



DEKALB ASSOCIATION OF REALTORS®

***POLICY AND PROCEDURES
MANUAL***

REVISED: 08/2025

Policies and Procedures Manual

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In the event there is a conflict between the *Policy and Procedures Manual* and the Bylaws, the Bylaws will always prevail.

I. FOREWARD

DeKalb Association of REALTORS®'s Board of Directors may develop, as they see fit, Board policies which spell out the Association's standards of conduct, decision-making process, and articulate the strategy and philosophy. Procedures delineate how to administer the policies developed by the Board. Although both the DeKalb Association of REALTORS® volunteers and Staff work together to develop procedures, it is usually left up to the Staff to implement them as part of the Association's operations.

The *Policy and Procedures Manual* is designed for use by the Association's officers, directors, and Staff of the DeKalb Association of REALTORS®. It is intended to augment the DeKalb Association of REALTORS® Articles of Incorporation and Bylaws, as well as assist volunteer leaders in the conduct of Association business by establishing standard administrative policies.

II. PROCEDURES TO AMEND, CHANGE, MODIFY, OR DELETE ANY PART OF THE *POLICY AND PROCEDURES MANUAL*

Any proposed addition, change, or deletion must first be submitted in writing to the Chair of the Bylaws and Policy and Procedures Committee and then presented to the Bylaws and Policy and Procedures Committee for consideration. The Chair of the Bylaws Committee shall recommend any Committee approved changes to the Executive Committee for their consideration. Upon approval by the Executive Committee, the matter will then be presented to the Board of Directors for ratification. If ratified by the Board of Directors, the revised policies and procedures shall be considered adopted and effective immediately.

Note: The Association Executive shall update, publish, and distribute the revised *Policy and Procedures Manual* as changes occur.

III. DISTRIBUTION OF THE *POLICY AND PROCEDURES MANUAL*

The *Policy and Procedures Manual* shall be posted online and made available to all members by accessing the Association website.

Note: A notebook shall be kept at the Reception Desk containing the current *Policy and Procedures Manual*. The notebook should be available to Association members. Bylaws will be posted on the Association website.

IV. TERMINOLOGY

To give the reader a clearer understanding of the terms, names, or titles of various entities, the following is provided for clarification:

- **Activities:** Planned, scheduled, and conducted events, fundraisers, galas, donation drives, festivals, conferences, seminars, team-building activities, concerts, exhibitions, trade shows, workshops classes, courses, meetings, ceremonies, retreats, auctions, etc. which incur Staff time, resources, and/or expenses.
- **Annual Budget:** Developed in accordance with the *Fiscal Policy and Financial Operating Procedures Manual* by the Finance Committee to support the Association's achievement of the Strategic Plan.
- **Committees:** Includes Standing Committees (Bylaws ARTICLE XIV, SECTION 1) and any Special Committees, Task Forces, and Councils that may be appointed by the President, with the approval of the Board of Directors.
- **DeKalb Association of REALTORS® (DAR):** the Association, Association, DeKalb REALTORS® Association, DeKalb REALTORS®.
- **Ex officio:** A member of the Board of Directors, committee, task force, or council who have a membership on that body by virtue of holding another office. The rights (e.g. voting, counting as part of the quorum) of an *ex officio* member are exactly the same as other members unless otherwise stated in the Bylaws or the *Policies and Procedures Manual*.
- **Georgia Association of REALTORS®:** GAR, Georgia Association, the State, State Association.
- **Georgia Real Estate Commission:** GREC, the Commission.
- **Georgia Multi-List Inc:** Metro Listing Service, MLS, GAMLIS.
- **National Association of REALTORS®:** NAR, National Association.
- **Profit Center:** A Committee, task force, or activity that is responsible for generating a positive net income for its activities.
- **REALTORS® Political Action Committee:** RPAC.
- **Strategic Plan:** Developed by the Board of Directors to define the Association's direction, establish priorities, set goals, allocate resources, and assign actions to ensure organizational alignment with the mission and vision and achieve long-term success.
- **Sub-Committee:** A subdivision of a committee usually organized for a specific activity. May be appointed by a Committee Chair in conjunction with their Board Officer and Staff.

V. PURPOSE OF THE DEKALB ASSOCIATION OF REALTORS® ACCORDING TO ARTICLE II OF THE BYLAWS OF THE DEKALB ASSOCIATION OF REALTORS®, INC.

- Section 1.** To unite those engaged in the recognized branches of the real estate profession in this community for the purpose of exerting a beneficial influence upon the profession and related interests.
- Section 2.** To promote and maintain high standards of conduct in the real estate profession as expressed in the Code of Ethics of the National Association of REALTORS®.
- Section 3.** To provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interests may be safeguarded and advanced.
- Section 4.** To further the interest of home and other real property ownership.
- Section 5.** To unite those engaged in the real estate profession in this community with the Georgia Association of REALTORS® and the National Association of REALTORS®, thereby furthering their own objectives throughout the state and nation and obtaining the benefits and privileges of membership therein.
- Section 6.** To designate, for the benefit of the public, individuals who are authorized to use the terms REALTOR® and REALTORS® as licensed, prescribed and controlled by the National Association of REALTORS®.

VI. MISSION, VALUE PROPOSITION STATEMENT, AND STRATEGIC GOALS

Mission: Empowering Members to advocate for success by leading with excellence, fostering education, community involvement, and a commitment to diversity and inclusion.

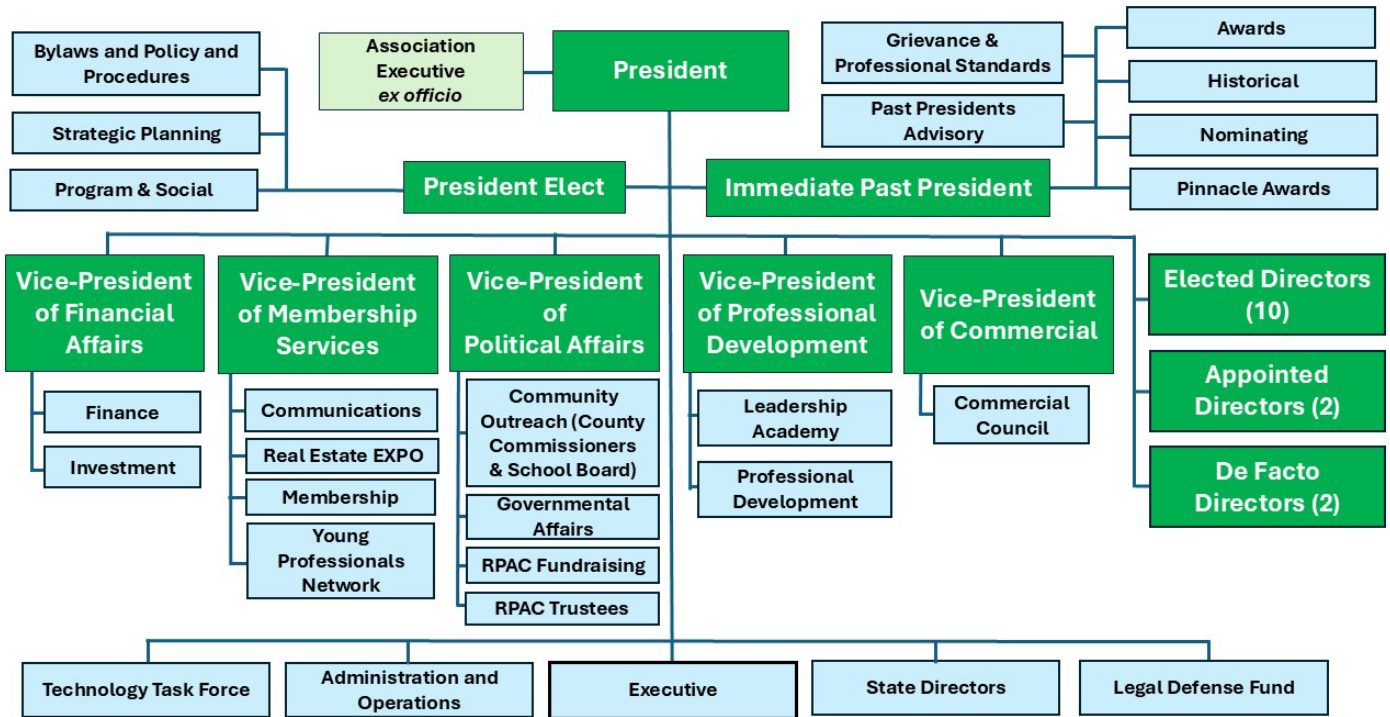
Value Proposition Statement: The DeKalb Association of REALTORS® provides and promotes services for our REALTORS® that elevate professional competency, integrity, engagement, and service. This is accomplished by collaborating with local businesses and leaders to develop and sustain success for our diverse group of members and the community. We set the P.A.C.E. for REALTOR® success.

