- r. Works closely with the Website Committee to ensure the current National current National Membership Roster and Local Affiliate Roster is up to date on our Local Chapter Website—[wcrdallas.com](http://wcrdallas.com).
- s. Responsible for ensuring the National Affiliate Membership will not comprise of more than thirty per cent (30%) of the National Membership of the Chapter.
- t. The MetroTex Executive Officer, MetroTex Women's Council of REALTORS® Liaison and MetroTex President shall receive a complimentary National Women's Council of REALTORS® Membership at the beginning of the calendar year. It is the responsibility of the Vice President of Membership to fill out the application and request a check from the Treasurer for the membership.

#### 4. OFFICER: SECRETARY

- a. The Secretary takes the minutes of each Chapter meeting and each Governing Board meeting. Original copies of all minutes should be kept in a permanent Chapter's minute book. Copies of minutes will be kept in chronological order in a binder for the fiscal year. A copy of each should be sent by electronic mail to the State Chapter President and the Governor following Board approval. Copies of the Governing Board Minutes should be made available to the President, all other Chapter officers, and Standing committee Chairmen. Copies of the General Meeting Minutes should be made available to all officers and any member requesting them. Usually copies of the minutes are placed on the tables at the general meetings for members to pick up. Keep minutes clear, concise, and accurate. It is not necessary to report discussions.
- b. The Secretary is responsible for notifying the National Women's Council of REALTORS® Office of the name and address of newly elected officers of the Chapter no later than **November 1<sup>st</sup>**.
- c. The Secretary is responsible for maintaining the Charter and other important documents of the Chapter in a designated location and gives all documentation relating to the position to the incoming Secretary for the next year.
- d. The Secretary is encouraged to attend District, State, Regional and/or National Women's Council of REALTORS® Meetings, as budgeted or

approved by the Governing Board.

- e. The Secretary attends educational sessions and observes both the State and/or National Governing Board sessions when traveling on Chapter business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given to the Secretary until the Treasurer has received a written report.

## **5. OFFICER: TREASURER**

- a. The Treasurer has custody of the funds of the Chapter and deposits them in accounts in a financial institution selected by the Governing Board. Funds will be disbursed as directed by the President or Governing Board.
- b. Two Officer's signatures will be required on all checks. Officers eligible for signature on checks are President, President- Elect, Secretary and Treasurer.
- c. The Treasurer will provide a monthly financial and budget report that will be presented at the Governing Board meetings and the General Membership meetings. Transaction Detail by Account will be furnished to all Board Members for review on a quarterly basis. The intent being:
  - i. Correct improperly posted items on a timely basis instead of waiting until year end.
  - ii. Notify the Committee Chairman responsible for the income/expense accounts for the committee of the current status of those accounts.
  - iii. Show which accounts are close to being over budget or under budget.
  - iv. Make each officer and committee chair accountable and fiscally responsible for the large sums of money this Chapter handles.
- d. All monies collected by the Chapter will be turned over to the Treasurer within five (5) days of receipt and will be deposited by the Treasurer within five (5) working days.
- e. The Treasurer will deposit all checks for Local Affiliate dues upon receipt. Membership checks for the National dues should not be deposited, rather forwarded to National. (Note: A photo copy of all checks shall be retained through the yearend review.) The Treasurer will keep written and accurate accounts of all Local Affiliate dues payments.
- f. The Treasurer disburses funds for budgeted and approved items only when a Receipt of Statement is received. No checks are to be written on an account that is over budget. Approval must be sought from the Board for appropriating additional money to a particular account prior to checks being written on an over-budget account.
- g. The Treasurer maintains records of all receipts and disbursements.



