



**Policies and Procedures**

Of The

**GRANBURY ASSOCIATION**

**OF REALTORS® , Inc.**

JANUARY 2019

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**RATE SCHEDULE FOR 2019**

# **Policies & Procedures**

## **Granbury Association of Realtors® , Inc.**

(Ratified –November 2017)

This manual sets forth policies and procedures pertaining to the Granbury Association of REALTORS® (hereinafter identified as Association) and its members, and will be reviewed and updated, if necessary, each year by the Board of Directors and/or Executive Committee. The manual will also delineate the roles of the members and staff within the infrastructure of the organization.

### **I. ASSOCIATION PURPOSE/MISSION STATEMENT**

The Granbury Association of REALTORS® (GAR) is dedicated to the following tenets:

- Promote professional development
- Enhance personal growth and community service
- Encourage members to conduct business with integrity, competency and security

Through these, we promote and preserve property rights and uphold the Golden Rule and the REALTOR® Code of Ethics as outlined by the National Association of REALTORS® (NAR).

### **II. JOB DESCRIPTION/DUTIES**

#### **A. BOARD OF DIRECTORS**

To achieve the goals set forth in this manual, the Board of Directors and/or Executive Committee will:

1. Concentrate its efforts in policy-making decisions, both long and short term, while supporting staff in their mission to administratively reach the goals set forth by volunteer leadership.
2. Develop the Strategic Plan and monitor its adherence to the vision and mission of the Association. Monitor the activities of the committees, task forces, and special interest groups through the Board of Directors and/or Executive Committee, to see that they are consistent with the plan.
3. Understand that the membership holds the leadership accountable for competency of governance and accomplishment of the goals of the organization. To that end, the leadership will always make decisions predicated on what is best for the entire organization.
4. Ensure continuity of leadership by planning for a smooth transition from one administration to the next. To that end, the last meeting of the year will include incoming Directors when possible.
5. Initiate policy to avoid problems rather than waiting for a problem to arise which must be solved.
6. Stimulate the involvement of the membership by following the established policies, thus creating an atmosphere of soundness, efficiency, and fairness to all. In such an environment, leaders and future leaders will understand from the start what they may do and what they may expect. This includes remembering the importance attached to remarks made on, and off, the record and remembering that discretion protects credibility, and discourages rumors, gossip, and criticism.
7. Set the general policies and goals of the organization.
8. Be familiar with antitrust laws, professional standards, and Association bylaws.
9. Avoid conflicts of interest. A conflict of interest occurs when a board member or committee chair or any related party (e.g. a company, partnership, affiliate, management or members of your immediate family) is in a position to profit directly or indirectly because of his or her position with

the Association. The policy of the Association prohibits conflicts of interest. A conflict can exist even if actions do not adversely affect the Association. A given situation may or may not present a conflict of interest, depending upon the facts and circumstances. It is important that situations are disclosed that may present a possible conflict of interest for Association review.

10. Be an active member. Attendance at Association functions facilitates a steady flow of communication with membership.
11. Be conscious of potentially lengthy Board of Directors' meetings and try to keep the meetings moving.
12. The Board of Directors shall designate a regular time and place of meetings.
13. The Board of Directors shall designate a regular time and place of meetings.
14. A quorum for the transaction of business is defined as 50% of the Board. (Amended 4/09)
15. Absence from four (4) regular meetings during a calendar year shall result in dismissal from the Board.
16. For a Board Member to be counted present, he/she must be present 75% of the scheduled meeting duration.
17. Unless specifically prohibited by the Articles of Incorporation, any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if consent in writing, setting forth the action so taken shall be signed by all of the Directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more Directors. All the approvals evidencing the consent shall be delivered to the Secretary to be filed in the corporate records. The action taken shall be effective when all the Directors have approved the consent unless the consent specifies a different effective date. (AUG 16)
18. Members of the Board of Directors may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the President and shall consist of presence at the meeting. (AUG 16)

## **B. EXECUTIVE COMMITTEE**

The Executive Committee will consist of the President, President-Elect, Treasurer, and Secretary. The Executive Committee is responsible for working in support of, or occasionally on behalf of, the full Board, including the following responsibilities:

1. Handle urgent issues, resolving any emergency or organizational crisis that cannot be delayed until the full Board can be convened.
2. Act as liaison to the Association Executive:
  - Nurture the Association Executive by providing counsel feedback and support when needed.
  - Oversee the annual performance appraisal of the Association Executive and report the results of the assessment to the Board and Association Executive.
  - Review and make a report and recommendations to the Board regarding the compensation and benefits of the Association Executive.
3. Act upon any matters delegated to the Committee by the Board.
4. Assist Association Executive in developing agendas for Board meetings.
5. Make decisions for distribution of benevolence funds. (Added 07/2013)

### **C. PRESIDENT**

To achieve the goals set forth in this manual, the President will:

1. Be the chief presiding officer of the Association and shall provide competent leadership in achieving the goals set forth by the Board of Directors and/or Executive Committee.
2. Authorize and appoint of all committees and chairs, subject to approval by the Board of Directors, and is designated as an ex-officio member of all committees.
3. Appoint committees that will represent the real estate industry as a whole.
4. Represent the Association as official spokesperson, acting in the name of the organization. In such capacity, the President will speak for the Association and not as an individual REALTOR®.
5. Stay informed on Association projects, industry-related developments, and state and national events.
6. Represent the Association at Texas Association of REALTORS® (TAR) and the National Association of REALTORS® (NAR) meetings within budgetary constraints.
7. Be visible to membership.
8. Preside over the General Membership meetings.
9. Regularly meet with the Association Executive to discuss issues relevant to the organization, and keep the Association Executive informed on all activities and decisions affecting the Association, of which the Association Executive may not be aware.
10. Refer to the Association Executive for standard policies regarding requests from the members, and not make exceptions for any individual or firm without approval of the Board of Directors and/or Executive Committee.
11. Coordinate the Board's written annual review of the Association Executive.

### **D. PRESIDENT-ELECT/ VICE PRESIDENT**

To achieve the goals set forth in this manual, the President-Elect/Vice President will:

1. Represent the Association, when called on by the President.
2. Begin planning with the Association Executive for the coming year as President. Within two (2) months after being elected President-Elect, he/she shall appoint Committee Vice-Chairpersons.
3. Attend as many committee or task force meetings as possible to be informed about issues and programs.
4. Represent the Association at TAR and NAR meetings within budgetary constraints.