- P - Promoting community engagement**
- A - Advocacy for private property rights, property ownership, and the real estate industry**
- C - Connecting our members to leadership opportunities**
- E - Exceptional education delivered for success**

Association Goals:

1. Increase Association revenue
2. Provide professional development opportunities for members
3. Enhance the REALTOR® image through community development and service opportunities
4. Maintain political involvement through advocacy and member engagement.

VII. ORGANIZATION



VIII. BOARD OF DIRECTORS

Purpose: The Board of Directors, vested with all corporate powers, shall approve changes to the Constitution and Bylaws and establish policy and procedures for the DeKalb Association of REALTORS®.

Composition, Terms & Limits: As defined in the Bylaws ARTICLE XI – OFFICERS AND DIRECTORS.

Meetings: The Board of Directors shall meet on the third (3rd) Wednesday of January, March, May, August, and October. The President or five (5) members of the Board of Directors may call a special meeting when deemed necessary.

Quorum: Simple majority (more than fifty percent) of the Board of Directors. However, the absence of Past Presidents who are members of the Board of Directors because of their Presidency of both the DeKalb Association of REALTORS® and Georgia Association of REALTORS® will not be considered to the detriment of establishing a quorum.

Duties and Responsibilities:

1. All corporate powers shall be vested in the Board of Directors who shall also establish policy and procedures of the DeKalb Association of REALTORS®.
2. Shall administer the finances of the DeKalb Association of REALTORS® and shall have authority to appropriate money.
3. Shall have full power to borrow money, to issue notes, bonds or certificates of indebtedness as may be deemed necessary to carry out the objectives and purposes of the DeKalb Association of REALTORS®.
4. May employ, or may empower the President to employ, an Association Executive and may otherwise prescribe functions of the Association Executive. The Board of Directors may also

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- authorize the employment of such other persons as may be deemed necessary to properly conduct the activities of the DeKalb Association of REALTORS® and may employ legal counsel and fix the terms of compensation for services rendered.
5. Shall have full power in establishing the amount of bond to be furnished by the person or persons entrusted with the funds of the DeKalb Association of REALTORS®. All members of the Board of Directors, Chairs, and staff shall be covered under general liability insurance through the National Association of REALTORS® Directors' and Officers' Policy.
 6. Shall attend regular meetings as determined by the annual calendar and special meetings.
 7. **REMOVAL:** Absence from three (3) regular meetings shall be construed as resignation there from and Director shall be notified by e-mail and letter. At its discretion, the Board of Directors may vote to reinstate the member of the Board of Directors with a vote of three-fourths ($\frac{3}{4}$) of the Board of Directors. See Bylaws Article XI, Section 7.
 8. Vacancies on the Board of Directors will be filled in accordance with Bylaws ARTICLE XI, SECTION 7. VACANCIES.
 9. The Executive Committee or the Board of Directors shall authorize the President or the Association Executive to communicate with legal counsel as needed. If an emergency arises and the Association Executive determines legal counsel is needed, the Association Executive may consult with/or hire legal counsel for up to two (2) hours of consultation per incident not to exceed ten (10) hours of \$2,500 per calendar year. Beyond two (2) hours, the authorization of the President is required. Such authorization will be brought to the attention of the Executive Committee and the Board of Directors as soon as possible.
 10. **Succession:** It is the policy of the Association that no more than 3 Officers (or 2 Officers and the Association Executive) travel in the same vehicle or be on the same flight when traveling to activities.
 11. It shall be the particular duty of the Association Executive to keep the records of the Association and to carry on all necessary correspondence with the National Association of REALTORS® and the Georgia Association of REALTORS®.

IX. OFFICERS AND DIRECTORS

A. PRESIDENT

Purpose: The President shall be the Chief Elected Officer of the DeKalb Association of REALTORS®.

Term: One (1) year

Reporting: Executive Committee, Board of Directors

Duties and Responsibilities:

- Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
- Presents reports at Executive Committee and Board of Director meetings on behalf of their assigned Committees.
- Serves as Chair of the:
 - Board of Directors.
 - Executive Committee.
 - State Directors.

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- Serves as member of the:
 - Administration and Operations Committee.
 - Strategic Planning Committee.
- Supervises the:
 - Legal Defense Fund.
 - Technology Task Force.
 - The Association Executive in the conduct of the business of the DeKalb Association of REALTORS® and shall see that all orders and resolutions of the Board of Directors are carried into effect.
- Serves as an *ex-officio* voting member of the:
 - Association Investment Committee.
 - Finance Committee.
- Serves as a voting member of all other Committees that are not specified above, but their absence from committee meetings will not serve to the detriment of establishing a quorum
- Serves as an *ex-officio* non-voting member of the Nominating Committee.
- Serves as Chair of and official spokesperson for the DeKalb Association of REALTORS® and can, at his/her discretion, appoint a spokesperson for the Association.
- Shall appoint, with the President-Elect, subject to approval of the Board of Directors, a Chair and Vice Chair (wherever authorized) and a sufficient number of people to staff the standing committees of the DeKalb Association, and may appoint, such other committees and task forces as defined in Article XIV, Section 2 of the Bylaws. Task Forces are appointed to evaluate, develop and recommend and complete courses of action on specific subjects. Those task force groups will normally expire after one year unless a longer period of time is needed.
- Shall have the general power and duties usually vested in the office of President of a corporation.
- Appoints a sub-committee from the Executive Committee to complete a Performance Evaluation Report on the Association Executive annually or more often if deemed necessary.
- Serves as a Director of Georgia Multi-List, Inc., unless not qualified under MLS rules.
- Performs such other duties as directed by the Board of Directors or the Executive Committee.
- The President is expected to attend State and National REALTOR® meetings and other meetings authorized by the Board of Directors.

President's General Expenses Addressed in the Budget.

- A discretionary annual allowance to be used on a as needed basis for items not addressed in the budget not to exceed \$2,500.00 annually. The Finance Committee must approve any amount in excess of the allowance.
- The DeKalb Association of REALTORS® shall furnish two (2) tickets to the President for Association social functions, one (1) ticket to each membership meeting, and Pinnacle Award events, including ticketed functions of the Association including Women's Council meetings.
- The President shall be reimbursed, or expenses paid directly with Association funds, for:
 - Two (2) GAR conventions/meetings (typically the Inaugural and Annual), and the GAR Leadership Training, if applicable.
 - Two (2) NAR Conference/Meetings (typically the Legislative and Annual).:
 - Expenses allocated for the NAR and/or GAR conferences listed above may be reallocated to other relevant conferences with the approval of the Board of Directors.