- h. The Treasurer is responsible for ALL INVOICING, including billing members a fee of \$25.00 per occurrence for all NSF checks. All Committee Chairmen are responsible for submitting a complete list of expenses to be invoiced, including contact name, company name, complete address and phone number, and a copy of the signed Commitment and dollar amount with explanation for invoicing. (See Appendix for Expense Reimbursement Form).
- i. Notifies the National Women's Council of REALTORS® office of any change in the amount of Local Dues. (National Women's Council of REALTORS® must receive notification of dues changes by **October 31<sup>st</sup>** in order for the change to be included in the dues billing for the following year. Chapter Bylaws must also be changed and re-approved).
- j. Submits the books to the President by **December 23<sup>rd</sup>** for use of the Review Committee. The Treasurer is in attendance at this annual review.
- k. Serves as a member of the Ways and Means and Budget and Finance Committees.
- l. Attends as many District, Regional, State and National Meetings of Women's Council of REALTORS® as budgeted or approved by Governing Board. Attends educational sessions and observes both the State and National Governing Board sessions when traveling on Chapter business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given by the Treasurer until the Report has been received by the President.
- m. The President, plus one signature, must sign reimbursement for expenses incurred by the Treasurer.
- n. Procedures for Chapter laptop and electronic record keeping.
  - i. Treasurer shall keep all Chapter records on the laptop provided by the Chapter. The Treasurer is entrusted with the safe keeping of this computer during their time in office, and should they resign for any reason, the computer will be returned to the Chapter President or President-Elect.
  - ii. As guardian of the Chapter computer, they will be responsible to make back up files of all budget reports, conducting periodic downloads for current virus protection software. Should any problems occur with either the software or computer function, it should be reported immediately to the President or the President- Elect.

**6. OFFICER: IMMEDIATE PAST PRESIDENT**

The immediate Past President serves as a voting member of the Governing Board.

- a. Serves as Review Committee Chairman and works with Committee appointed by the President. This Committee shall present its report at the first meeting of the next year.
- b. Serves as Nomination Committee Chairman.
- c. Attends all Executive Committee, Governing Board and Membership Meetings.

**B. PAST PRESIDENTS COUNCIL:**

The active Past Presidents shall collectively be known as the Past Presidents Council and serve as an informal committee at the direction of the President. A member of the Past Presidents shall be appointed by the President annually to serve as Chair of this group.

**C. STANDING COMMITTEES:**

The incoming President shall call a meeting of the newly-elected line officers for the purpose of approving a slate of standing Committee Chairs for the following year no later than November 30<sup>th</sup>. Standing Committee Chairmen shall be National Members in good standing.

Each Standing Committee Chairman will submit a written report on any activity to the President prior to each Government Board Meeting. All Standing Committee Chairmen are required to attend all Governing Board Meetings. All outgoing Committee Chairmen will make a written report on the Committee's accomplishments at year end to be given to the incoming President and Secretary and these reports plus Committee materials shall be given to incoming Committee Chairmen. All committees shall have no fewer than three (3) members.

**1. STANDING COMMITTEE: BYLAWS AND STANDING RULES**

- a. Reviews Bylaws and revises them as needed or as directed by the National Women's Council of REALTORS® office or by the Local Governing Board.
- b. After giving proper notice to the Membership and getting their approval on changes, submits any changes of the Bylaws to the National Women's Council of REALTORS® office for final approval.
- c. Reviews and revises the Standing Rules, presents any Revisions of the Governing Board for approval and insures that these are presented at the next General Meeting.
- d. Works closely with the Parliamentarian.

**2. STANDING COMMITTEE: EDUCATION AND PROGRAMS**

- a. Under the guidance of the President-Elect, the Committee plans and develops programs for the Local Chapter Meetings in accordance with the National Women's Council of REALTORS® guidelines. To ensure

quality programs for the Chapter, the expenses for speakers or education shall be budgeted.

- b. Promote and encourage participation in educational opportunities including PMN Courses, Local Associations of Realtors® and other societies and councils of NAR educational courses that may benefit Women's Council of REALTORS® members.
- c. The committee shall be responsible for identifying and defining scholarship programs to benefit chapter members. All scholarship programs shall be approved by the Governing Board.

### PROGRAMS

- a. Plans and develops programs for Local Chapter meetings consistent with the needs of the membership and the goals of the Chapter as outlined in the Annual Plan
- b. Arranges for guest speaker introductions by Chapter Member.