### **E. SECRETARY/TREASURER**

To achieve the goals set forth in this manual, the Secretary/Treasurer will:

Review and approve minutes of Board meetings, prepared by the Association Executive, prior to the distribution to other board members prior to the next board meeting.

Review the monthly financial statements with the Association Executive for presentation to the Board of Directors and/or Executive Committee.

Work closely with the Association Executive to help ensure the accurate accounting of all funds.

Become familiar with the statement format and content, and work with the Association Executive and the Budget and Finance Committee in the preparation of the annual budget.

Act as chairperson of the Association's Budget and Finance Committee to review the budget and financial conditions.

Be called on to sign certain legal and banking documents as needed.

Be responsible for ensuring that the Association has an investment policy and that the Association's reserves are handled according to the investment policy.

Maintain a visible position and attend as many Association functions, as possible.

#### **F. TAR DIRECTOR**

To achieve the goals set forth in this manual, the TAR Director will:

1. Support the decisions of the Board of Directors, even when he/she disagrees with the decision and will not disparage the Association or the Board of Directors.
2. Know the issues that are important to REALTORS® in this area and bring matters of concern to the attention of the Texas Association of REALTORS®.
3. Be an active Association member – attend Committee Meetings and Events.
4. Attend both the Winter Meeting (February) and the Annual Conference and Trade Expo (September). Your presence is required at every meeting for the duration of the meeting (during these 2 conferences). Attendance is taken by TAR and reported to all Local Associations. If you do not wish to attend or cannot attend all or most of the meetings, you should discuss your ability to serve as TAR Director with your Association.
5. Know the issues that are important to TAR and report matters of concerns or actions taken by TAR back to this Board/Association. Provide the Board with an update report, after both meetings listed above – during the next scheduled Board Meeting.

#### **G. DIRECTORS**

To achieve the goals set forth in this manual, the Directors will:

1Support the decisions of the Board of Directors, even when he/she disagree with the decision and will not disparage the Association or the Board of Directors.

2Be goodwill ambassadors for the Association.

3Be active Association members.

4Serve as liaisons between the Association and its various committees and sub-committees.

#### **H. ASSOCIATION EXECUTIVE**

To achieve the goals set forth in this manual, the Association Executive will:

1. Report directly to the Board of Directors and/or Executive Committee. All authority delegated to the staff is done through the Association Executive.
2. Have the fiduciary responsibility to never allow, or cause to be performed, any act which is unlawful or insufficient to meet commonly accepted business and professional ethics, or any act in violation of funding sources requirements, or regulatory bodies, or contrary to explicit constraints on executive authority.
3. Report to the Directors, for their action, any committee or individual violating the responsibility given by the Board of Directors and/or Executive Committee. The Directors have the fiduciary responsibility to correct the problem and make certain that all policies are strictly followed.
4. Be the single official link to the operating organization. The Association Executive is accountable for accomplishing the goals of the Association. The Board of Directors and/or Executive Committee set

and govern the policies. The Board of Directors and/or Executive Committee will respect the authority given to the Association Executive.

**The Association Executive is responsible for:**

- a. The execution of the policies and programs through the monitoring of the committees/task forces and reporting to the Board of Directors and/or Executive Committee on their progress or problems.
- b. The office administration within the boundaries of prudence and ethics established by the Policy Manual.
- c. Keeping the President informed on problems and situations as they arise.
- d. Preparing agendas and other information as necessary or requested by the President.
- e. Recommending to the Board of Directors and/or Executive Committee the monitoring, hiring, and/or termination of all professional services.
- f. The preparation of schedules for meetings and notifying all Association members of forthcoming regular and special meetings.
- g. Ensuring that minutes and documentation of all proceedings and meetings are retained and that all correspondence received, books, reports, and documents are properly kept and filed under suitable headings with a copy of the reply with each letter received.
- h. Maintaining revisions to the Bylaws and Policies & Procedures, and publishing and distributing revisions.
- i. Receiving, posting and tracking all monies due the Association.
- j. Sending all Annual Dues Invoices and Quarterly MLS and/or SUPRA Fees Invoices.
- k. Sending written notice and/or contacting all members in arrears for dues, fees, sponsorships, etc.
- l. Other duties that may be required by direction of the Executive Board and as per job description on file.
- m. Serving on all committees and scheduling meetings, as requested by the applicable Committee Chair. Keeping notes on committee meetings and a list of all committee attendance.

### **III ELECTIONS**

1. The Granbury Association of REALTORS® adopts the Texas Association of REALTORS® (TAR) recommendations to use electronically transmitted nominations, final slate and voting. Also, attendance of meetings by telephone or similar communication equipment. (FEB 05)
2. Elections should be held in September or October (AUG 16) to take advantage of the BOLC Conference. (FEB 05)
3. Elections shall be by ballot. The ballot shall contain the names of all candidates and the offices for which they are nominated. Absentee voting will be held at the Association office fourteen (14) working days before an election, in person, in a sealed voting box, or by electronic transmission and will close three (3) working days before the election.
4. At least two (2) months before the annual election, a Nominating Committee of at least three (3) REALTOR® Members shall be appointed by the President Elect with the approval of the Board of Directors. The Nominating Committee shall submit a minimum of one (1) name for each office except for that of President. The report of the Nominating Committee, after board approval, shall be



mailed or electronically transmitted to each Member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petition that is signed by at least 10% of the REALTOR® Members eligible to vote. The petition shall be filed with the Association Executive at least two (2) weeks before the election. The Association Executive shall send notice of such additional nominations to all members eligible to vote before the election. (Amended 4/09)

5. The President Elect, with the approval of the Board of Directors, shall appoint an Election Committee of at least three (3) REALTOR® members to conduct the election. In case of a tie vote, the issue shall be determined by lot. (Amended 4/09)
6. The elective year of the Association shall be January 1<sup>st</sup> through December 31<sup>st</sup>. (AUG 16)
7. The criteria to run for President Elect is as follows:
  - a. Previous experience serving as a Member of the GAR Association Board;
  - b. Must have a tenure of no less than 2 years as a Member of GAR.
8. The criteria to run for: Secretary, Treasurer or a Director position on the GAR Board is as follows:
  - a. Must have a tenure of no less than 1 year as a Member of GAR.
9. The criteria to be appointed, by the GAR Board, as TAR Director is as follows:
  - a. Previous experience serving as a Member of the GAR Association Board;
  - b. Must have a tenure of no less than 2 years as a Member of GAR.
  - c. Must have served as a Chair or Member of the Governmental Affairs and/or TREPAC Committee(s).