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- All reasonable and customary transportation to and from activities shall be reimbursed, including but not limited to.
 - Airfare or car mileage, allowance as used by the IRS.
 - Hotel – number of nights determined by official program.
 - Meals – three meals per day.
 - Convention/Meeting Registration.
 - Tips/Shuttle/Taxi.
 - NAR Convention: Up to \$500.

B. PRESIDENT-ELECT

Purpose: The President-Elect shall, in the absence of the President, or at any time when requested to do so by the President, discharge the duties of the President. The President-elect shall succeed to the office of President.

Term: One (1) year

Reporting: President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
- Presents reports at Executive Committee and Board of Director meetings on behalf of their assigned Committees.
- Serves as Vice Chair of the:
 - Board of Directors.
 - Executive Committee and reports its actions to the Board of Directors.
- Serves as Chair of the
 - Administration and Operations Committee.
 - Bylaws and Policies and Procedures Committee.
 - Strategic Planning Committee.
 - Program Committee.
- Serves as a member of the Administration and Operations Committee.
- Serves as an *ex officio* voting member of the:
 - Finance Committee.
 - Association Investment Committee.
- Works with the President and Vice Presidents to appoint Chairs and Vice Chairs of committees and task forces after the Nominating Committee meeting.
- Plans activities for state conventions for member attendees.
- Informs Association members of state and national services and meetings and encourages attendance.
- Plans DeKalb Association State Director caucuses as needed.
- Performs such other duties as directed by the Board of Directors, the Executive Committee or the President.

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- The President-Elect is expected to attend the following meetings:
 - DeKalb Association of REALTORS® Membership Meetings/Forums.
 - DeKalb RPAC Fundraising events.
 - Two (2) state conventions each year.
 - GAR Leadership Development Conference.
 - GAR Regional Meeting.
 - NAR Leadership Summit.
 - NAR Conference & Expo.
 - NAR REALTOR® Party Convention (Washington, DC).

Vice President's General Expenses Addressed in the Budget. The President-Elect shall be reimbursed, or expenses paid directly with Association funds, for the:

- GAR Inaugural Meeting.
- GAR Annual Meeting
- GAR Regional Meeting
- GAR Leadership Training/Development Conference
- NAR Leadership Summit
- NAR Conference & Expo up to a maximum reimbursement of \$1,500.
- NAR Legislative Summit up to a maximum reimbursement of \$1,000.
- Other reasonable and customary transportation to and from activities shall be reimbursed, including:
 - Airfare or car mileage, allowance as used by the IRS.
 - Hotel – number of nights determined by official program.
 - Meals – three meals per day.
 - Convention/Meeting Registration.
 - Tips/Shuttle/Taxi.

C. IMMEDIATE PAST PRESIDENT

Purpose: To support and advise the President and Board of Directors.

Term: One (1) year

Reporting: President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Serves as Chair of the:
 - Administration and Operations Committee.
 - Nominating Committee.
 - Past Presidents Advisory Committee
- Serves on the:
 - Board of Directors
 - Executive Committee.
- Serves as a member of the
 - Strategic Planning Committee.
 - Association Investment Committee.
- Serves as an *ex officio* voting member of the Finance Committee.
- Serves as an *ex officio* non-voting member of all assigned Committees.

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- Ensures the effectiveness of the:
 - Awards Committee.
 - Grievance and Professional Standards Committee.
 - Historical Committee.
 - Pinnacle Awards Committee.
- Acts as an advisor to the Committees.
- Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
- Attend meetings of their assigned Committees and task forces as often as possible.
- Serves as the Committee's liaison to the Board of Directors.
- Presents Committee reports on behalf of the Committee Chairs during Executive Committee and Board of Director meetings.
- The Immediate Past President shall preside should the President and President-Elect be unable to serve at a Membership meeting or Directors' meeting and if the President is not available to appoint an officer to serve.
- Performs such other duties as directed by the Board of Directors, the Executive Committee or the President.

Immediate Past President's General Expenses Addressed in the Budget. The Immediate Past President shall be reimbursed, or expenses paid directly with Association funds, for the GAR Annual Conference, up to \$1,000.

D. VICE PRESIDENT OF FINANCIAL MANAGEMENT

Purpose: Supervises the financial activities of the Association, the Association Investment, Sponsorship and Finance Committees, Fiscal Policies and Procedures, and budgeting.

Limit: One (1) year.

Reporting: President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Serves as a member of the:
 - Executive Committee
 - Strategic Planning Committee
 - Board of Directors.
- Serves as Corporate Treasurer.
- Serves as Chair of the Finance Committee.
- Develops the Annual Budget with the Finance Committee.
- Serves as a member of the Association Investment Committee.
- Responsible for all funds and securities of DeKalb Association of REALTORS®.
- Presents financial statements at Board of Directors meeting.
- Responsible for reviewing, providing recommendations for changes, the maintenance, and the execution of the *Fiscal Policy and Financial Operations Manual* and the *Statement of Investment Policies and Procedures*.
- Presents the Annual Budget to Executive Committee and Board of Directors for approval.

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- The Vice-President shall be an *ex officio* non-voting member of all assigned Committees.
 - Acts as an advisor to the Committees.
 - Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
 - Attends meetings of their assigned Committees and task forces as often as possible.
 - Serves as the Committee's liaison to the Board of Directors.
 - Presents Committee reports on behalf of the Committee Chairs during Executive Committee and Board of Director meetings.
- Assists the President and President-Elect in selecting the most qualified members to serve as Chairs and Vice-Chairs.
- Perform all the duties incident to the office and such other duties as from time to time may be assigned by the President or by the Board.

(See Fiscal Policy and Financial Operations Manual and the Statement of Investment Policies and Procedures.)

E. VICE PRESIDENT OF MEMBER SERVICES

Purpose: Coordinates the development and delivery of programs to enhance Community Outreach, Membership Recruitment, Membership Retention, and New Member Onboarding

Term: One (1) year

Reporting: To the President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Serves as a member of the:
 - Executive Committee
 - Strategic Planning Committee
 - Board of Directors.
- The Vice-President shall be an *ex officio* non-voting member of all assigned Committees.
 - Ensures the effectiveness of the:
 - Affiliate Advisory Council
 - Broker Outreach Committee
 - Communications and PR Committee
 - Community Outreach Committee
 - Financial Literacy Committee
 - Real Estate EXPO
 - Young Professional Network
 - Acts as an advisor to the Committees.
 - Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
 - Attend meetings of their assigned Committees and task forces as often as possible.
 - Serves as the Committee's liaison to the Board of Directors.
 - Presents Committee reports on behalf of the Committee Chairs during Executive Committee and Board of Director meetings.

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- Assists the President and President-Elect in selecting the most qualified members to serve as Chairs and Vice-Chairs.
- Perform all the duties incident to the office and such other duties as from time to time may be assigned by the President or by the Board.

F. VICE PRESIDENT OF GOVERNMENTAL AFFAIRS

Purpose: Coordinate the activities of Local Political Affairs Committees and the REALTORS® Political Action Committee (RPAC)

Term: One (1) year

Reporting: To the President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Serves as a member of the:
 - Executive Committee
 - Strategic Planning Committee
 - Board of Directors.
- The Vice-President shall be an *ex officio* non-voting member of all assigned Committees.
 - Ensures the effectiveness of the:
 - County Commissioner Committee
 - REALTORS® Political Action Committee (RPAC) Fundraising
 - REALTORS® Political Action Committee (RPAC) Trustees
 - School Board Committee
 - Acts as an advisor to the Committees.
 - Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
 - Attends meetings of their assigned Committees and task forces as often as possible.
 - Serves as the Committee's liaison to the Board of Directors.
 - Presents Committee reports on behalf of the Committee Chairs during Executive Committee and Board of Director meetings.
- Assists the President and President-Elect in selecting the most qualified members to serve as Chairs and Vice-Chairs.
- Perform all the duties incident to the office and such other duties as from time to time may be assigned by the President or by the Board.