### **3. STANDING COMMITTEE: MEMBERSHIP**

- a. Plans and develops membership drives to help recruit new members and/or implements the membership drive which may be developed by Women's Council of REALTORS® National.
- b. Works closely with the Vice President of Membership to maintain an open line of communication to the membership.
- c. Assists the Vice President of Membership in maintaining a complete up to date membership roster.
- d. Coordinate with Chapter Website Committee to keep an updated list of the current National members on Chapter Website.
- e. Implements National Membership initiatives.
- f. Sends welcome cards or letters to each new member.
- g. Welcome, announce and introduce new members as a group at Chapter meetings.
- h. An induction ceremony for new members may be conducted at the Chapter meetings. Such ceremonies may cover several months and will be arranged as they fit into regular programs.

### **4. STANDING COMMITTEE: FINANCE AND BUDGET**

- a. Prepares the annual budget to present for approval by the Governing Board no later than the **January meeting**.
- b. Reviews the budget and actual expenditures as needed or as called for the President or the Governing Board.
- c. Serves as a member of the Review Committee that is appointed by the President.

### **5. STANDING COMMITTEE: NOMINATING**

- a. Members are elected at the Annual Election Meeting to serve the following calendar year.

- b. The Chair will always be the Immediate Past President of the Chapter if willing or able to serve. At least seven (7) members of the Committee, two (2) of which may be alternates. Five (5) members must be present at interview and selection meetings of the Committee. No current line officer shall serve on the Nominating Committee.
- c. Members of this Committee cannot serve consecutive terms, but an alternate who did not serve on the Committee would still be eligible to serve the next year.
- d. If the current Past President is not able to serve, the most recent Past President willing and able to serve will Chair the committee.

The committee of seven (7) shall consist of the following.

- i. The Immediate Past President.
- ii. One (1) member selected, voted and approved by the Governing Board.
- iii. Five (5) members selected from the General Membership Meeting., two (2) of which shall be alternates.
- iv. Must be Active Realtor Members.

**6. STANDING COMMITTEE: WAYS AND MEANS**

Proceeds are for general funds, such as scholarships, educational projects, community service projects, and officers' expenses for District, State and National Meetings.

- a. Plans and implements programs to raise non-dues revenue for the Chapter.
- b. Submits proposed budget for fund raisers to the Treasurer and processes all monies raised through the Treasurer.
- c. Establishes Sub-Committee Chairs within the Committee to handle different aspects of the particular fund raisers.
- d. Submits a final report of each event to the Governing Board and the Membership.
- e. Assists in the preparation of Chapter Excellence Award for the Chapter at the request of the President.

**FINANCIAL OBLIGATIONS IN CONJUNCTION WITH WAYS AND MEANS.**

- i. TAX EXEMPT STATUS -- To protect this Chapter's tax exempt status as a Not-For-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the Leadership Policy and Procedures Manual (LPPM). It is the duty of the President to make sure that the Ways and Means Committee has a copy of this information found in the LPPM.
- ii. SEPARATE ACCOUNTING AND BUDGET- Chairman will establish a separate budget for all Ways and Means Projects, which will be reflected in the Chapter's main budget. The Committee, under the direction of the Committee Chairman, will assist the Treasurer in maintaining accounting of all proceeds and

- expenditures in connection with all fund raising projects.
- iii. OPERATING EXPENSE CAUTION – The proceeds or profits of each event will be used as projects designated by the Governing Board only after expenses have been paid. Note that current IRS REGULATIONS PROHIBIT THE Chapter from donating more than thirty percent of the operating budget to a charity or charities designated by the Governing Board.
  - iv. POSSIBLE DEFICIT OBLIGATION – No Ways and Means project will be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.
  - v. The Committee Chairman or any committee or sub-committee member does not have the authority to sign a contract on behalf of the Governing Board. All contracts for service must be signed by the current President with Governing Board approval

#### **7. STANDING COMMITTEE: STRATEGIC PLANNING**

At the President's discretion, a Strategic Planning Chairman and Committee shall serve as the liaison between Women's Council of REALTORS® State and National Strategic Planning Committees to plan for the future of the Dallas Chapter of Women's Council of REALTORS®. The Strategic Planning Chairman shall be a Past President of the Dallas Chapter of Women's Council of REALTORS®. This Committee shall not be formed unless headed by a Past President. The Strategic Planning Chairman shall serve as a voting Member.

