

WALTON-BARROW BOARD OF REALTORS®

POLICY & PROCEDURES

(Adopted May 20, 2003)

(Amended February 2017)

(Amended February 2022)

This manual is designed to supplement the current Bylaws of the Walton-Barrow Board of REALTORS®, to be used as a guide to the Officers, Directors and Committees of the Board in meeting the objectives set out in the Board's Bylaws and to assure that the Board operates within the boundaries established by its Bylaws and may be amended from time to time by a majority vote of a quorum of the Board of Directors at any regularly scheduled or properly called meeting.

GOVERNING BODY – The Governing body of the Walton-Barrow Board of REALTORS® shall be the Board of Directors as set out in ARTICLE XI, Section 3 of the Bylaws.

PRESIDENT

The President shall:

1. Serve as Chairperson of the Board of Directors and preside at all Board of Directors meetings and at all membership meetings.
2. Serve as an ex-officio member of all committees except Nominating and Awards.
3. Serve as a member of the Finance Committee.
4. Serve as a member of the Strategic Planning Committee.
5. Serve as liaison between Awards, Bylaws, Nominating and Membership Committees and the Board of Directors.
6. Appoint a chairperson, subject to the confirmation of the Board of Directors, for all standing committees before the December Board of Directors Meeting. Give written notice to all chairpersons of committees delegating their duties and responsibilities once they are confirmed by the Board of Directors.
7. May appoint, with the approval of the Board of Directors, such task forces as needed.
8. Select, in concert with Vice Presidents and Committee Chairperson, all committee members to serve on all committees no later than December 15 of year before taking office.
9. Have no voting privileges except in the case of a tie in meetings which they conduct as chairperson.
10. Register for and attend all meetings held by the Georgia Association of REALTORS® during his or her term of office, as well as the Inaugural meeting immediately following his/her term of office. The President shall be reimbursed for each state meeting required to be attended in an amount to be established by the Board of Directors in the annual budget each year. The President must attend appropriate committee meetings and the Board of Directors' meeting must vote to receive reimbursement.
11. Assign board members receiving reimbursement from the Board, State Committee meetings to attend while at State Conventions.
12. Serve as a State Director by virtue of the office and to serve as liaison between the membership of the board and the membership of the Georgia Association.
13. Be familiar with proper parliamentary procedure.
14. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures Manual and the current operating budget. The President will also be knowledgeable about the Board's strategic plan.
15. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
16. Have the authority to make appointments of contributing members (non-voting status) to all standing committees.
17. Encourage members to participate in all Walton-Barrow Board meetings, social functions and community service projects, as well as any Georgia Association meetings and conventions and any National Association meetings and conventions being conducted within the proximity of the Walton-Barrow Board.
18. Promote the importance of responding to Calls for Action to membership.
19. Attend the State Leadership Training.
20. Plan and schedule local leadership training for Officers, Directors and Committee chairpersons prior to December 15 of year prior to taking office.
21. Attend Region 5 Roundtable held annually.
22. Hold at least one broker meeting yearly.
23. Coordinate with the Treasurer to present the budget to the Board of Directors at their October meeting for approval.
24. President is encouraged to attend the NAR Governance Meeting in Washington DC in May and the NAR Annual Meeting in the Fall.

President-Elect

The President-Elect shall:

1. Discharge the duties of the President in the absence of the President or at any time requested to do so by the President.
2. Succeed to the office of the President.
3. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
4. Serve as Chairperson of Events & Sponsorship Committee. Select the appointees to serve on this committee.
5. Serve as a member of the Strategic Planning Committee.
6. Select a Vice-Chairperson, subject to the approval of the Board of Directors, for all standing committees.
7. Register for and attend the Inaugural Meeting and the Annual Meeting held by the Georgia Association of REALTORS® during his or her term of office. The President-Elect shall be reimbursed for each meeting required to be attended in an amount established by the Board of Directors in the annual budget.
8. Be familiar with proper parliamentary procedures.
9. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, operating budget, strategic plan, programs and services.
10. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
11. Serve as liaison between Events & Sponsorship Committee and the Board of Directors.
12. Attend the monthly meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS®. Preside over any meeting that the President is unable to attend.
13. Attend the State Leadership Training.
14. Encourage members to participate in all Walton-Barrow Board meetings, educational seminars, social functions and community service projects, as well as any Georgia Association meetings and conventions and any National Association meetings and conventions within the proximity of the Walton-Barrow Board of REALTORS®.
15. Attend Region 5 Roundtable held annually.
16. Attend Broker meetings held by Board.
17. Perform such other duties as directed by the Board of Directors or the President.