G. VICE PRESIDENT of PROFESSIONAL DEVELOPMENT

Purpose: Coordinates the development of an annual curriculum, including recruiting instructors and scheduling activities and classes, that delivers high value education and professional development for REALTORS®, Brokers, and affiliates.

Term: One (1) year

Reporting: To the President, Executive Committee, and Board of Directors

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Duties and Responsibilities:

- Serves as a member of the:
 - Executive Committee
 - Strategic Planning Committee
 - Board of Directors
- The Vice-President shall be an *ex officio* non-voting member of all assigned Committees.
 - Ensures the effectiveness of the:
 - Commercial Council
 - Leadership Academy
 - Professional Development Committee
 - Acts as an advisor to the Committees.
 - Works with their assigned Committees and Staff to develop an annual work plan that will allow the Committees to effectively and efficiently discharge their responsibilities for the year.
 - Attends meetings of their assigned Committees and task forces as often as possible.
 - Serves as the Committee's liaison to the Board of Directors.
 - Presents Committee reports on behalf of the Committee Chairs during Executive Committee and Board of Director meetings.
- Assists the President and President-Elect in selecting the most qualified members to serve as Chairs and Vice-Chairs.
- Perform all the duties incident to the office and such other duties as from time to time may be assigned by the President or by the Board.

H. ASSOCIATION EXECUTIVE

Purpose: Serves as the Association's Chief Staff Officer managing the Association Staff, headquarters office, and operations.

Term: Per contract

Reporting: To the President, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Serves as the Staff liaison between the President, the Executive Committee, and the Board of Directors.
- Serve as an *ex officio* non-voting member of all Committees.
- Implements the Bylaws and the *Policies and Procedures Manual*.
- Perform duties and responsibilities in accordance with the Bylaws and the policies and procedures set forth by the Executive Committee and the Board of Directors.
- Effectively manages the organization's operations, programs, and services and assures they obtain/maintain the level of success desired and designated by the Board of Directors.
- Maximize efficiencies of operations and consistently improve customer service.
- Ensure DeKalb Association of REALTORS® serves the needs and interests of DeKalb Association of REALTORS® stakeholders pursuant to the organization's Strategic Plan and Bylaws (as directed by the Board of Directors).
- Provide leadership in developing programs, organizational, and financial planning in coordination with the Board of Directors and carry out the planning and policies authorized by the Board of Directors.

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- Maintain active participation by DeKalb Association of REALTORS® volunteer leadership and Committees.
- Maintain an effective working relationship and communications with the Board of Directors, Staff, volunteers, and stakeholders.
- Keep the Board of Directors fully informed on the condition of the organization and all-important factors influencing it.
- Initiates and coordinates the Annual Budgeting process.
- Manage all aspects of the organization's financial system, including oversight of accounts receivables, accounts payables, payroll, taxes, investment portfolios, and overall compliance with government and audit requirements.
- Maintain official organizational records and documents, and ensure compliance with federal, state and local regulations.
- Prepare internal and external fiscal reports.
 - Oversee supplying of accounting data to Board Officers, Directors, and Committees.
 - Oversee supplying of accounting data and external reports to taxing authorities.
- Maintain DeKalb Association of REALTORS® website and assure deployment of effective office technology systems.
- Develops and maintains an *Employee Handbook* for review and approval by the Board of Directors.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resources practices are in place.
- Be responsible for the recruitment, employment, and management of all Staff personnel.
- Encourage Staff and volunteer development and education and assist program Staff in relating their specialized work to the total program of the organization.
- Manage the organization's human resource functions and benefit programs.
- Effectively manage Staff and maintain a climate that attracts, keeps, and motivates a diverse Staff of top-quality people.
- Lead, motivate and inspire the Association Staff as well as a large core of volunteers.
- Effectively publicize and promote the activities of the organization, its programs, services, and goals.
- Effectively represent the organization to outside agencies, organizations, professionals in the field, the public, and the media.
- Foster relationships with other organizations and (as appropriate) develop mutually beneficial working relationships, alliances, sponsors, etc.
- Interview and select (in coordination with the Board of Directors) appropriate vendors and contractors for providing services to DeKalb Association of REALTORS®.
- Prepare and negotiate contracts and oversee vendors, contractors, and consultants that are retained to provide legal, financial, insurance, and IT services, and assure appropriate delivery of services delivered.
- Responsible for all necessary correspondence with the National Association of REALTORS® and the Georgia Association of REALTORS®.

Expenses

- The Association shall furnish two tickets to Association activities to the Association Executive and each Staff member.
- The Association funds the cost of the Association Executive and Staff meals at membership meetings, Women's Council and Pinnacle Award activities.

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- The Association Executive shall be reimbursed for two (2) GAR meetings, two (2) NAR meetings, GAR and NAR Leadership Meetings, GAR AE meetings and the NAR AE Institute.
- Any other meetings require the approval of the Executive Committee.
- Non-First-Class Airfare or car mileage, allowance as used by the IRS.
- Hotel – number of nights determined by the official programs (Additional nights are at Association Executive’s own expense).
- Meals included in the Conference are encouraged.
- Conference/Meeting Registration at the early bird price.
- A discretionary fund of \$150.00 shall be allocated per conference for the purpose of networking during the conference. At the discretion and approval of the President, this amount can be increased.

Succession

In the case of the death, resignation or firing of the Association Executive, a search Committee will be formed to conduct a national search for a replacement, using among others, ASAE, NAR, and GAR resources. The Board of Directors will give authority to the search Committee to select and hire the new Association Executive. In the interim before the new Association Executive begins work, if the current Association Executive is no longer with the Association, the President or their designee will serve as the liaison to Staff. Whenever possible, a period of up to two months will be used for the current Association Executive to orient the new AE. To ensure smooth running organization in the absence of the Association Executive, Staff members are cross-trained, and a Procedure Manual is maintained. The President (or designee) would assign Staff to the additional responsibilities until a new Association Executive (or interim) begins work for the Association.

The search Committee shall be appointed by the President and approved by the Board of Directors. The search Committee shall consist of the Officers, if available to serve, and at least one past president in addition to the Immediate Past President. Additional Committee members may include other members of the Board of Directors, and up to one member at large. The Committee shall not number more than nine (9).

I. STATE DIRECTORS

Purpose: Represents the DeKalb Association of REALTORS® at the State Association Meetings.

Number on Committee: Varies according to allotted number of State Directors set by the Georgia Association of REALTORS®.

Makeup: Officers and Directors of the DeKalb Association of REALTORS® as elected by the membership as a State Director and any additional as appointed by the President and approved by the Board of Directors.

Restrictions: Committee members must be approved by Board of Directors.

Term: One (1) year

Limits: See DeKalb Association of REALTORS® Bylaws

Reporting: Executive Committee, and Board of Directors

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Duties and Responsibilities:

- Informs Association members of State and National services and meetings and encourages involvement.
- Is responsible for reviewing the GAR Board of Directors Package prior to any meeting of the GAR Board of Directors.
- Attend the Region Caucus prior to a GAR Board of Directors meeting.
- Attends GAR Board of Directors meetings and is in attendance for the vote(s) at that Board of Directors Meeting.
- Attend DeKalb State Directors Caucuses and Regional Meetings as needed.