#### **D. PARLIAMENTARY AUTHORITY**

1. Per Bylaws, the Rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall be recognized as the authority governing the proceedings of the Chapter in all cases not provided for in the Bylaws or in these Standing Rules.
2. The President appoints Parliamentarian and an Alternate- Parliamentarian. The Parliamentarian (or Alternate) is expected to be present at all General Membership, Executive Committee and Governing Board Meetings. The Parliamentarian has no voice nor vote at the Governing Board or Executive Committee meetings; however, retains voice and vote as a member on General Membership matters.

## **E. SPECIAL COMMITTEES**

These Committees may vary from year to year at the discretion of the President and with the approval of the Governing Board, with the exception of the Review and

Awards Committees, both of which shall be annual committees. Special Committee Chairmen may attend the Governing Board Meetings and participate in discussion, but they do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.

### **1. SPECIAL COMMITTEE: COMMUNICATIONS**

- a. Distributes timely updates and professional email communications for all Chapter business.
- b. Creates and maintains an up-to-date email database for all Chapter Members.
- c. Prepares email reminders for all Executive, Governing Board and BRM Meetings, but obtains Chapter President's approval before forwarding it to Chapter Members.
- d. D. Forwards general or Committee communications to Chapter Members as requested and approved by Chapter President.
- e. Attends all Governing Board meetings to stay current with all Chapter activities and to be pro-active in any area concerning communications.

### **2. SPECIAL COMMITTEE: EXECUTIVE COMMITTEE**

- a. Consists of the elected officers, Immediate Past President and the Parliamentarian.
- b. Meets on the Monday prior to each regular Governing Board meeting and at other times as requested by the President. Executive Committee meeting will be held on Mondays, at a previously designated location. No Chapter funds will be used in conjunction with this meeting.
- c. Review agenda items and suggest a course of action to the Governing Board.

### **3. SPECIAL COMMITTEE: RESERVATIONS**

Accepts reservations for the General Meetings and makes arrangements with the luncheon facility to accommodate the number expected to attend the meeting. This Committee serves as the Greeting Committee and collects money from members and guests for each General Meeting of the Chapter. Each month the final list of attendance, reservations not kept, and all money received is given to the Treasurer. A list of the names of guests is to be given to the Membership Chairman for recruiting new members.

#### **SUGGESTED PROCEDURES FOR RESERVATIONS.**

- a. All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function. The cancellation deadline is no later than noon on the day prior to the meeting. A reservation list will be provided to the Treasurer monthly by the Reservation Committee. Reservations are payable by cash, check or credit card. Any NSF check will be charged a \$25 fee per occurrence. The cost of the luncheon and NSF charges will be billed to the member.

- b. If members attend a function without a reservation, they will be accommodated on a space available basis only, and pay the late registration fee. Since the Chapter is billed for the monthly luncheon by the number of attendees, no member will be allowed to attend without paying.
- c. It is the obligation of members to pay for all Chapter events at the time of the event. Billing is discouraged as it creates extra expense for the chapter.
- d. Reservations can be prepaid in advance for all luncheons, except for special events which may have higher costs associated with the event. Any unused reservation vouchers cannot carry over to the next year without a written request presented to the Governing Board. Members will be informed of this policy by announcements at the Chapter Meetings, electronic mail and in the newsletter.

The Governing Board will review the reservation policy at the beginning of each year. Subsequent changes to the reservation policy will be changed in the Standing Rules by the Bylaws and Standing Rules Chairman once a new policy is adopted.

**4. SPECIAL COMMITTEE: NEWSLETTER**

Prepares a newsletter about Local, State and National activities and distributes to the membership at least four (4) times per year. This Committee actively solicits articles from such sources as members, sponsors, community leaders, and related real estate business representatives. This Committee may actively solicit strategic partners for the newsletter and works closely with the Treasurer in invoicing and collection of advertising commitments. A reasonable deadline should be established for the receipt of all information and articles to enable this Committee to have the newsletter produced and delivered to Chapter members in a timely manner.