Treasurer

The Treasurer is shall:

1. Serve as Chairperson of the Finance Committee and shall be responsible to see that committee prepares and submits a budget for upcoming year to be presented to Board of Directors for approval at their October meeting.
2. Serve as a member of the Events & Sponsorship Committee.
3. Serve (or appoint a member of Finance committee to serve) on Circle of Excellence Committee.
4. Serve (or appoint a member of Finance committee to serve) on Golf Committee.
5. Serve as a member of the Strategic Planning Committee.
6. Serve as ex-officio member and liaison between the Finance and Community Service Committees and the Board of Directors.
7. Attend the Board of Directors meetings and ~~monthly~~ membership meetings of the Walton-Barrow Board of REALTORS® and the committee meetings for which the Treasurer has oversight.
8. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
9. Be familiar with proper parliamentary procedures.
10. Attend State Leadership Training and attend Local Leadership Training held by the Board of REALTORS®.
11. Register for and attend the Inaugural Meeting and the Annual Meeting held by the Georgia Association of REALTORS® during his or her term of office. The Treasurer shall be reimbursed for each meeting required to be attended in an amount established by the Board of Directors in the annual budget.
12. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Polices & Procedures, operating budget, strategic plan, programs and services.
13. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
14. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
15. Shall review all financial records for accuracy at end of year ending his/her term of office and report any deficiencies or corrections to the Board of Directors.
16. Perform such other duties as directed by the Board of Directors or the President.

1st VICE-PRESIDENT

The 1st Vice-President shall:

1. Serve as a member of the Finance Committee.
2. Serve as a Vice Chair of the Events & Sponsorship Committee.
3. Serve as ex-officio member and liaison between the Governmental Affairs and Professional Development Committees and the Board of Directors.
4. Attend all Board of Directors meetings and membership meetings of the Walton-Barrow Board of REALTORS® and the committee meetings for which the 1st Vice President has oversight.
5. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
6. Be familiar with proper parliamentary procedures.
7. Attend State Leadership Training and attend Local Leadership Training held by the Board of REALTORS®.
8. Register for and attend the Inaugural Meeting and the Annual Meeting held by the Georgia Association of REALTORS® during his or her term of office. The 1st Vice-President shall be reimbursed for each meeting required to be attended in an amount established by the Board of Directors in the annual budget.
9. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, operating budget, strategic plan, programs and services.
10. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
11. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of Walton-Barrow Board of REALTORS®.
12. Be encouraged to attend the mid-year NAR meeting held in Washington, DC during the month of May each year.
13. Perform such other duties as directed by the Board of Directors or the President.

Immediate Past President

The Immediate Past President shall:

1. Serve as Vice-Chairperson of the Nominating Committee.
2. Serve as a Member of Finance Committee.
3. Serve as a Member of the Awards Committee.
4. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, operating budget, strategic plan, programs and services.
5. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
6. Be familiar with parliamentary procedure.
7. Attend the Board of Directors and monthly membership meetings of the Walton-Barrow Board.
8. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
9. Perform such other duties as directed by the Board of Directors or the President.

DIRECTORS

LOCAL DIRECTORS

Local directors will be elected to serve two-year terms- There will be a total of six (6) local Directors
Local Directors Shall:

1. Local Directors will have full voting rights on the Board of Directors.
2. They shall attend all meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS®.
3. Be familiar with proper parliamentary procedures.
4. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, operating budget, strategic plan, programs and services.
5. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
6. Attend State Leadership Training and attend Local Leadership Training held by the Board of REALTORS®.
7. The Local Directors will perform such duties as directed by the President or the Board of Directors.