NOTE: If attendance at a GAR Board of Directors meeting is not possible, State Directors shall notify the Association Executive thirty (30) days prior to the GAR Board of Directors meeting to allow time for an alternate Director to be named for purposes of voting representation for the Association.

Stipend

- State Directors will receive a \$500 stipend for attending the Regional Caucus and Board of Directors meeting held in conjunction with the GAR Inaugural Meeting.
- State Directors will receive a \$500 stipend for attending the Regional Caucus and Board of Directors meeting held in conjunction with the GAR Annual Conference.
- A State Director who leaves a GAR Board of Directors meeting in advance of the meeting adjournment may not be eligible for a budgeted reimbursement stipend at the discretion of the Executive Committee.

X. COMMITTEES

A. **Standing Committees:** The Association has four (4) Standing Committees (Bylaws ARTICLE XIV, SECTION 1):

1. Bylaws & Policy Committee
2. Executive Committee
3. Finance Committee
4. Professional Standards Committee

B. **Special Committees:** May be appointed by the President, with the approval of the Board of Directors.

1. Committees represent, involve, and serve the members.
2. They provide an important training ground for future leaders and an effective workforce for the Association.
3. They ensure group participation in problem solving and provide a critical forum for the many interests within the Association.
4. They may not express opinions or represent positions in the name of the association unless specifically authorized by the board.

C. **Essential Elements**

1. Purpose: All Committees shall be of such size and shall have such duties, functions, and powers as may be assigned to them by the President of the Board of Directors, except as otherwise provided in the Bylaws.

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2. Funding
 - a. Committees, working in conjunction with their Board Officer and Staff, develop an annual work plan that allows the Committee to effectively and efficiently discharge its responsibilities.
 - b. Committees that incur expenses for activities are included in the Annual Budget.
 - c. Committee activities are expected to generate positive net income, typically 25% above the expenses, from their activities.
 - d. Committees may not commit to expenditure of funds beyond those approved in the Annual Budget.
 - e. Requests for funds beyond those that have been approved as part of the Annual Budget are to be channeled through the Vice-President of Financial Management for evaluation of the budget impact of such funds requested and then approved by the Board of Directors.
3. Membership
 - a. The President shall be an *ex officio* non-voting member of all Committees and shall be notified of their meetings.
 - b. Staff serve as an *ex officio* non-voting members of all assigned Committees.
 - c. The Chair and Staff liaison, working in partnership, are responsible for facilitating the work of the Committee, providing oversight, and ensuring timely communications within the Committee and between the Committee and other components of the association.
 - d. To be considered an ACTIVE MEMBER of a Committee requires volunteers to sign both the Confidentiality Conflict of Interest Agreement and the Social Media Policy. Both documents need to be signed annually and are kept in the DeKalb Association of REALTORS® office.
 - e. Any Committee member who fails to attend three regular meetings of the Committee shall be deemed to have resigned from the Committee and vacancy shall be filled as herein provided for original appointments, unless the Board of Directors votes for reinstatement, with a three-fourths vote being required.
4. Meetings
 - a. Committees should meet at least once each quarter or as often as necessary to accomplish their work.
 - b. Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Association, its Board of Directors and Committees, in all instances wherein its provisions do not conflict with these Bylaws.
 - c. All Committee meetings shall be conducted in the Association office, with an Association Staff member present to limit the Association's liability, between 8:30 a.m. and 5:00 p.m. Monday – Friday, unless coordinated with the Association Executive to the contrary.
 - d. Removal: Absence from three (3) regular meetings shall be construed as resignation there from and the member shall be notified by e-mail and letter. At its discretion, the Committee may vote to reinstate the member with a vote of three-fourths ($\frac{3}{4}$) of the Active Committee members.
5. Role and Responsibilities of the Chair
 - a. Consistent with the association's policy and strategic plan, the Committee Chair accepts and supports the Committee's charge and guides the Committee in its work as outlined by the scope of work and charge from the chief elected officer and board of directors.

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- b. Exercise leadership within and outside the Committee.
- c. With Staff, develop an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- d. Attend and actively Chair all meetings effectively.
 - 1) Plan Committee meetings and develop agendas with Staff.
 - 2) Never hold a meeting without an agenda sent out in advance. You can't expect responsible participation when people do not have time to prepare.
 - 3) Work closely with the Staff liaison in developing the agenda for the meeting.
 - 4) Provide an agenda sheet that lists all the agenda items to be taken up, but also the following basic information: the start and ending times for the meeting; the meeting location; virtual meeting information, if any; and, a list of Committee members (those expected to attend and those expected to be absent).
 - 5) Sequence agenda items thoughtfully. Committee meetings are like any team sport. The group needs to "warm up" together before tackling the tougher work. Therefore, start the meeting with agenda topics that will unify the Committee; this sets the stage for working together. Early in the meeting, when people are fresh, is a good time to discuss topics that require mental energy, creativity, and clear thinking.
 - 6) Do not put difficult topics back-to-back, people need a break. Also, do not put difficult or controversial items at the end of a meeting, when people are tired and less likely to tolerate difficult discussions.
 - 7) End the meeting with topics that will unify the Committee; people like to leave meetings feeling that they are part of a productive team. This also helps to create "buy-in" to the actions taken by the Committee.
 - 8) Keep discussions on track; periodically summarize and refocus the discussion, reminding people of the goal of the discussion.
 - 9) Monitor participation, control talkative members and draw silent members into the discussion. There is no point in people attending a meeting and yet not participating in discussions. If members don't participate, why attend?
 - 10) Do not overschedule the meeting. Provide sufficient but not too much time for each topic. Timed agendas are effective tools for managing a meeting. With a timed agenda, the estimated hour of the clock is noted preceding each agenda item (e.g. 1:45 p.m. immediately preceding agenda item #1; 2 p.m. immediately preceding agenda item #2.) Placing these "markers" on the agenda sheet lets members know the general pace of discussion the Chair anticipates for the meeting.
 - 11) Motivate members toward active participation, decision making, and achieving consensus.
 - 12) Guide, mediate, probe, draw people in and stimulate discussions. Committees are not formed to simply validate the thinking of the Chair or Staff, so it is the responsibility of the Chair to encourage broad participation to bring new ideas, thoughts and solutions into the discussion.
 - 13) Report to the Committee on decisions of the board of directors or executive Committee that affect the Committee's work or activities.
 - 14) Where appropriate, guide the Committee in proposing products and services that will further the goals and objectives of the association.
 - 15) Close the meeting by: Noting achievements and focusing on positive outcomes of the meeting; Confirming assignments and due dates; Confirming