**5. SPECIAL COMMITTEE: STRATEGIC PARTNERS**

Obtains Partners interested in exposure to the membership. This Committee should send solicitation letters for Strategic Partners in **September** of each year. A follow up letter should be sent to confirm commitments from Strategic Partners to confirm dates, times, and places of the events, with an invitation to provide a door prize at the event if customary. A copy of the follow up letter and payment will be sent to the Treasurer along with a signed copy of the commitment. Unless otherwise approved by the Governing Board, no Strategic Partner will receive publicity until payment is received. The Strategic Partner Committee should work very closely with the Treasurer to aid in collections. Appreciation letters should be sent immediately.

**6. SPECIAL COMMITTEE: MEMBERSHIP ADVOCATE**

This Committee shall arrange for and oversee tables for REALTORS® and Affiliate members of the Dallas Chapter to display fliers and promotional items at the monthly luncheons. This privilege shall not be extended to non-members.

**7. SPECIAL COMMITTEE: INSPIRATION/PLEDGE**

(President-Elect/Programs Committee)

- a. Prepares and delivers or arranges for another member to deliver a short invocation or inspirational message.
- b. If message is religious it goes before the Pledge. If not, it goes after the Pledge.
- c. If no flag is in the room, the Pledge of Allegiance **cannot** be given.
- d. Both the Pledge of Allegiance to the United States Flag and the Texas Pledge will be done at each General Membership meeting.

**8. SPECIAL COMMITTEE: PUBLICITY/MARKETING**

- a. Promotes and maintains a favorable image of Women's Council of REALTORS® in the eyes of the public.
- b. Prepares and submits media release to publicize Chapter activities and achievements as required.
- c. Send a copy of all newspaper clips mentioning Women's Council of REALTORS® activities to the National Women's Council of REALTORS® office. Notify the Women's Council of REALTORS® National office of any radio or television coverage of a Women's Council of REALTORS® event. Cooperate with other committees on communications for the membership. (i.e. Meeting and/or event notices) Cooperate with the Chapter Excellence Award Committee for submission.

**9. SPECIAL COMMITTEE: AUDIT**

- a. Chairman is the Budget and Finance Chair.
- b. Committee appointed by the President with the approval of the Governing Board at the next to last Governing Board meeting of the year. No later than October 31<sup>st</sup>. Committee will consist of a Past President, a Past Treasurer, a non-officer Governing Board member and a general member.
- c. Current Treasurer is present at the meeting only to answer questions and provide the financial records for review.
- d. Audit Committee will thoroughly review the Chapter Expenditures by comparing them with the Budget, Standing Rules and Governing Board Minutes.



**10. SPECIAL COMMITTEE: HOSPITALITY**

- a. This Committee shall arrange for cards, flowers and/or other gestures of kindness to express congratulations or condolences to members of the Dallas Chapter.
- b. **Memorials** – In case of death of a Chapter member a member’s spouse, child, parent, or spouse’s parent, the Hospitality Chairman will select an appropriate memorial not to exceed \$100.
- c. **Get Well Remembrances** – The Hospitality Chairman will send a card to a member who is ill or hospitalized. In the event of surgery or major illness, the Chapter Secretary will send flowers, at a cost not to exceed \$100.
- d. **Unbudgeted Courtesy Expenditures** – The Governing Board must approve any unbudgeted courtesy expense. The President, as a representative of the members of this Chapter, will bring before the Governing Board any circumstances where The Chapter may need to participate in an expenditure for a special memorial, scholarship, or donation on behalf of a special member of Woman’s Council of REALTORS®.

**11. SPECIAL COMMITTEE: PROFESSIONAL STANDARDS**

At the Presidents discretion, a Chairman and Committee may be appointed and approved by the Governing Board to assist in the presentation of at least one (1) program during the year which deals with professionalism of the real estate industry and emphasizes the necessity of members adhering strictly to the Code of Ethics of the National Association of REALTORS® (NAR).