STATE DIRECTORS

The number of State Directors will be determined by the Georgia Association of REALTORS® based on the Board's membership, and the current President, who is a State Director by virtue of the office. State Directors are elected for two-year alternating terms, so that half of the State Directors rotate off and half carry over each year. The Directors elected will take office on the beginning of the fiscal year and serve a term of two (2) years, or until their successors have been elected. State Directors have full voting rights on the Board of Directors of the Walton-Barrow Board of REALTORS®. Any REALTOR® member of the Board who is serving as an Officer, a committee chairperson or a Director of the Georgia Association of REALTORS®, or the National Association of REALTORS®, is also a member of the Board of Directors.

State Directors shall:

1. Serve as liaison between the membership of the Walton-Barrow Board of REALTORS® and the membership of the Georgia Association.
2. They shall attend all meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS® with full voting rights.
3. Be familiar with proper parliamentary procedures.
4. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, operating budget, strategic plan, programs and services.
5. Prepare for, register and attend all meetings of the Georgia Association of REALTORS® Board of Directors, participate in discussions of agenda items (remembering that a State Director is representing the Georgia Association as a whole) and report on real estate related situations in evidence within his/her Member Board or Region during his/her term of office. State Directors shall be reimbursed for each state meeting required to be attended in an amount established by the Board of Directors of the Walton-Barrow Board of REALTORS® and as set forth in the annual budget. State Directors must attend appropriate committee meetings and the Director's meeting on Saturday morning and must vote to receive reimbursement. Each director shall have one vote and must cast it in person. No vote by proxy shall be valid.
6. Shall be responsible for giving a report to the membership about all GAR meetings.
7. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
8. Attend State Leadership Training and attend Local Leadership Training held by the Board of REALTORS®.
9. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic plan, budget, programs and services.
10. The State Directors will perform such duties as directed by the President or the Board of Directors.

ASSOCIATION EXECUTIVE (AE)

- **Required** to attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall forward a copy of the previous meeting's minutes, via email, to the BOD one week prior to the next BOD meeting along with a copy of the upcoming agenda
- Shall attend "called", "emergency" or "executive session" meetings
- Shall present regular updates for established goals to the BOD and make recommendations for implementation of existing and new goals
- Shall coordinate with the President Elect the presentation of the WBBOR Leadership Training
- Shall support and enforce the Bylaws/Policies of the Walton Barrow Board, GAR and NAR
- Shall actively support the activities of the Board
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- Shall represent the Board at the GAR Inaugural meeting (as budgeted)
- Shall represent the Board at the GAR Annual meeting (as budgeted)
- Shall represent the Board at the following meetings in addition to the GAR meetings (subject to funds availability / approval of the budget):
 - 1) NAR AE Institute
 - 2) NAR Mid-Year Meeting in May – Washington, DC
 - 3) Regional AE Conference in July
 - 4) NAR Leadership Summit in August – Chicago, IL
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall oversee the day-to-day operations of the Association in addition to performing such other duties as directed by the Board of Directors or the Executive Committee

Makeup and Function of Committees

Finance Committee

Awards Committee

Community Service Committee

Events and Sponsorship Committee

Circle of Excellence Committee

Golf Committee

Second Fundraiser Committee

Governmental Affairs Committee

Membership Committee

Nominating

Professional Development

COMMITTEE CHAIRPERSON

TERM: One year

Committee Chairpersons shall:

1. Know the purpose and scope of the committee.
2. Know the financial aspects of the committee and be familiar with the budget process.
3. Plan and conduct effective meetings at a time and place convenient for the members of the committee and create an environment that encourages maximum committee member participation. The committee chair shall notify the AE and the President of the time and location of the meetings.
4. Be familiar with proper parliamentary procedure.
5. Establish goals and objectives for the committee and report the progress in achieving these goals to the Board of Directors.
6. Prepare an agenda of items to be discussed in advance of each meeting and whenever possible, distribute agenda to the members of the committee prior to the meeting.
7. Shall keep, or cause to be kept, a record of all pertinent discussions and recommendations of the committee. These minutes shall also include a list of all members present and a copy kept in Committee notebook for future reference. A copy should also be filed with the AE to include at next Board of Directors meeting no later than 72 hours prior to the next scheduled Board of Directors meeting. The report should include recommendations for all items presented and shall NEVER present a problem to be solved by the Board of Directors without a recommendation.
8. Stay abreast of current events affecting his/her committee.
9. Encourage members to participate in all Walton-Barrow Board meetings, educational seminars, social functions and community service projects, as well as any State or National meetings or conventions.
10. Perform such other duties as directed by the Board of Directors or the President.

FINANCE COMMITTEE

PURPOSE: The function of this committee is to establish and review Board Operation policies and to provide liaison between the AE and the Board of Directors; review office policies and procedures and to review and approve staff job descriptions; to review and present the total administration and operations financial needs to the Board of Directors; to review and give recommendations for specific expenditures pertaining to the operation of the Board office not included in the budget and recommends association finances that will adequately support a well-rounded program of activities for members. Prepares the annual budget and considers any policies affecting the financial conditions of the Board. All actions of this committee require approval of the Board of Directors.

MEETINGS: Committee shall prepare a budget for upcoming year to be presented for approval at the October Board of Directors Meeting. Minutes are to be taken at all meetings and a copy is to be given to the Treasurer and the Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Establish the budget. Consider any monetary request from each committee. Any financial transaction not in the budget must be referred to this committee for recommendation before the Board of Directors can make a final decision.

This committee is to recommend policy and procedures for the following:

- Review Association Executive's job performance, job description and office policy annually prior to September 1. This review is to be performed by the current elected officers. Evaluation is to be discussed with the AE by the current President and President-Elect.
- To review office space, facilities, and equipment necessary for efficient office operation and maintenance. Committee to oversee Building Maintenance along with the AE.
- To review all applicable insurance, including facility, contents, workman's comp, and errors and omissions.

COMPOSITION: (10 Members) This committee shall consist of the Treasurer who shall serve as Chairperson, the Chair of Trustees who shall serve as Vice-Chairperson, President, President-Elect, ~~1st~~ Vice-President, The five (5) Trustees.

TRUSTEES

Trustees will consist of 5 members of the Board of Directors, appointed by the Board of Directors and terms designated at appointment. All of whom will serve 3-year terms.

Trustees shall annually elect a chair, which shall be one of the 5 trustees. All Trustees shall serve as members of Finance Committee

AWARDS COMMITTEE

PURPOSE: This committee establishes criteria and presents the various Board awards. Anyone serving as President during time of consideration for any award shall not be considered for that award. Committee selects nominees for GAR REALTOR® of the Year and GAR Good Neighbor Award, with the approval of the Board of Directors.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President and the Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Send nomination forms to all members with criteria for each award prior to Oct. 31st. Review all nominations and select award recipients. Order awards and present at awards meeting. Everything discussed and decided is to remain confidential within the committee. Submit publicity to media within two weeks of presenting award. Board will be responsible for purchasing ads in the Walton & Barrow newspapers and will notify Budget & Finance Committee of any financial impact on budget.

COMPOSITION: (9 Members) This committee shall consist of the following members, who are able and willing to serve: The last three (3) REALTOR®'s of the Year, Immediate Past President and beginning in 2007, 3 Appointees for 1 year and 2 Appointees for 2 years, for a total of nine members. The Appointees will be chosen by the President. The Chairperson and Vice-Chairperson will be selected from these members. If a past REALTOR® of the Year is also a member of the committee by virtue of being the Immediate Past President or is unable to serve on the committee, the next past REALTOR® of the Year, able and willing to serve will be selected.