#### **IV. COMMITTEES**

##### **A. OVERVIEW**

1. A list of Committee members should be turned into the Association Executive prior to January 1st of each year.
2. Committees make recommendations to the Board of Directors and/or Executive Committee for action.
3. A staff person or a member of the Executive Board must be present at every meeting.
4. Each board member is assigned to coordinate with one of the committees. Board members should check with his or her chairperson to keep the board informed of any committee activities. (FEB 05)
5. Vice-chairpersons will fill the chairperson position in the subsequent year.
6. Meetings should be scheduled in advance with at least one (1) week notice to committee members. Notices may be sent by e-mail.
7. Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings. (See Article XV, Section 1 of Bylaws.)
8. Conflicts of Interest
  - a. Declaration. Committee Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
  - b. Potential conflict defined. A potential conflict of interest exists when a Member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Member may participate in an action after declaring the potential conflict and announcing its nature.

c. Actual conflict defined. An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action. (FEB 18)

9. Chairpersons will serve a maximum term of two (2) consecutive years on a committee.  
(Exception – Special Events – Banquet and Golf Committees) (NOV 17)

## **B. ROLE OF THE CHAIRPERSON**

The chairperson will:

1. Prepare the agenda and conduct meeting with members.
2. Keep the meeting to a specific time frame, respecting the schedules of the volunteer members.
3. Keep to the subject matter outlined on the agenda only.
4. Provide clear assignments and materials in advance with staff support.
5. Be responsible for an orderly process, including soliciting the participation of all members and appointing someone to keep minutes to be turned into the Association Executive.
6. Every Committee has the right to decide who may be present during its session; and when the Committee, either by rule or by vote, decides that a certain person shall not remain in the room and/or on the Committee, it is the duty of the Chairman to enforce the rule of order, using whatever force is necessary to eject the party. (FEB 18)
7. Be accountable to the President and the Board of Directors.

## **C. ROLE OF THE STAFF PERSON TO THE COMMITTEE**

The staff person will:

1. Support the functioning of the committee.
2. Provide materials in a timely fashion.
3. Serve as an information resource.
4. Provide continuity to the committee.
5. Contribute from his/her expertise in association management and operations regarding policy guidance.

## **D. ATTENDANCE**

1. Absence from three (3) meetings in a calendar year may result in dismissal from the committee.
2. For a committee member to be counted present, he/she must be present 75% of the scheduled meeting duration.
3. The AE will work with the chairperson to notify members prior to their removal from the committee.
4. Any committee may act by unanimous consent in writing without a meeting. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more of the members of the committee. (AUG 16)
5. Members of a committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the President and shall consist of presence at the meeting. (AUG 16)

## **E. ESTABLISHED COMMITTEES**

The established committees of the Association are:

1. Professional Development
2. Government & Political Affairs
3. TREPAC Committee
4. Finance Committee
5. Bylaws Committee
6. Multiple Listing Service (MLS) Committee
7. Public Relations Committee
8. Membership Committee
9. Strategic Planning
10. Commercial Real Estate
11. Special Events (Annual Installation & Golf Outing)
12. Awards Committee

### **1. Professional Development Committee**

**Purpose:** Select and promote educational events, classes, etc., to meet the members' needs for professional development and continuing education.

Comprised of the Chairperson and a minimum of five (5) Association members.

The primary duties of the committee are to:

- a. Annually re-assess the SAE and CE programs provided and hosted by GAR: Webinars, Live Classes, On-Line Classes, etc.
- b. Evaluate the content of current programs and adjust for relevance, redundancy and content, as needed.

**Meets:** 1 - 2 times per year.

### **2. Governmental & Political Affairs Committee**

**Purpose:** Establish and maintain membership involvement in local, state and national legislative issues.

Comprised of the Chairperson and a minimum of five (5) Association members.

The primary duties of the Committee are:

Work with local, state and national government entities to encourage a climate favorable to the real estate profession, private property ownership and the free enterprise system, including consideration of proposed regulations affecting real estate interests and other industry-related matters, encouraging sound legislation protecting property rights and individual ownership of real estate.

Responsible for conducting candidate interviews for support/financial support, to include:

- a. County Judge

- b. County Commissioner
- c. School Board
- d. Mayor
- e. City Council
- f. Acton Municipal Utility District
- g. Also, consider state races for recommendation to TAR

**Criteria for Candidate Interviews:** (NOV 17)

- a. Candidate(s) must use Questionnaire provided by TAR. Questions cannot be retyped on another form – will not be accepted.
- b. Candidate(s) must follow deadlines established for the submission of Questionnaire and scheduled interview time. If not followed, Candidate forfeits consideration of the Panel for support/financial support.
- c. The panel must consist of an odd number of members, including the Chair, in order to ensure there is no “tie” in voting.
- d. Each panel member must sign a “non-disclosure agreement” as all discussions and/or information must remain confidential until proper recommendation procedures/discussions take place.
- e. Each panel member/volunteer will be asked if there is/maybe a conflict of interest with the Candidate to be interviewed (ex: relative, neighbor, close friend, business associate, etc.) that may/will cause an issue. If so, panelist will be asked to recuse him/herself from panel for that specific interview segment. The Chair may also ask a panelist to recuse him/herself if he/she feels there may be a conflict of interest with a candidate.
- f. A panelist MUST recuse themselves if they have expressed support for a candidate (monetary donation, public post on social media, yard sign, etc.)
- g. Direct Contributions: A maximum of \$500.00 per Candidate has been established.
- h. Indirect Contributions (videos, newspaper ads, etc.): The amount will be determined on a case by case basis, by the Committee.
- i. After the Committee has determined to support a Candidate(s), the Committee must take their recommendation(s) to the GAR Board for final approval. This includes Direct and Indirect Contributions.

Attend City Council, Planning and Zoning, and/or County government sessions and Communicate with area legislators regarding issues relevant to real estate professionals.

Coordinate Member participation and attendance at REALTOR® Day in Austin.

**Meets:** 3 – 4 times per year, more if needed.

### **3. TREPAC Committee**

**Purpose:** Educate and increase awareness for TREPAC and other Governmental programs to ensure member understanding of the importance and benefits of TREPAC. Promote Advocacy and participation in the political system and encourage members to consider contributions to entities such as TREPAC.

Comprised of the Chairperson and a minimum of five (5) Association members.