**12. SPECIAL COMMITTEE: TREPAC/ POLITICAL INVOLVEMENT**

At the President’s discretion, a Chairman and Committee may be appointed and approved by the Governing Board to act as a liaison for the Chapter to the Local Association(s) of REALTORS® and keep the Chapter informed of political issues which impact the industry. Committee may assist in arranging a Meeting with a local politician or politicians.

**13. SPECIAL COMMITTEE: HISTORIAN**

This Committee takes and collects photographs, articles and news releases of the Chapter activities and achievements. This Committee should work closely with the Marketing and Newsletter Committees.

**14. SPECIAL COMMITTEE: WEBSITE**

Chairman works closely with the President and Committee Members to ensure the security and integrity of the **Women’s Council of REALTORS® - WCRdallas.com** website. The Chairman, webmaster and the President should know all the passwords and security levels. Passwords that allow content changes should be changed at the beginning of each year.

**15. SPECIAL COMMITTEE: TECHNOLOGY**

- a. Maintain and update Chapter Website in a timely manner.
- b. Upload materials, including photos, newsletter, Chapter documents or forms, links and announcements.
- c. Maintain Facebook Women's Council of REALTORS® page.
- d. Maintain ongoing contact with Webhost to ensure access to latest technology.

**16. SPECIAL COMMITTEE: COMMUNITY OUTREACH**

Helps identify and coordinate worthwhile community programs for the Chapter to support through volunteer work, visitation or donations.

**17. SPECIAL COMMITTEE: MEMBER OF THE YEAR**

This Committee is chaired by the Current Member of the Year and is responsible for Committee selection. The Member of the Year will be a member of the Women's Council of REALTORS® Dallas Chapter and Local Associations of REALTORS® Member, will have been a REALTORS® or a National Affiliate for a minimum of four consecutive years, and will be an individual selected for recognition by the Local Chapter. Should there be no nominees that fit the selection requirements; the Committee will NOT give the award. The selection requirements of these Standing Rules must be followed by the Committee and cannot be overturned by the Committee. The Committee will report the results to the President, who will verify the recipient meets all requirements.

To avoid any possibility of any award going automatically to the Local Chapter President, that individual will be ineligible to receive any award during or within one year after the term of office. This does not preclude Past President or other officers from receiving the award. Member of the Year will be announced at the December Installation and the recipient will be suitably honored.

The Member of the Year Award will also be known as the Posie Willess Award. (Nominating Form located in the Appendix.)

The Chairman of the committee should notify **the immediate family** of the selected Member of the Year so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Chairman should also notify the **Office Manager or immediate supervisor** of the award recipient so they may attend the award presentation to honor the recipient.

**18. SPECIAL COMMITTEE: AFFILIATE OF THE YEAR**

This Committee is chaired by the Current Affiliate of the Year and is responsible for Committee selection. The Affiliate of the Year will be a member of the Women's Council of REALTORS® Dallas Chapter and a Local Association of REALTORS® member, will have been a REALTOR® or National Affiliate for a minimum of four (4) consecutive years and will be an individual selected for recognition by the Local Chapter. Should there be no nominees that fit the selection requirements; the Committee will NOT give the award. The selection requirements of these Standing Rules must be followed by the Committee and cannot be overturned by the Committee. The Committee will report the results to the President, who will verify the recipient meets all requirements.

To avoid any possibility of any award going automatically to the Local Chapter President, that individual will be ineligible to receive any award during or within one year after the term of office. This does not preclude Past President or other officers from receiving the award. Affiliate of the Year will be announced at the December Installation and the recipient will be suitably honored. (Nominating Form located in the Appendix.)

The Chairman of the committee should notify **the immediate family** of the selected Affiliate of the Year so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Chairman should also notify the **Office Manager** or **immediate supervisor** of the award recipient so they may attend the award presentation to honor the recipient.

**19. SPECIAL COMMITTEE: ANNUAL EBBY HALLIDAY AWARD  
(ENTREPRENEUR OF THE YEAR)**

Nominees for this award must be a National Member or Past President of the Dallas Chapter, who has demonstrated extraordinary leadership at the Local, State or National level, who has given of their time to the community, mentored others in the industry and been a role model for all to follow.