COMMUNITY SERVICE COMMITTEE

PURPOSE: To meet and decide what project(s) their committee is going to undertake and to recommend them to the Board of Directors for their approval for the coming year. Shall sponsor or co-sponsor at least one public/community project or program i.e., “Get out and Vote”, energy conservation, crime prevention, drug rehabilitation, the Homeless, during the year.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Vice-President of Administration & Finance and the Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Determine at first of year, projects to undertake for community service. Notify finance committee of any financial expenses projected for the year.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

EVENTS & SPONSORSHIP COMMITTEE

PURPOSE: Responsible for planning and implementation of the Membership programs (Summer and Christmas Socials included) guest speakers, and sponsorships along with the locations. The WBBOR membership meeting is held on the second Tuesday of the month, unless changed with the approval of the Board of Directors. This committee will oversee all fundraisers, except for those held by Community Service committee or an RPAC fundraiser. The Community Service Committee and Governmental Affairs Committee will provide dates of any fundraisers, approved by the board of directors, to this committee. Committee is to develop realistic programs and projects that will reinforce public awareness and respect for REALTORS®. Committee is responsible for all publicity concerning any Board Function.

RESPONSIBILITIES: Plans all membership meetings and obtains sponsorships for membership meetings. Committee must provide one political speaker discussing local, state or national political legislative or school board affairs at one membership meeting. **Obtain commitments for Sponsors & Speakers by December of preceding year.** Send letters verifying time, date, location, topic, time limit on speech, at first of year and two weeks prior to meeting. Purchases gifts for speakers. Thank you letters are to be sent after meeting. Also serves as host/hostess to Sponsors and Speakers. Committee assists President as needed with program. Committee is responsible for providing media coverage of Board events, including taking pictures and writing articles for newspaper and Georgia REALTOR® magazine.

This committee will have fundraising sub-committees as listed below, with the chairs of these sub-committees serving as members of this committee:

- **Golf** – Purpose is to oversee the Annual Golf Tournament. Responsibilities – The Golf sub-committee is totally responsible for organizing and assigning job responsibilities for a successful Golf Tournament. Reporting the financial status and having a follow-up meeting after the event with recommendations for next year. Composition – Sub-committee shall consist of a Chairperson and Vice-Chairperson selected by the President-Elect and 13 additional members chosen by the Chairperson & Vice-Chairperson,
- **Circle of Excellence** – Purpose is to determine if all applicants have met the criteria established by the Board of Directors of the Walton-Barrow Board of REALTORS® for the Circle of Excellence. The Circle of Excellence Committee shall be authorized to set an application fee, with approval of the Board of Directors, prior to asking for applications for membership in the Circle of Excellence. Meetings – Committee has to meet within 5 business days after the application deadline to check applications. Any errors have to be corrected within 3 business days with no addition of sales/leases to the application. Responsibilities – Review the rules for admission for possible revision of rules and set fees at the beginning of the year and submit to Board of Directors for approval before submitting to all brokers. Notify members of deadlines for application. Review applications verifying the satisfaction of the requirements for membership in the COE in accordance with the current rules for admission. Collect fees and order awards, coordinate with local

newspapers to submit names and/or photos for publication within two weeks of presentation of awards. This sub-committee shall notify the Administration & Finance Committee of any budgetary impact. Composition – Sub-committee shall consist of a Chairperson and Vice-Chairperson selected by the President-elect, with the approval of the Board of Directors, and a minimum of five (5) additional members. All members of this sub-committee have to be past Circle of Excellence Award recipients. The immediate past chairperson also serves on this committee.

- **Second Fundraiser - Purpose** is to hold a fundraising event for the Board. Meetings will be held as needed to organize the event. Responsibilities will include scheduling, organizing, selling tickets, and obtaining sponsors for the event. Composition - Chairperson & Vice-Chairperson shall select the eight (8) additional members.
- Any additional fundraising event sponsored by Walton Barrow Board of REALTORS® and not part of the Community Service Committee or an RPAC Fundraiser. President-Elect shall select Chairperson & Vice-Chairperson, who will select the members of the sub-committee.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

COMPOSITION: This committee shall consist of: President-Elect shall serve as Chairperson, Immediate Past President shall serve as Vice-Chair, 1st Vice-President, Treasurer, Chair of Golf, Chair of Circle of Excellence, Chair of Second Fundraiser and five (5) appointees. The President shall be an ex-officio member of committee and shall be notified of all committee meetings.