Encourage Brokers and Members to participate in NAR Call for Action Programs. Participate in Texas REALTOR® Hill Visits during legislative session.

Organize, Initiate and coordinate 3 TREPAC Fundraisers per year.

**Meets:** 4 – 6 times per year, or more as needed.

#### **4. Finance Committee**

**Purpose:** Ensure the stability of the Association’s current and future financial posture by working with the AE to develop the annual budget, monitoring compliance with the annual budget, implementing sound investment strategies and ensuring that an annual audit and/or review is conducted each fiscal year.

Comprised of the Treasurer/Chairperson, Association Executive, President, President Elect, upcoming President Elect and at least three (3) Association Members (possibly the past president).

Review budget, as needed, mid-year to recommend any changes necessary.

**NOTE:** The AE handles all accounts receivable and payable, bookkeeping and financial reporting to the Board. An accountant will provide bank reconciliations monthly to follow standards of practice.

**Meets:** Mid/End of October, to discuss and submit annual budget for approval by the Board and again after Fiscal Audit completed (mid-year) to re-assess, as needed.

#### **5. Bylaws Committee**

**Purpose:** Ensure accuracy of the organization’s Bylaws. Ensure compliance with State and National guidelines.

Comprised of the Chairperson and a minimum of five (5) Association members.

The primary duties of the Committee are to:

- a. Review and evaluate the Association’s governing documents to ensure they are maintained and in compliance with the National Association of REALTORS®;
- b. Recommend changes to the Board of Directors, as needed;
- c. Present changes to general membership for approval.

**Meets:** As needed

#### **6. Multiple Listing Service (MLS) Committee**

**Purpose:** Chairperson will serve as the Association Representative to the NTREIS User’s Group. Another Member of the MLS committee may be appointed to serve as a member of the NTREIS Board.

Chairperson provides report from each User Group Meeting – to the Board - in regards to updates, changes, concerns, etc. Chairperson serves as liaison between Membership and User’s Group – voicing concerns, suggestions, and requests of the GAR Membership.

Comprised of the Chairperson and a minimum of five (5) Association members’ representative of the entire membership who are participants of the MLS.

- a. Chairperson is responsible for conducting MLS education session during GAR's New Member Orientation – or appointing a Committee Member to conduct the session.

**Meet:** Attends all NTREIS User Group Meetings (6 per year in Dallas). NTREIS Board Appointee must attend all NTREIS Board Meetings (6 per year in Dallas).

## **7. Public Relations Committee**

**Purpose:** Establish and maintain favorable public exposure for the organization and its members. Look for opportunities to become involved and provide Community service. Adhere to NAR's Core Alignment Standards.

Comprised of the Chairperson and a minimum of five (5) Association members.

Ensure the compliance of NAR's Core Standards requirements for annual recertification: three (3) activities a year, keeping consumer's updated regarding real estate trends and concerns, and one (1) safety requirement including:

- Being the "Voice for Real Estate" (Monthly President's Letter/Hood County News and Letter's to the Editor/Articles)
- Community Involvement
- Advocacy
- Community Investment
- Safety Initiative

**Meets:** 3 – 4 times per year or more, if needed.

## **8. Membership Committee**

**Purpose:** Provide the membership with programs, networking social events and information on NAR, TAR and the local Association. General membership meetings involving "meet and greets" and/or other entertainment are intended to be a "break-even" budgetary item.

Comprised of the Chairperson and a minimum of five (5) Association members.

Coordinates annual Member and Affiliate Appreciation Events, Meet & and surveys membership to determine how Association can better serve them, as needed.

**Meets:** 3 – 4 times per year.

## **9. Strategic Planning Committee**

**Purpose:** Ensure the financial stability and continued growth of the Association and continually strive to enhance member benefits, while upholding the GAR Mission Statement.

Comprised of the Chairperson, President Elect, upcoming President Elect and a minimum of five (5) Association Members.

Assess and recommend goals and objectives of the Association for a 1 – 3-year time frame.

Committee Chair must attend the Annual Board Retreat to review and discuss goals and objectives for each Committee Chair to ensure understanding.

**Meets:** In the Fall to establish objectives and submit for approval by the Board before year end and again in the Spring and Summer to assess objectives and make changes, as necessary and/or applicable.

#### **10. Commercial Real Estate Committee**

**Purpose:** To enhance opportunities, as well as professional growth, for REALTORS® who specialize in commercial real estate transactions. Actively recruit partners from businesses in the area and promote commercial growth.

The Committee will serve as a resource to address the special needs and interests of REALTOR® Members who list and sell commercial property.

The goal of the monthly meetings will be to inform and educate members about available commercial properties, land use, zoning, water pollution, storm water management, transportation and comprehensive planning.

**Meets:** Monthly

#### **11. Special Events/ Annual Installation & Awards Banquet & Golf Outing**

**Purpose:** Plan and execute the Annual Installation and Awards Banquet in January. Plan and execute the Annual Golf outing for the Hood County Children's Charity Fund.

Comprised of the Chairperson, the Vice President Elect, and a minimum of (5) Association members.

**Meets:** Several times prior to the January Installation & Awards Banquet. Decorating the day of Banquet. Several times prior to the Golf outing, as required.

#### **12. Awards Committee**

**Purpose:** Manage all elements of the Realtor® of the Year Award programs and other award/recognition programs as assigned by the Board of Directors. Current awards include:

- 1) REALTOR® of the Year,
- 2) Affiliate of the Year,
- 3) Most Spirited REALTOR®,
- 4) Outstanding REALTOR® Citizen,
- 5) Association Volunteer of the Year,
- 6) Most Dedicated REALTOR®.

Comprised of the Chairperson, who shall be the REALTOR® of the Year recipient from the prior year, and the members, who shall be the recipients of all other awards from the prior year, the primary duties of the committee are to:

- a. Perform all responsibilities within the established budgetary guidelines and in a timely manner.
- b. Review Rules and Regulations, Application, and Selection Criteria and recommend changes; as needed.
- c. Ensure timely communication with the general membership regarding the nomination/application process and deadline.

- d. Evaluate applicants and select award recipients using the approved Selection Criteria.
- e. Select the awards, plaques and/or gifts and coordinate with Association Executive to place order.