Nominees will be solicited from the Membership beginning **in August** of each year. Nominees will fill out the application form given by the Committee Chair and return it to the Chairman by **October 1<sup>st</sup>**.

The Committee shall consist of the following:

- a. The Current Dallas Chapter President.
- b. Immediate Past President
- c. A Past President selected by the Active Past President's Committee
- d. The President of MetroTex or the Executive Officer
- e. A National Affiliate Member
- f. A Member from the General Membership

The finalists will be introduced and the winner announced at the installation luncheon in December by the previous year's award recipient.

The award recipients name will be engraved on a rotating trophy that they will keep for one year. The previous award recipient will announce/present the award to the current award recipient. The President shall present the previous award recipient a personal plaque in exchange for the rotating trophy.  
(Nominating Form for this award located in the Appendix)

The Chairman of the committee should notify **the immediate family** of the selected Ebby Halliday Award (Entrepreneur of the Year) so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Chairman should also notify the Office Manager of **immediate supervisor** of the award recipient so they may attend the award presentation to honor the recipient.

SUGGESTED PROCEDURE FOR SELECTING CANDIDATES:

- i. The Membership Chairman provides the current membership list to help qualify those members eligible to be nominated by the membership for Member of the Year and Affiliate of the Year.
- ii. Notify Membership by **October**. This notification can be made through the newsletter, via electronic mail or at the Membership Meetings prior to **November**.
- iii. Notifications should include a deadline date, criteria for eligible nominations, nomination forms and a list of eligible nominations to the membership.
- iv. Those Members nominated should be notified in writing along with the credentials provided in the Leadership Policies and Procedures Manual (LPPM). A deadline should be given to the nominees to complete and return the forms.
- v. The Committee should meet and review all forms submitted and should tally the results.
- vi. The Secretary shall be responsible to ensure the plaques and trophy are ready for the luncheon in December.
- vii. The awards are presented at the Installation Luncheon in December.

## V. EXPENSE REIMBURSEMENT

### A. POLICIES:

1. Functions covered for reimbursements are: District, Regional, State and National Meetings.
2. Reimbursement will be paid to the President, President-Elect, Vice President of Membership, Secretary and Treasurer in accordance with the annual amount approved in the budget. Chapter Past Presidents serving in State and/or National Women's Council of REALTORS® leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board. The local Chapter would not reimburse any reimbursements to an Officer or Past President who is being reimbursed from State or National Women's Council of REALTORS® for serving as a member of a State or National Women's Council of REALTORS® Committee. Any reimbursements by a member's company are not subject to reimbursement by the Chapter. The Budget and Finance Committee **estimates lodging expense based on two (2) officers sharing a room.**
3. Budgeted travel expenses will include registration, transportation (where applicable) to and from meetings, lodging accommodations and Women's Council of REALTORS® ticketed events and meals. Items not covered are long distance telephone charges, extra nights at the hotel due to attendance of educational classes, alcoholic beverages and individual room service charges.
4. Request for Expense Reimbursement form must be completed and submitted with Original receipts for approved expenditures after the function. If and when funds are available, a check will be issued within five (5) days of approval. (Expense Reimbursement forms are located in the Appendix).

### B. PROCEDURES:

1. Every Officer, Committee Member or Chapter Member traveling at the Chapter's expense is required to attend meetings, functions and educational sessions at each orientation or convention attended. The specific duties of each officer in regard to reports and reimbursements are found under their job responsibilities.
2. Attendees traveling at the Chapter's expense are required to provide a written report to the Governing Board as a summary of meetings or educational sessions attended. The Chapter will benefit from the information passed on to the membership and members will be stewards of the Chapter's Money.
3. All requests for reimbursements will be made prior to December 15<sup>th</sup>, no requests will be honored after that date.
4. While traveling on Chapter business in Texas the Local Chapter will pay up to \$30.00 per diem for meals not covered in the event registration fee. While traveling out of State, the Local Chapter will pay up to \$60.00 per diem for meals not covered by the event registration fee.
5. Parking and/or transportation will be reimbursed per trip even as per IRS Government guidelines for mileage. Excess Allocations - In the event any member receives an amount in excess of the budgeted and permitted amounts, the Member will be required to repay the Chapter all excess amounts received.