GOVERNMENTAL AFFAIRS COMMITTEE

PURPOSE: Reviews and must be acquainted with any and all legislation (local, state, national) that affects real estate. Educates members on legislative activity, increases political awareness, serves the local, state and national governments through analysis and suggested action in important legislation. At least one member attends GAR State & Local Governmental Affairs Committee weekly meeting while the legislature is in session. Monitors new laws affecting the real estate business, motivates board members to work in political areas, represents the WBBOR in all city and county government meetings, and increases our awareness of the substantial impact we can create as individuals and REALTORS® on the political system. Promote The REALTORS® Political Action Committee, which is organized and operated primarily for the purpose of collecting contributions to support political issues and candidates for state and local political office in the State of Georgia. It is a voluntary, non-profit, unincorporated committee of individual REALTORS and others, and is not affiliated with any political party.

RESPONSIBILITIES: Attend State, County & City meetings and keep Board informed of any changes that affect real estate business. Encourage 100% member participation in RPAC contributions. Educate membership on why they should contribute to GARPAC and how contributions are used. Promotes and recognizes different levels of participation in GARPAC. Promotes involvement in fundraising activities to benefit RPAC.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Vice-President of Governmental Affairs and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

COMPOSITION This committee shall consist of a Chairperson and Vice-Chairperson selected by the President-Elect, with the approval of the Board of Directors. The President shall be an ex-officio member of committee and shall be notified of all committee meetings.

MEMBERSHIP COMMITTEE

PURPOSE: The function of this committee is to encourage qualified persons to attain membership status; to propose methods, consistent with the Bylaws, to aid in developing and conserving membership. Promotes proper use of the REALTOR® Service mark of the National Association; assists and educates members and the public in the proper use of the service marks.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Treasurer and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: This committee shall:

- Prepare and disseminate promotional materials to stimulate membership.
- Prepare monthly reports reflecting membership status.
- Develop and propose policy concerning the billing and collection of membership dues and prescribed late charges in accordance with the Board's Bylaws.
- Review membership applications for new members and make recommendations to the Board of Directors regarding approval for membership.
- Develop, update and distribute membership package of benefits.
- Have an annual Membership Drive to recruit new REALTOR® and Affiliate Members.
- Shall perform a membership audit between July 15 and September 1 comparing member office rosters, Board membership roster and the GREC report.
- Shall be responsible for comparing Orientation attendance with newly approved membership to make sure new members comply with Orientation attendance.
- Form a sub-committee of Commercial Members to organize networking meetings once a quarter for the Commercial Members of WBBOR.

COMPOSITION:) This committee shall consist of a Chairperson and Vice-Chairperson selected by the President, with the approval of the Board of Director. The President and all officers shall be ex-officio members of committee and shall be notified of all committee meetings.

NOMINATING COMMITTEE

PURPOSE: The Nominating Committee shall be responsible for annually selecting, during the month of May, qualified candidates for Board Officers and for the positions to be filled on the Board of Directors and shall present slate of nominees to Board of Directors for approval at the June Board of Directors meeting. The positions to be nominated are President-Elect, 1st Vice-President, Treasurer, six (6) Local Directors and the number of State Directors permitted by GAR Bylaws (based on Board membership on July 31 of preceding year). In addition to the elected Directors, the Immediate Past President shall serve as a Local Director and the President shall serve as a State Director by virtue of his/her office during the term of his/her presidency. The current President-Elect shall succeed to the office of the President. The approved slate of Officers & Directors are to be presented to the general membership for approval at the August/Annual membership meeting.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President and the Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Prepare a slate of Officers & Directors to enhance the Board's image and productivity; Obtains commitments from nominees; Conducts election process as established in the By-Laws/ Policy & Procedures. This committee shall also give written notice to all nominated Officers and Directors delegating their duties and responsibilities prior to the election.