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- understanding of next steps on major issues; Reinforcing the importance of wide participation in Committee deliberations; and, Saying "thanks."
- e. Maintain records and relevant information on Committee work.
 - f. Be sufficiently informed to interact knowledgeably with other Committee members, Staff, and others outside the Committee.
 - g. Continually evaluate Committee efforts and communicate accomplishments to the Committee, association leadership, and the membership.
 - h. Work with Staff to ensure that the work of the Committee is carried out between meetings.
 - i. Approve reports on Committee activities, including requests to the Board of Directors for action.
 - j. Where appropriate, make policy recommendations to the board of directors.
6. Role and Responsibilities of the Staff Liaison
- a. The Staff liaison also provides logistical support for the Committee's work, and administrative support for planning and execution of all Committee meetings, and to facilitate the work of the Chair and Committee members.
 - b. Serve as an informed resource person to the Chair and members of the Committee.
 - c. Assist the Chair in facilitating Committee discussions and activities that address the Committee's charge.
 - d. Work with the Chair to ensure that all Committee work is consistent with the association's goals and objectives.
 - e. Staff, working in conjunction with their Committee Chair and the respective Vice-President, develop an annual work plan that allows the Committee to effectively and efficiently discharge its responsibilities.
 - f. Draft reports of Committee meetings for review and approval by the Committee Chair.
 - g. Work with the Chair, other Committee members, and association Staff to ensure that the work of the Committee is carried out between meetings.
 - h. Facilitate communication of Committee activities, including requests for action and/or proposed policies, to the Association Executive and the Board of Directors.
7. Role and Responsibilities of the Members
- a. Act in good faith and in the best interest of the association, not on behalf of their own personal interest or even that of a constituency group of which they feel a part.
 - b. Take on responsibilities and commit to fulfilling them in a timely manner.
 - c. Disclose real or perceived conflicts of interest and refrain from voting in these instances.
 - d. Refrain from discussions or activities that may violate antitrust laws.
 - e. Each Committee or task force Chair is required to submit a written report in advance of each meeting of the Executive Committee or Board of Directors.
8. Committee Communications & Marketing Protocol
- a. Purpose - To ensure consistency, clarity, and professionalism in all external and internal communications representing DeKalb Association of REALTORS®, and to define the role of the Director of Strategic Communications in guiding and approving Committee-related messaging, materials, and promotional content.
 - b. Policy Statement - All Committee-related communications, including but not limited to flyers, emails, social media posts, digital graphics, and promotional materials, must be coordinated through and approved by the Director of Communications before distribution or posting.

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- c. This protocol protects both the Committee’s intentions and the association’s brand. Volunteers are a vital part of our mission, and by working collaboratively with Staff, we can maintain professionalism, improve engagement, and deliver clear, consistent communication to our members.
- d. Procedural Guidelines
 - 1) All communications or event promotion requests must be submitted via the official communications/event request form.
 - 2) No promotional materials (flyers, graphics, etc.) may be created independently by Committee members without prior Staff coordination.
 - 3) The Association (not an individual volunteer) should always be listed as the public-facing contact for Committee-led initiatives unless otherwise approved by Staff.
 - 4) Committees should work directly with their assigned Staff liaison on planning and timing to avoid miscommunication or misalignment with organizational priorities.
 - 5) Staff will collaborate with Committees to ensure the messaging reflects their intent while maintaining consistency with DeKalb Association of REALTORS®’ professional standards.
- e. Clarification of Roles
 - 1) Volunteers (including Chairs and Vice Chairs) are encouraged to provide input and creative ideas but are not responsible for executing or distributing communications independently.
 - 2) The Director of Communications and Staff manage design, scheduling, messaging, and platform use to ensure unified and high-quality member experience.

XI. STANDING COMMITTEES (Bylaws ARTICLE XIV, SECTION 1)

A. BYLAWS & POLICY COMMITTEE (Standing Committee – Article XIV, Section 1)

Purpose: This committee shall prepare such revisions or amendments to the Bylaws and the Policy and Procedures Manual of the DeKalb Association of REALTORS® and shall prepare official resolutions and proclamations as directed by the Executive Committee or the Board of Directors.

Number on Committee: Minimum of five (5)

Restrictions: Committee members approved by Board of Directors.

Chair: President-Elect

Term: One (1) year

Quorum: Simple majority (More than fifty percent) of the active Committee members
Reporting: Executive Committee, Board of Directors, General Membership

Duties and Responsibilities:

- Drafts in proper form revisions or amendments to the Constitution and Bylaws of the DeKalb Association of REALTORS® as directed by the Board of Directors and/or the National Association of REALTORS® or as requested by Association committees/task forces.

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- Drafts in proper form revisions or amendments to the Policy and Procedures of the DeKalb Association of REALTORS® as directed by the Board of Directors or as requested by Association committees/task forces.
- Drafts in proper form official resolutions and proclamations of the DeKalb Association of REALTORS® as directed by the Board of Directors.
- Drafts in proper form documents expounding policy position or expression of the DeKalb Association of REALTORS® as directed by the Board of Directors.
- Insures that proposed changes to the Bylaws are published as required in the Bylaws Article XVII.

B. EXECUTIVE COMMITTEE (Standing Committee – Article XIV, Section 1)

Purpose: The Executive Committee shall serve as the steering committee and shall be responsible to the Directors for the effective conduct of the affairs of the DeKalb Association of REALTORS®.

Meetings: The Executive Committee shall meet on the first (1st) Wednesday of each month, except in July and December. Special meetings may be called by the President or five (5) members of the Executive Committee.

Removal: Absence from three regular meetings shall be construed as resignation there from and member shall be notified by e-mail and letter. At its discretion, the Board of Directors may vote to reinstate the member of the Executive Committee with a vote of three-fourths (¾) of the Board of Directors.

Composition & Terms: As defined in the Bylaws Articles XI & XIV.

Restrictions: All Executive Committee meetings will be closed except for the Association Executive unless otherwise permitted by the President. Members approved by Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members.

Reporting: Board of Directors

Duties and Responsibilities:

- Recommend the formulation of Association missions, goals, objectives and related policies, and within that framework plan, coordinate, and direct the Association Executive to direct the staff to implement programs and activities of the DeKalb Association of REALTORS®.
- Shall review and submit to the Board of Directors any proposed changes in the Constitution and Bylaws of the DeKalb Association of REALTORS®.
- Shall review and submit to the Board of Directors any proposed changes in Policy and Procedures.
- May conduct necessary Association business between meetings of the Board of Directors, subject to subsequent approval by the Board of Directors.
- All requests for funds are to be channeled through the Vice President of Financial Management for inclusion in the report to the Executive Committee as to the budgeting impact of such funds requested.
- At the request of an officer, the Executive Committee or the Board of Directors, a committee chair may be requested to make a report to the officer, Executive Committee or Board of Directors.

C. FINANCE COMMITTEE

Purpose: The Finance Committee serves to provide fiscal oversight and guidance.

Composition: Vice President of Financial Management and a minimum of four (4) others as appointed by President. The President, President-Elect and Association Executive serve as ex-officio non-voting members.

Restrictions: All committee meetings are restricted to committee members and appropriate staff unless otherwise permitted by the committee. Committee members must be approved by Board of Directors.

Number on Committee: Minimum of five (5) Minimum of five (5)

Chair: Vice President of Financial Management

Vice Chair: immediate Past President or a Past President, appointed by the President-Elect

Term: Two Year Staggered Terms

Limits: Six consecutive years

Quorum: Simple majority (More than fifty percent) of the active Committee members Simple majority (More than fifty percent) of the active Committee members

Reporting: Executive Committee, and Board of Directors

Duties and Responsibilities:

- Develop and present the DeKalb Association of REALTORS® annual budget to the Board of Directors for approval.
- Conduct a mid-year Annual Budget review and recommend corrective action, when necessary.
- Reviews as necessary requests for unbudgeted expenditures or changes to the budget, and submits approved requests and budget changes to Board of Directors for approval.
- Suggest changes to *Fiscal Policy and Financial Operating Procedures Manual* and the *Statement of Investment Policies and Objectives* for approval by the Board of Directors.
- Reviews all financial reports.
- Chair of committee shall submit a report for each regular meeting of the Executive Committee and Board of Directors.

D. GRIEVANCE COMMITTEE AND PROFESSIONAL STANDARDS COMMITTEE (Standing Committee – Article XIV, Section 1)

Purpose: Consider matters regarding unethical conduct, contractual and non-contractual disputes against any member of the Association in accordance with the Cooperative Enforcement agreement.