## **V. ACCOUNTING**

1. All invoices, bills and regular payments of the Association shall be reviewed and approved for payment and check preparation by the Association Executive. The President and/or Treasurer shall review those invoices, bills, etc.
2. All prepared checks shall be signed by the Association Executive and require a second signature by the Treasurer or President.
3. The monthly bank statements shall be reconciled by the accounting firm employed to process financial matters for the Board. Details will be provided to the Treasurer as requested.
4. A returned check fee equal to the amount charged to the Association will be assessed on any check presented with non-sufficient funds.

## **VI. DUES**

### **Annual Dues:**

- (1) REALTOR® and Affiliate dues shall be payable annually in advance of the first day of the new year – January 1<sup>st</sup>. (Amended 1/05, Adopted 8/16)
- (2) Dues for new members shall be computed from the date of application and granting of provisional membership and shall be prorated for the remainder of the year. (Amended 1/05)
  - a. In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for non-payment of Association dues, and the individual remains with the Designated REALTOR'S® firm, the dues obligation of the Designated REALTOR® [as set forth in Article X, Section 2 (a)] will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within 30 days of the notice of termination.
- (3) Refunds - National (NAR); State (TAR) and Local (GAR) Association Dues are effective January 1<sup>st</sup> of each year. Therefore, no refund of dues if notification is received after the due date of December 31<sup>st</sup>. (Adopted 8/16)

**Quarterly Fees:** MLS and/or SUPRA Fees are billed on a quarterly basis and due on or before the 1<sup>st</sup> day of the beginning Quarter.

### **Non-Payment of Financial Obligations:**

#### **Annual Dues:**

- (1) A late fee of \$25.00 will be assessed to the REALTOR® or Affiliate **AND** services (MLS and/or SUPRA) will be suspended if dues are not received by **January 15<sup>th</sup>**. Notice of delinquency, suspension and late fee assessment will be sent to the REALTOR® and the REALTOR'S Broker, at that time.
- (2) A late fee of \$25.00 will be assessed to both the REALTOR® **AND** the REALTOR'S® Broker **AND** Membership with GAR, for the REALTOR®, will be terminated if dues are not received by **January 31<sup>st</sup>**.
  - a. A former Member who has had his/her membership terminated for non-payment of dues, fees, fines or other assessments duly levied in accordance with the provisions of these Bylaws or the provisions of other Rules and Regulations of the Association or any of its services, departments, divisions or subsidiaries, may apply for reinstatement in a manner prescribed for new applicants for membership, **after** making payment in full of all accounts due (this includes REALTOR® and Broker, if applicable, late fees) as of the date of suspension and/or termination.



(3) On **February 15th**, both TAR and NAR will be notified that the REALTOR® is no longer a Member of GAR. (Jan 18)

**Quarterly Fees:** If payment of MLS and/or SUPRA Fees are not paid within three (3) days from the beginning of the quarter for which it is due, the Member's services shall be discontinued and a reconnect fee of \$25.00 will be imposed as determined by the Board of Directors (7/00).

#### **Reinstating REALTOR®:**

(1) REALTOR® Member who terminates membership must pay upon return the full Application Fee (\$100.00) and must go through "New Member Orientation", if their membership has been terminated in excess of one (1) year. (B.O.D. Action 4/16/04)

(2) If the termination has been less than one (1) year, he/she may apply for reinstatement in a manner prescribed for new applicants for membership. All Annual Dues with GAR, TAR and NAR will be due. There will be no prorating based on the time of the year the Member reinstates.

a. NAR and TAR will not prorate annual dues if the member "reappears" within the same billing year to be reinstated either at the same Board and/or a new Board. The Member is considered a "New Member". However, the Member's join date will remain the same in NRDS. That is the date that NAR and TAR uses in its dues report calculations.

**Disputes:** No action shall be taken to suspend or expel a Member for non-payment of disputed amounts, until the amount owed has been confirmed by the Board of Directors.

## **VII. HOLIDAYS**

The official holidays of the Association are: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, New Year's Eve.

## **VIII. MEETINGS NAR, TAR and OTHER**

This section to be budgeted and approved by the Board annually:

1. **TAR mid-Winter meeting in February and the Annual Convention in September:**  
Designated Attendees: President, President-Elect, TAR Representative and Association Executive.
2. **NAR Leadership Summit in Chicago in August**  
Designated Attendees: President-Elect and Association Executive
3. **TAR BOLC Conference in the Fall (October)**  
Designated Attendees: Incoming President and Association Executive  
Incoming Governmental Affairs Chair & TREPAC Chair
4. **NAR Mid-Year Governance Meetings in Washington DC and the annual convention in November in a major city:** Designated Attendee: President and Association Executive
5. **AE Institute in March/April each year and TAR New Association Executives Orientation/TAR Association Executives Seminar in June each year:**  
Designated Attendee: Association Executive:

6. For the User's Group Committee member, the NTREIS Board Member and the Association Executive: IRS mileage for travel to Dallas.

**Persons, not listed above, planning to attend any scheduled meeting/conference must obtain prior approval to attend from the Board. Persons attending any meeting, out of state or in state, must submit receipts/expense reports to the Board of Directors and general membership upon return. See Travel Section for details.**

## **IX. MEETINGS – General Membership Meetings**

Meetings of the members may be held at times other than those mentioned above as the President or the Board of Directors may determine, or upon the written request of at least ten percent (10%) of the members eligible to vote.

Notice of Meetings. Written notice **should** be given to every member entitled to participate in the meeting at least one (1) week preceding all meetings. If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting.

**Quorum.** A quorum for the transaction of business shall consist of fifteen percent (15%) of the members eligible to vote excluding Board of Director's meetings. (Amended 4/09; Amended 8/16)

1. The Association Executive and staff are provided two (2) tickets each for Annual Installation & Awards Banquet. The Association Executive and staff are provided free lunches at all monthly meetings.
2. **Membership luncheons are held on the first Tuesday of February, April, June, August, October and December. Advertising Partners** for the **Membership** luncheons will be limited to promoting themselves, their company, or services they provide to the membership. The only presenters at the membership meetings will be non-profit, informative, and relative to the real estate industry.
3. Affiliate Members Appreciation Meeting- This Event shall be held annually by the Membership Committee to pay homage to the affiliates.
4. Wednesday Lunch or Afternoon Tour – To be a Host of a REALTOR® Lunch or Afternoon Tour:
  - Check the GAR Website for available dates; and then
  - Call GAR 817-326-2530 to reserve that date and be placed on the calendar.