COMPOSITION: (8 Members) This committee shall consist of a minimum of eight members as follows: The Past President two years out shall serve as Chairperson and the most Immediate Past President shall serve as Vice-Chairperson. Initially, the current President shall select three appointees for one year terms and the President-Elect shall select three appointees who shall serve two year terms. After the initial appointments, the following years, the President-Elect will select three appointees who shall serve two year terms.

PROFESSIONAL DEVELOPMENT COMMITTEE

PURPOSE: Promotes regular attendance at general membership meetings; promotes awareness of the solid educational background needed for real estate sales; provides local educational programs with quality instructors for credited continuing educational hours; plans and facilitates at least four (4) three hour CE classes; plans and facilitates a minimum of two (2) scheduled orientation classes, including one required ethics class a year to the entire membership; plans and facilitates a Fair Housing/Cultural Diversity class to be held during the month of April. Develop and recommend policy promoting equal opportunity in housing and diversity within the real estate industry. Encourage members to adopt, in letter and in spirit, the Code for Equal Opportunity in Housing and Employment, as adopted by the National Association of REALTORS®, and any subsequent amendments thereto, wherein REALTORS® pledge to offer equal professional service and opportunity to all people without regard to race, color, religion, sex, handicap, familial status, or country or national origin. Promotes and supports the state's GRI programs, promotes and supports all NAR approved designations. Inform and encourage all Board members to attend the GRI educational classes offered each year. The committee also informs all members of existing scholarships available at our local Board and also at the state level. Committee has the responsibility of getting applications to members, receiving application by deadlines, following guidelines and awarding scholarships subject to availability of funds.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the 1st Vice-President and the Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Schedule and facilitate Continuing Education Classes and Ethics Class; Book speakers and make arrangements for facilities for classes to be held; send out notices, take reservations, plan refreshments. Encourage fair housing cultural diversity education programs for the membership. Encourage REALTORS® to use the Equal Housing Logo, Stickers & Posters. Work to identify the concerns and needs of minority members and to assist in the development of actions to address those concerns and needs. Make arrangements for Orientation classes, speakers & notices. Notify members of local and state scholarships. Making sure applications are available to members. Solicit applications. Committee will meet to review applications three times each year immediately following each of the deadlines. They meet (1) in January to review applications for courses completed August 1 through November 30; (2) In May to review applications for courses completed December 1 through March 31; and (3) in September to review applications for courses completed April 1 through July 31. The committee shall notify candidates of decision after Board of Director's approval. The REALTOR® must attend and pass the course applied for and must provide documentation. Scholarship will be awarded at membership meetings after completion of qualified courses.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President-Elect. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

Leadership Training Policy

- All Board of Directors will take NAR Board of Directors training.
- All officers attend GAR Conference will attend Leadership training provided at the conference.
- All Board of Directors will attend a Local Board Leadership Training Session

Board of Directors Absentee Policy

- Roll call will be taken at each Board of Directors meeting and Training session (attendance shall be on a December-December basis).
- Should a Board of Director member miss a meeting/training, they are required to submit a letter explaining their absence within two (2) weeks of missed meeting/training.
- Once a member has missed a combination of 2 Board of Directors meetings and/or training sessions, this will conclude in members automatic removal from the Board of Directors as per the WBBOR bylaws.
- Should the member wish to appeal, they must do in writing and indicate their desire to personally appear before the Board of Directors. The Board of Directors shall consider the appeal, taking into consideration the letters that were submitted when the individual missed the meetings. The Board of Directors has the authority to deem the absences valid and allow the member to remain on the Board of Directors (2/3 vote to reinstate).
- If the member misses a meeting or training session after having been reinstated, the member will be automatically removed and will not be allowed to appeal or hold a position on the Board of Directors for at least three (3) years following.
- If the member accepts another position on the Board of Directors in the following year after reinstatement and the member misses one meeting or training session, the member will be automatically removed and will not be allowed to appeal or hold a position on the Board of Directors for at least three (3) years following.
- The Board of Directors shall have the authority to govern habitual tardiness or early departures of Board Members.
- Members Broker will be notified in writing by Board President of any disciplinary/removal actions.