Composition: Should have a balanced representation of Brokers, Agents, male and female; should include representations of various cultural and ethnic groups

Number on Committee: As allotted by the State Association

Chair: Appointed by the President

Term: Chair serves for a term of one (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Restrictions: As determined by the State Association. Must be current in training as required by the State Association. Members approved by Board of Directors.

Reporting: Vice President of Professional Development

Duties and Responsibilities:

- At the request of the State Association’s state-wide Professional Standards Program, the Grievance Committee reviews complaints and arbitration requests to determine if a hearing is warranted.
 - As part of the state-wide Professional Standards Program, the function of Grievance Committee is to make only such preliminary investigations and evaluations of complaints received against any member of the Association or MLS as required to determine whether the complaint warrants further consideration by a hearing panel of the Professional Standards Committee.
 - The Grievance Committee makes only a preliminary evaluation as necessary to make these decisions.
 - The committee does not hold hearings, does not decide whether a violation of the code has occurred, does not mediate or arbitrate business disputes.
- The members of the Professional Standards Committee serve on panels to provide a means for resolution regarding unethical conduct, contractual and non-contractual disputes in accordance with the Cooperative Enforcement agreement.
 - This includes review of requests for Arbitration to determine if a request is of a voluntary or mandatory nature and if the proper parties are named.
 - To serve on and/or chair hearing panels to consider matters of alleged unethical conduct by members, or arbitration of commission disputes between members and render decisions on such.
 - The Professional Standards Committee shall have the power and authority to hear and determine all matters involving a charge properly made of unethical conduct on the part of any member of the Association or the DeKalb Association’s MLS involving business disputes between members of the Association or members of MLS.
 - These hearings shall be governed by the National Association of REALTORS® Code of Ethics and Arbitration Manual, which is revised on an annual basis.
- The Chair assists in recommending members for this committee.

XII. SPECIAL COMMITTEES

A. ADMINISTRATION AND OPERATIONS COMMITTEE (A & O)

Purpose: The Administration and Operations Committee shall annually evaluate the CEO (Association Executive, Chief Staff Officer).

Number on Committee: Three (3)

Makeup: Immediate Past President, President & President Elect during review year.

Chair: President during review year

Restrictions: All committee meetings will be closed to anyone other than committee members. Members must be physically present at a location mutually accepted by the committee.

Quorum: Three (3).

Reporting: Final CEO evaluation and employment contract recommendations must be approved by the Executive Committee.

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Duties and Responsibilities:

- The Immediate Past President shall call the first meeting for the Administrations & Operations Committee during the first (1st) calendar quarter of the year.
- Shall conduct a yearly performance evaluation in November of the Chief Executive Officer.
- Shall review the salary and compensation package of the CEO, with recommendations presented to the Executive Committee no later than the January meeting. *(Updated 1/2019)*

B. ASSOCIATION INVESTMENT COMMITTEE

Purpose: Oversight responsibility for the management of Association funds invested and the 401K plan.

Number on Committee: Five (5).

Chair: Appointed by President

Makeup: Vice President of Financial Management, the Immediate Past President and three others appointed by President. The President, President-Elect and Association Executive serve as *ex-officio* non-voting members.

Restrictions: See Article 10, Section 5 of the Bylaws. Committee members approved by Board of Directors.

Term: Three (3) year staggered terms for appointees

Limits: Six consecutive years

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Financial Management, Executive Committee, and Board of Directors

Duties and Responsibilities:

- Oversees responsibility for the management of Association funds invested.
- Drafts for Board of Directors approval any changes in investments guidelines.
- Meets with investors a minimum of two times each year to insure guidelines are followed.
- Chair of a committee shall report a minimum of twice a year to the Executive Committee and Board of Directors.

C. AWARDS TASK FORCE

Purpose: The Awards Committee shall be responsible for the criteria, development and presentation of awards for the DeKalb Association of REALTORS®.

Number on Committee: Minimum of five (5)Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Makeup: REALTORS® or Brokers from various companies

Term: Chair and Vice Chair serve a term of one (1) year, renewable at the discretion of the Board of Directors.

Number on Committee: Minimum of five (5)

Quorum: Simple majority (More than fifty percent) of the active Committee membersSimple majority (More than fifty percent) of the active Committee members

Reporting: Immediate Past President

Duties and Responsibilities:

- Shall receive, review and select from the annual applications the recipients for REALTOR® of the Year Award, the Mary Nelson REALTOR® Spirit Award, the Clark Harrison Community Service Award, the Affiliate of the Year Award, the Rookie of the Year Award.
- Present the awards to the recipients at the appropriate function. When appropriate, the above named award winners will be forwarded for state and national awards.
- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- Generate revenues from sponsorships.

D. COMMERCIAL COUNCIL COMMITTEE

Purpose: Engage commercial members, attract non-members through promoting Association services and benefits, provide programming and other related resources for residential agents that want to

learn more and/or transition into commercial real estate.

Composition: Vice President of Member Services, Vice President of Finance, Immediate Past President and additional members (i.e. brokers and commercial practitioners) as appointed by the President and/or President-Elect.

Number on Committee: Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Term: One (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Member Services

Duties and Responsibilities:

- Plans communication with brokers and commercial practitioner members to offer opportunities to get involved with the Association.
- Plans commercial real estate focused educational programs, seminars and courses to keep members current on vital issues, better able to serve the public, and that meet state-mandated continuing education license requirements.
- Promotes professional designations and certification programs that are available through the five NAR Commercial Affiliates (CCIM, CRE, IREM, RLI and SIOR), REALTOR® state associations and through the National Association of REALTORS®.
- Encourages Association members to develop their professional skills and enroll as candidates for the various professional commercial real estate focused Institutes, Societies, and Councils of the National Association (partnerships).
- Provides commercial real estate focused programming and other related events as an engagement resource for those in affiliated industries to network with commercial practitioner members with whom they conduct business.
- Increase the commercial membership within the Association annually as specified within the strategic plan.
- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.

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- Generate revenues from registrations, sponsorships, and grants.

E. COMMUNICATION AND PUBLIC RELATIONS TASK FORCE

Purpose: This task force shall be responsible for overseeing Association, electronic and print, print communication.

Number on Committee: Minimum of five (5)

Chair: Appointed by the President

Vice Chair: Appointed by the President-Elect

Makeup: Vice President of Professional Development, Task Force Chair and Vice Chair, and the desired members at large

Term: One (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Member Services

Duties and Responsibilities:

- Meets as needed to plan and review material for the Association e-Newsletters and media releases.
- Secures input from various Committees and member groups.
- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- Generate revenues from advertisers and grants.

F. COMMUNITY OUTREACH COMMITTEE

Purpose: To plan activities that would benefit the community and enhance the REALTOR® image.

Number on Committee: Minimum of five (5)Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Term: One (1) year for Chair, two (2) years for Vice Chair, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Member Services

Duties and Responsibilities:

- Plans activities that would benefit the community and enhance the REALTOR® image.
- Notify Staff of items that should be sent to the membership or posted on the website
- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the next fiscal year.
- Generate revenues from sponsorships.

G. COUNTY COMMISSIONERS COMMITTEE

Purpose: To inform REALTORS® and the community about current initiatives of DeKalb County. To develop and maintain a relationship and two-way communication with the DeKalb County Board of Commissioners.

Number on Committee: Minimum of five (5)

Composition: Vice President of Political Affairs and interested members appointed as Chair and Vice Chairs, preferably with a connection to County Commissioners.

Chair: Appointed by the President. Approved by Board of Directors.

Vice Chairs: Appointed by the President-Elect. Approved by Board of Directors.