Guidelines set forth by the Granbury Board Officers and Directors:

- a. The Host must be a member of GAR and can host one (1) Lunch or Afternoon Tour per quarter. The Host is responsible for the tour.
- b. The Host can have the Lunch or Afternoon Tour with his/her own listings or ask other members of GAR to join the Tour. It is the Host's responsibility to establish the location(s); food to be served and prizes to be given, if applicable.
- c. The person who is Host should report to GAR the other members joining the Tour, the location addresses, food and prizes **the Friday prior to the Tour**, to ensure the information will be ready to send out to all Membership prior to the Tour date.
- d. Cancellation of a Wednesday Tour should be reported to GAR promptly to give others a chance to utilize the date. At times, there is a waiting list.

## X. MULTIPLE LISTING SERVICE (MLS)

See MLS Rules & Regulations Manual.

Remediation Policy: (5/18)

- A. If a Member continues to remain a High Risk with NTREIS and NTREIS notifies the Association that the Member has not corrected his/her actions, at day 46 the Member will be suspended, by GAR, from use of the MLS for 30 days. The Member will also be fined \$500. Once the fine is paid and the 30 days expires, the Member will regain access to NTREIS.  
**Note:** If the 30 days has expired, but the fine has not yet been paid, services will not be reinstated until the \$500 fine has been paid.
- B. If the Member incurs a second offense and again the Association is notified by NTREIS that the Member has not corrected his/her actions, at day 46 the Member will be indefinitely suspended from all use of the MLS by GAR.
- C. If GAR receives a request for a “Letter of Good Standing” for that Member, from another Association, GAR Staff will list/recognize the Risk Violation/Suspension.

## XI. POLICIES

### A. Anti-Harassment Policy

#### **Harassment Prohibited.**

The Association prohibits and will not tolerate harassment of any kind by Association staff, Association volunteer leaders, or Association members on the basis of race, color, physical, or mental disability, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender/gender identity, age (40 or over), citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Harassment is prohibited on the Association property and at all Association-related or Association-sponsored events. This policy further extends to harassment on social media platforms.

All Association staff, Association volunteer leaders, and Association members are expected to behave accordingly and take appropriate measures to ensure that the conduct described herein does not occur. Appropriate disciplinary action will be taken against any Association staff, Association volunteer leader, or Association member who violates this policy. The Association is committed to enforcing this policy against all forms of harassment.

#### **Harassment Defined.**

Sexual harassment means any harassment based on someone’s sex or gender. It is not limited to interactions between members of the opposite sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual’s sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

Sexual harassment includes:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, sexually-related comments or jokes, sexual innuendoes, unwelcome sexual advances, or requests for sexual favors).
- Non-Verbal (for example, suggestive or insulting sounds, or whistling).
- Physical (for example, assault or inappropriate or unwanted physical contact, such as touching, pinching, brushing the body).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making obscene or sexual gestures).

- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

Other types of harassment often take a similar form to sexual harassment and include harassment that is:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. It is impossible to list every type of behavior that can be considered harassment. Any conduct that could create an offensive environment will be considered harassment in violation of this policy.

### **Reporting Harassment.**

The Association will take each complaint seriously and conduct a thorough and impartial investigation. The Association will maintain a complete written record of each complaint and will maintain communication with the alleged harasser and the victim throughout the proceedings. Confidentiality will be maintained throughout the process to the extent practical and appropriate under the circumstances. The Association will take prompt and proportionate action when a violation of this policy has occurred.

Association staff:

If you are Association staff and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor. Although not mandatory, a Complaint Form is available on the Association’s website to make your complaint if you wish to use it. Follow the procedures set forth in the Association’s Employee Handbook.

Once a report has been received, a prompt and thorough investigation will be conducted by your direct supervisor (or next level above your supervisor) upon consultation with Association’s Legal Counsel.

Association volunteer leaders and members:

If you are an Association volunteer leader or member and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact the Chairman of the Association (“Chairman”). Although not mandatory, a Complaint Form is available on the Association’s website to make your complaint if you wish to use it.

Once a report has been received, a prompt and thorough investigation will be conducted by the Chairman upon consultation with the Association’s Legal Counsel. If the report names the Chairman, that individual is precluded from participating in the investigation and disciplinary action and shall be replaced by the Association’s Chairman-elect or Chief Executive Officer.

### **No Retaliation.**

No one will be subject to, and the Association prohibits, any form of discipline, reprisal, intimidation, or

retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

### **Violations.**

Any Association staff, Association volunteer leader, or Association member, regardless of position or title, who has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment (for Association staff) or removal from any office or committee position the Association volunteer leader holds. A violation of this policy may be a factor in determining an Association member's fitness for future Association volunteer leader positions.

### **Appeal Process.**

Association staff found in violation will have a right to appeal the decision to the Association's Chief Executive Officer. Any Association volunteer leader or Association member found in violation will have a right to appeal the decision to the Association's Board of Directors. A written request for appeal must be submitted no more than thirty (30) days after the individual receives notice of a violation of this policy. (11/18)

## **B. Confidentiality Policy – Association Voluntary Governance Position**

### **Purpose**

This Confidentiality Policy (Policy) is adopted in order to ensure matters which are to remain known only to certain persons affiliated with the Association are kept that way. Association members are frequently involved in proceedings or actions that involve information that should be kept private. The purpose of this Policy is to define and set forth what information that is and to inform members and staff of procedures to be followed to ensure confidentiality.

### **Scope**

This Policy is applicable to all members of the Association who serve in voluntary governance positions. Voluntary governance positions include all members of the Association Leadership Team, Executive Board, Board of Directors, Committees and Task Forces.

### **Confidential Information**

Confidential Information includes but is not limited to any information pertaining to The Association's current or anticipated operations, procedures, 3<sup>rd</sup> party relationships and agreements, work product, and personal identification information. Some examples of Confidential Information are:

- Identifying personal or financial information related to any Association employee or member (e.g. driver's license number, address, phone number, credit card number, etc.)
- Information related to any previous, current, or anticipated Professional Standards proceedings (including the Ombudsman, Mediation, Ethics, and Arbitration programs)
- Information related to Professional Development programs and the creation of such programs that is specifically identified as confidential
- Information related to the development and creation of any artwork, marketing material, graphic design, and other printed material to be used by the Association, its staff and members

- Information concerning the process used to create and publish the Association magazine, newsletters, podcasts and any other communications tool utilized by the Association
- Information related to vendor contracts and any proprietary information learned by the Association in obtaining and fulfilling its obligations pursuant to vendor contracts
- Any information related to government affairs and political involvement programming of the Association not otherwise required to be made public (e.g. process used to determine campaign contributions, discussions surrounding decisions for campaign contributions and endorsements, and membership data, etc.)
- Information pertaining to the process used to create and publish the Association Forms Library that is specifically identified as confidential
- Information related to personnel decisions (e.g. hiring, firing, promotion, reprimand, salary increases, etc.)
- Information obtained pursuant to closed meetings of Association committees, Board of Directors, Executive Board or Leadership Team
- Any other information not generally known that if disseminated could be reasonably expected to adversely affect the Association

#### **General Non-Disclosure of Confidential Information**

At no time shall an Association member disclose Confidential Information unless expressly permitted to do so at the discretion or direction of the CEO of the Association. Further, unless expressly permitted to do so, at no time shall an Association member make copies of Confidential Information except as may be required in the performance of the person's job duties or voluntary governance position duties.