ASSOCIATION ANNUAL EVALUATION PROCEDURES

EVALUATION PROCESS:

The President, President-Elect, First Vice President & Treasurer shall complete the Association annual evaluation process following the guidelines below on or before the dates indicated:

- **JULY 15:** The President, President-Elect, First Vice President & Treasurer shall receive an evaluation form from the AE with a due date of August 1st to have the form returned to the President. The President will follow-up with an email if he/she sees fit.
- **AUGUST 1:** The President, President-Elect, First Vice President & Treasurer shall individually complete the evaluation form.
- **AUGUST 15:** The President, President-Elect, First Vice President & Treasurer shall meet to develop a composite evaluation.
- **AUGUST 31:** The President and President Elect shall meet with the Association Executive to review the composite evaluation.

VIRTUAL MEETINGS

- Virtual meeting Technology is permitted at the discretion of the chair based on the scope of the meeting and the agenda.

MEMBER INFORMATION/PUBLICATIONS POLICIES AND PROCEDURES

MEMBERSHIP COMMUNICATIONS

- The Board Staff shall create, edit and send weekly emails via mass email system to each member at their e-mail address on file.
- The Board Staff shall create, edit and send a monthly events email via mass email system to each member at their e-mail address on file.

MEMBERSHIP / OFFICE COMPLIANCE

- **COMPLIANCE NOTICES:** Compliance letters shall be sent via e-mail to the Broker or their designee within five (5) business days of Jan 1st.
- **NON-COMPLIANCE:** Non-Compliance in regard to membership dues places the entire office and all members within the office in non-compliance.

PRIVACY POLICY & PROCEDURES

- **PERSONAL INFORMATION:** The Walton Barrow Board of REALTORS® shall not release personal information of our members (such as home telephone, home fax, or home address) to

the Walton Barrow Board REALTOR® or Affiliate membership, general public or non-affiliate members.

- **MEMBERSHIP ROSTERS:** The Walton Barrow Board shall maintain an on-line Membership Roster with office name, office address, along with a list of all current REALTOR® members in good standing with the Walton Barrow Board of REALTORS®. REALTOR® members may add to their online profile a cell number and email address that will be public to anyone viewing the WBBOR Membership Roster
- **MEMBERSHIP ROSTERS ACCESS:** The Walton Barrow Board shall provide the roster of REALTORS® and Affiliate members via www.WaltonBarrowBoardofREALTORS.com
- **MEMBERSHIP ROSTER UPDATES:** The Walton Barrow Board shall maintain and update our Membership Roster.

REALTOR® PROTECTION POLICES AND PROCEDURES

- **REALTOR® LOGO:** The WBBOR Staff shall strive to insure the proper use of the REALTOR® logo and trademark by WBBOR members.
- **VIOLATIONS BY NON-MEMBERS:** The WBBOR Staff shall diligently investigate suspected violations through the membership roster, the AE and the NRDS site before contacting individuals or companies on behalf of the Walton Barrow Board of REALTORS®.
- **NOTICE OF VIOLATIONS:** The WBBORR Staff shall contact suspected violators of the NAR copyrights via phone, in person, or by letter.
- **CONTINUED VIOLATIONS:** Continued violations shall be forward to GAR.

BENEVOLENCE POLICY

For current active WBBOR members, an email will be sent to membership regarding the passing, once the obituary has been published. If the board is unaware of the passing or an obituary is not published within 30 days membership will not be notified.

WBBOR will send a sympathy card from the board. Flowers, benevolent basket, or gift will be sent for the family of Officers and Local/State/National Directors for the passing of immediate family, for a cost not to exceed \$74. Immediate family shall include spouses, parents/stepparents and children. The President shall have the discretion to adjust the policy if needed for special circumstances.

In the event of the passing of a former Officer or Local/State/National Director member within 5 years of active membership, a donation in the amount of \$50 shall be made to the GAR Scholarship Fund. The President shall have the discretion to adjust the policy if needed for special circumstances.