Failure to repay the Chapter in a timely manner will be referred to the Governing Board for appropriate action.

6. Any non-travel related expenses should be completed on the non-travel reimbursement form and turned into the Treasurer along with original receipts.

## **VI. CHAPTER SCHOLARSHIP**

### **A. POLICIES AND PROCEDURES:**

1. Must be current National member of Dallas Chapter.
2. Scholarship cannot be used for MCE or license renewal classes.
3. Scholarship must be used for any NAR Designations, such as ABR, CRS, GRI, or PMN.
4. If you are representing the Dallas Chapter and attending a Women's Council of REALTORS® State, Regional or National meeting, you may apply for reimbursement of registration fee.
5. Maximum reimbursement will be \$300 per person in any calendar year.
6. Reimbursement will be sent for board approval AFTER receipt of successful course completion. A Certificate, Grade or Verification form must be sent with request for reimbursement.
7. Proof of registration, course or class completion must be submitted within 30 days of completion.
8. After Women's Council of REALTORS® Board approval, reimbursement will be paid as funds become available in approved budget.
9. Deadline for submission of application for the current year is November 30<sup>th</sup>.

## **VII. WOMEN'S COUNCIL OF REALTORS® DUES**

### **A. POLICIES AND PROCEDURES:**

1. National Members and National Affiliates dues of \$175 are billed annually by the National Women's Council of REALTORS® office. Members who have earned their PMN Designation will be billed the annual designation fee with the National Dues. Membership dues changes will be updated in the Bylaws and Standing Rules Chairman.
2. New National Member applications and checks will be collected by the Membership Chairman and forwarded immediately to the National Office. The Chairman is required to verify membership of the applicant with the Local Association of REALTORS® as a part of the process. A copy of the application and check should be kept in the Membership Chairman's book for the current year. New members shall pay a full year's dues upon making application. On January 1 of the following year, they shall only be billed for that portion of dues unpaid for that year. National calculates all pro rations.
3. Any National Member or National Affiliate who has not paid their dues by **March 31<sup>st</sup>** will be dropped from the National Referral Roster. Membership dues can be reinstated after this date; however, the Member loses the benefit of

- being listed in the National Referral Roster.
4. Local Affiliate billing will be the responsibility of the Treasurer. The Treasurer will work closely with the Membership Chairman to ensure the Local Affiliate membership information is correct. Any changes/ updates to the Local Affiliate information should be sent to the Reservation, Newsletter and Website Chairman in a timely manner in order to keep all committees updated.

## **VIII. GUEST SPEAKERS**

### **A. POLICIES AND PROCEDURES:**

1. Guest Speakers are to receive a complimentary meal and/or special recognition for their contribution to the Chapter. This policy also applies to speakers who are members and any visiting State and/or National Officers.
2. State or National officers invited by the Dallas Chapter to attend a meeting or special event will be invited by the President, with the consent of the Governing Board. The Governing Board must approve any extra expenses in connection with their visit, other than lunch or a special event fee not itemized in the annual budget.

## **IX. VIP**

### **A. POLICIES AND PROCEDURES:**

#### **1. VIP: COMPLIMENTARY MEMBERSHIP:**

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

2. **VIP: HONORARY MEMBERS** Honorary Members shall be selected by vote of the Governing Board. Honorary Members shall not have voting privileges. Extreme caution will be exercised in conferring any Honorary Membership.

**X. RECOGNITION**

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

**XI. FUTURE LEADERSHIP FUND**

A special budget line will be establish and funded to support future leaders from the Dallas chapter that serve at the state and national level of Women's Council of REALTORS®.

**XII. MISCELLANEOUS**

All communication to the Governing Board and to the Membership shall go through the President, including "all calls", mailings, and electronic mail. The President of the Dallas Chapter of Women's Council of REALTORS® is to be the official spokesperson for the Chapter and as such should always reflect the ideals and attitude of the Governing Board.