#### **Association Governance**

From time to time, it may be necessary or required for meetings of Association leadership (i.e. certain committees, Association Leadership Team, etc.) to be held in executive session. The proceedings of these meetings are confidential in nature and shall not be disclosed to individuals who were not present at the meeting.

Any information discussed at a meeting held in executive session or documents that are disseminated are to remain confidential and may not be shared with anyone not in attendance.

#### **Member Information**

Members of the Association frequently provide information to the Association related to their membership requirements, contributions to the Texas Real Estate Political Action Committee, or other reasons. Any information provided to the Association for these limited purposes shall be deemed confidential and may not be shared with any other member of the Association or with Association staff holding positions to which the information would not be relevant.

#### **Acknowledgment**

By agreeing to serve in an Association voluntary governance position, each Applicable Person agrees to abide by the terms in this Policy. Applicable Persons also acknowledge that Confidential Information

learned or discovered during the course of the person's affiliation with the Association is the sole property of the Association and further agrees to leave any hard copies containing Confidential Information in the possession of the Association upon either the end of the Applicable Person's affiliation with the Association or the end of the person's service in a voluntary governance position. (11/18)

### **C. Social Media Policy for Association Leaders**

Social media includes, but is not limited to websites, blogs, social networking sites, discussion groups, and listservs. Social media is a powerful and effective communication and engagement tool and the Association encourages Association leaders to utilize social media to help raise awareness of the Association's work and issues of interest to Texas REALTORS® and consumers. These Social Media Guidelines for Association Leaders ("Guidelines") are intended to enable Association leaders to maintain their ability to express themselves personally on social media, while also ensuring that the reputation and work of the Association is protected. In furtherance of these objectives, Association leaders should follow these Guidelines:

1. All Association leaders are encouraged to use social media to promote the Association's mission, policy positions, advocacy efforts, and other association news.
2. It is always acceptable to repost or share any Association published communications and established policy positions.
3. Always be professional, respectful, and ethical when engaging in social media and avoid making statements or posting photographs that could reasonably harm the Association.
4. In the capacity of an Association leader, avoid making statements contrary to NAR's public positions on federal issues, TAR's public positions on state issues, and the Association's public positions on local issues, including but not limited to contrary statements about appointees, elected officials or candidates, and legislative or regulatory matters.
5. When reasonably necessary or useful, include a disclaimer that views expressed by the Association leader are personal to the individual and do not represent the official views of the Association.
6. Do not disclose any confidential information.
7. Do not call for a boycott of a product, service, or company.
8. Avoid any connection to the Association when making personal statements of endorsement or opposition to particular products, services, or companies.
9. Avoid and/or remove statements or content that create undue opposition or controversy.
10. Avoid making statements or posting photographs that are inappropriate including, but not limited to discriminatory remarks, demeaning or defamatory comments, offensive material, and comments that might constitute harassment.

11. Respect third-party intellectual property, and always use NAR's trademarks in accordance with NAR's Membership Marks Manual. REALTOR® means member of the National Association of REALTORS® and must not be used generically as a synonym for the occupation of "real estate agent" or "broker".

Association leaders who do not adhere to these Guidelines or who otherwise act inappropriately when engaging in social media, may be contacted by the Association's CEO to resolve the situation, which may include withdrawing, correcting, or revising the communication at issue. Please be aware that social media presence is a significant factor for the Association's Nominating Committee in determining one's fitness for an Association leadership position. Social media presence may also be a factor when applying for local and state government positions.

As used in these Guidelines, "Association leaders" includes elected and appointed officers, directors, committee chairs and vice chairs, and other members appointed to positions of leadership. (11/18)

#### **D. Whistleblower Policy**

Whistleblower Policy Purpose.

The purpose of this Whistleblower Policy is to: (1) encourage staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association; (2) specify that the Association will protect the person from retaliation; and (3) identify where such information can be reported.

Encouragement of reporting.

The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include violations of law, financial improprieties, accounting or audit irregularities, harm to public health or safety, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms or policies should be addressed through channels described in those mechanisms or policies, such as raising matters of alleged discrimination or harassment, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Protection from retaliation.

The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association prohibits retaliation against staff and volunteers for refusal to participate in an activity that would result in a violation of local, state or federal law. The Association will not retaliate against a staff member or volunteer who discloses or threatens to disclose to a supervisor, director, vice-president, the chief executive officer, or law enforcement agency or other governmental agency, any activity, policy, or practice of the Association that the person reasonably believes is in violation of a local, state or federal law. The Association reserves the right to discipline staff



or volunteers who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report.

A complaint, report or inquiry may be made under this policy on a confidential or anonymous basis and will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The complaint, report or inquiry should describe in detail the specific facts demonstrating its basis. A complaint, report or inquiry by staff should be directed to a direct supervisor; if this person is implicated in the complaint, report, or inquiry, it should be directed to the next level above the direct supervisor. A complaint, report, or inquiry by a volunteer should be directed to the Association's Chairman ("Chairman") and; if the Chairman is implicated in the complaint, report or inquiry, it should be directed to the Association's Chairman-elect or Chief Executive Officer. The Association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. (11/18)

## **XII. PROFESSIONAL STANDARDS – CODE OF ETHICS ENFORCMENT**

See NAR Code of Ethics

### **Section 23(j) and (n). Action of the Board of Directors**

Remediation Policy: (7/18)

- A. GAR will publicize the names of Members, a picture and the nature of their violations after a second violation of the Code of Ethics.
- B. The disclosure will be posted on the following:
  - 1. GAR Website
  - 2. GAR Facebook Page
    - a) For no more than 30 days

### **Standard of Practice 1 - 7**

When acting as listing brokers, REALTORS® shall continue to submit to the seller/landlord all offers and counter-offers until closing or execution of a lease unless the seller/landlord has waived this obligation in writing. REALTORS® shall not be obligated to continue to market the property after an offer has been accepted by the seller/landlord. REALTORS® shall recommend that sellers/landlords obtain the advice of legal counsel prior to acceptance of a subsequent offer except where the acceptance is contingent on the termination of the pre-existing purchase contract or lease.

Remediation Policy: (7/18)

- A. A listing Broker or agent is required to respond in writing, within 72 hour, that an offer was submitted to the seller if the cooperating broker who submitted the offer so requests.
- B. The listing broker or agent must respond in the affirmative unless the seller has provided written notification waiving the obligation to have the offer presented.

### **XIII. TRAVEL**

Guidelines for officers, directors, staff and chairs to follow in determining reasonable expenses while out of town on Association-sponsored business. All care should be taken by the traveling members to represent all of our members and the Association in the most cost-effective method possible, within reason. Local expenses incurred on behalf of the Association, such as District luncheons, visiting dignitaries, political gatherings, education, etc., will be reimbursed by the Board of Directors as they become necessary.

#### **A. TRANSPORTATION**

**Auto:** Mileage is to be paid at the current rate allowed by the Internal Revenue Service, including mileage to and from the airport for out-of-state trips and mileage to and from any state functions. Also, any business mileage put on a personal auto during these trips. The mileage charges should not exceed the corresponding airfare, ground transportation charges, etc. for attendance at any meeting (i.e., driving to New Orleans instead of flying).

**Air:** Reasonable effort shall be made to obtain the lowest fares possible in and out of the airport to and from the destination. Spouse's airfares will not be reimbursed; however, any discounts which are obtained will be to the benefit of the member. Should the member use their own personal frequent flyer mileage credits for a flight, they may seek reimbursement of the lowest possible airfare for that destination.

**Ground transportation:** For trips taken in the member's personal auto, all business use will be paid based upon the approved mileage rate. No personal mileage (visiting friends/family, etc.) in those convention cities should be included. For other travel, all necessary taxi, bus or other costs for attendance of meetings, to/from airports/hotels or reasonable costs for getting to/from restaurants shall be reimbursed. Bus tours (like at NAR meetings), even though arranged by the sponsoring organization, should be considered to be personal expenses and are actually taking time away from the business at hand. Parking will be reimbursed with paid receipt.

#### **B. LODGING**

**Lodging:** Most Association functions are held in large convention cities and NAR busses serve the hotels near the convention site (for national events). Members are expected to stay at one of the recommended hotels. The Association shall pay for reasonable hotel costs. Members shall reserve normal rooms at these hotels, as it is not anticipated that there would be a need for suites or higher priced rooms. Members are not required to stay at the cheapest recommended hotel as they are not always the most convenient and could cause other costs to increase (taxi, meals, etc.). The Association shall not require that traveling members double up in hotel rooms in order to save money. However, should members choose to do so, the appropriate charges shall be turned in for reimbursement.

#### **C. MEALS**

**Meals:** The Association shall provide \$50 per day for meals, as a guideline, with reimbursement based upon receipts and proper documentation.

#### **D. RECEIPTS**

**Receipts:** All expenditures exceeding \$10 (i.e. airfare, hotel, meals, etc.) should be accompanied by appropriate receipts and documentation, which should be broken down by the traveling member in an orderly fashion for clarification purposes and to eliminate any confusion for the reviewing parties. A reimbursement sheet is available.

## **E MISCELLANEOUS**

1. GAR will not reimburse the cost of CE Credits and/or TREPAC contributions attended/made during a conference or state meeting.
2. All meetings/sessions must be attended/completed to receive reimbursement

## **XIV. CHARITABLE CONTRIBUTIONS**

Charitable contributions are limited to \$1,000 per donation. (BOD 03/16/01)

## **XV. LEASING OF THE GAR BUILDING**

The GAR building may be leased, by GAR members and non-members, by signing a contract and paying required deposit and fee.

## **XVI. ELECTRONIC TRANSMISSIONS**

The President or Vice President can require a vote of the officers and Board of Directors through electronic transmissions. Any and all decisions requiring a vote by the General Membership of the Association can be made through electronic transmission, with the exception of changes/revisions to the Bylaws.

## **XVII. AFFILIATE BENEFIT**

An Affiliate can request an eblast notification/invitation be sent to all GAR Membership and/or Realtor only Membership by following the criteria listed below:

- a) Request must be made in writing;
- b) Request must be for an event which includes all Realtor Members and/or all GAR Members;
- c) Affiliate must provide to GAR Staff the Verbiage and Graphics for eblast;
- d) A \$50 Fee will be applied each time the eblast is sent at the request of the Affiliate
  - a. A 3<sup>rd</sup> email address will be used to send the eblast: [media@granburyrealtors.com](mailto:media@granburyrealtors.com)

## RATE SCHEDULE for 2019

GAR DUES	\$165
TAR DUES	\$122
NAR DUES	\$185
GAR AFFILIATE DUES	\$105
TAR AFFILIATE DUES	\$117
TREPAC Fair Share Contribution	\$ 35

### Example: New Member:

#### Annual Dues

Local Application Fee:	\$100.00
NAR Dues	185.00
TAR Dues	122.00
GAR Dues	165.00

#### Quarterly Dues

New Member Set Up MLS	\$ 75.00
MLS Fees – 1 <sup>st</sup> Quarter	149.39 incl tax
Xpress Key – 1 <sup>st</sup> Quarter	78.00 incl tax <b>or</b>
Ekey App – 1 <sup>st</sup> Quarter	59.49 incl tax

#### Set-Up Fees

BOARD APPLICATION FEE	\$100
BOARD BROKER / NEW OFFICE APPLICATION FEE	\$150
MLS APPLICATION FEE	\$ 75

SUPRA Xpress Key	\$26.00 month incl tax / billed quarterly
SUPRA EKEY APP	\$19.83 month incl tax / billed quarterly
SUPRA iboxes (refurbished)	\$129.90 incl tax
MLS	\$49.80 month incl tax / billed quarterly

#### MLS Fines

Late to Close (72 hours)	\$50
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<b>LATE FEES / SERVICE REACTIVATION FEE</b>	<b>\$25</b>
<b>OFFICE TRANSFER FEE</b>	<b>\$50</b>