Term: One year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President Political Affairs

Duties:

- Attend/Observe the monthly DeKalb County Board of Commission meetings
- Provide a summary of those meetings to the committee to include any public meetings and county focused ballot initiatives.
- Notify staff of items that should be sent to the membership or posted on the website

H. GOVERNMENTAL AFFAIRS COMMITTEE

Purpose: To keep REALTOR® members abreast of local, state, and national Legislative issues.

Composition: Vice President of Political Affairs, Chair and Vice Chair of County Commissioners, Chair and Vice Chair of School Board, Chair and Vice Chair of RPAC Fundraising, Chair and Vice Chair of RPAC Trustees, President, President-Elect; any appointed Federal Political Coordinator (FPC) if a member of the Association.

Number on Committee: Minimum of five (5)

Chair: Vice President of Political Affairs

Restrictions: None

Term: One (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Executive Committee and Board of Directors

Duties and Responsibilities:

- Members of the committee are encouraged to attend the Legislative Meetings and Conferences of the Local, State and National Associations.
- Annually reviews the membership participation in the “Call to Action” plan of NAR.
- A member shall be responsible for attending and reporting to the Association’s Board of Directors on meetings of the DeKalb School Board, the local County Commissioners, and the GAR State & Local Government Affairs Committee.
- Reviews and become acquainted with any and all legislation that in any way affects the real estate industry. Know the public officials and attend preset related meetings affecting the real estate industry including the Georgia Association of REALTORS® Legislative meetings when the Georgia General Assembly is in session and at County Commission and School Board Meetings.
- The committee will formulate a system of “Call to Action” of the membership upon request of GAR and NAR.
- Provides updates to the membership, as requested, at membership meetings and at Board of Directors meetings.

I. HISTORICAL COMMITTEE

Purpose: To keep the Historical Records up to date that relate to the Association and to preserve these records for historical purposes.

Composition: A minimum of five members, to include some Past Presidents.

Chair: Appointed by the President

Vice Chair: Appointed by the President-Elect

Makeup: REALTOR® and Affiliate members

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Immediate Past President

Duties and Responsibilities:

- Assures that all reports and materials are updated and maintained.
- Assure that a digital journal is created yearly, beginning at the Leadership Training in October, and presented to the outgoing President at the December membership meeting. Association staff shall maintain the digital journal.
- The committee shall meet immediately following the October Leadership Training to edit the outgoing President's digital journal and begin creating the incoming Presidents digital journal.
- Reviews DeKalb Association Hall of Fame nominations and selects recipients. Recipients who meet the GAR Hall of Fame criteria will be forwarded to the DeKalb Association Board of Directors for consideration and approval for submission for the GAR Hall of Fame.
- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- Generate revenues from sponsorships and grants.

J. LEADERSHIP ACADEMY

Purpose: The Leadership Academy's purpose is to identify and develop leadership qualities in our members.

Members: It is strongly recommended that the Dean and Associate Dean positions be filled by past Leadership Academy graduates, current or past officers, former Deans, or graduates of the Leadership Academy of the Georgia or National Associations.

Number on Committee: Minimum of five (5)

Dean: The Dean is selected by the seated President and President-elect and past Deans of the Academy and confirmed by the Executive Committee and Board of Directors.

Associate Dean: The Associate Dean are selected by the seated President and President-elect and past Deans of the Academy and confirmed by the Executive Committee and Board of Directors.

Term: Dean and Associate Dean serve a term of one (1) year, renewable at the discretion of the Board of Directors.

Selection Committee: The selection Committee will be the seated President, President-Elect, past Deans of the Academy, incoming Dean & Associate Dean.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice-President for Professional Development.

Staff Liaison: Director of Professional Development

Duties and Responsibilities

- The Dean of the Academy will serve as the volunteer coordinator for the Leadership Academy program for the academy year, assisted by the Associate Dean.
- Academy students will be selected for the Leadership Academy based on who may best serve as a local leader in the future based on their track record of volunteer performance for their local association and/or civic organizations, their leadership potential and their personal integrity.
- Applicants for the Leadership Academy must be members in good standing of DeKalb REALTORS® prior to submitting an application and during the year that they are students in order to graduate.
- Before the Academy year, past Deans will be asked to review and recommend updates to curriculum. Both the Dean and the Associate Dean will meet with staff to review procedure, materials and syllabus prior to the Academy year, and will assist in instruction. The Dean leads all Academy sessions; if unavailable, sessions will be led by the Associate Dean.

K. LEGAL DEFENSE TASK FORCE

Purpose: To monitor Association legal defense issues, should they occur.

Chair: Appointed by President

Makeup: Members appointed by President when deemed necessary

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: President, Executive Committee and Board of Directors

Duties and Responsibilities:

- A legal defense fund has been established for use only at such time as a legal issue needs to be defended by the Association and/or if assistance by the Association is needed by an Association member to appeal a lawsuit that affects the real estate industry. The Task Force recommends action to the Board of Directors.
- The Association shall retain the services of legal counsel for consultation as needed.

NOTE: For an explanation of the use of Legal Defense Funds, see *Fiscal Policy and Procedures*.

L. MEMBERSHIP COMMITTEE

Purpose:

1. Develop programs for membership recruitment
2. Develop programs for membership retention.
3. Develop and deliver well planned and educational New Member Onboarding.

Composition: Vice President of Member Services, Committee Chair, and Vice Chairs of Orientation, Brokers, Business Affiliates and Young Professionals Network (YPN) and additional members as appointed by the President and/or President-Elect.

Number on Committee: Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Term: One (1) year

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Member Services

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Duties and Responsibilities:

- Plans communication with REALTORS® and brokers and offers opportunity to get involved.
- Plans programs for REALTORS®, brokers, Business Affiliates, and YPN, and working with the Program & Social Committee.
- New Member Onboarding is required to be completed within ninety (90) days for each new applicant according to the Bylaws.
- New Member Onboarding
- should include information on membership benefits, services, and resources, including sections on:
 - The Constitution and Bylaws of the Association
 - The Policies and Procedures of the Association
 - The Georgia Association of REALTORS®
 - The National Association of REALTORS®
 - Professional Standards and the Code of Ethics
 - REALTOR® Safety
 - Education, Designations and Certifications
 - REALTOR® Trademark Usage and Promoting the REALTOR® Brand
 - Fair Housing
 - REALTORS® Property Resource® (RPR®)
 - REALTOR® Party New Member Orientation
 - REALTOR® Store
 - Services of the Association.
 - Certificate and REALTOR® pin presented at the conclusion of orientation.
- Coordinate with the Professional Development Committee to schedule and deliver the required REALTOR® instruction that new members must complete within their first ninety (90) days.
 - Two and a half (2 ½) hour New Member Code of Ethics
 - Two (2) hour New Member Fair Housing Orientation.
- Continually pursues additional services for the Association and its members.
- Encourages Association members to develop their professional skills and enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association.
- The Committee Chair, working in conjunction with their Board Officer and Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- Generate revenues from registrations, sponsorships, and grants.

M. NOMINATING COMMITTEE

Purpose: The Nominating Committee shall be responsible for annually nominating a slate of Officers and Directors to serve the DeKalb Association of REALTORS®, the Executive Committee, and GAR as State Directors.

Policies and Procedures Manual

Composition/Number on Committee: (See Bylaws Article XI, Section 4)

- Seven (7) REALTOR® members who are active members in good standing to serve on the Committee are appointed by the President and approved by the Board of Directors.
 - The Immediate Past President, who serves as Chair
 - Two (2) Past Presidents
 - At least one (1) member currently serving on the Board of Directors who is not a Past President
 - The balance of the Committee shall be three (3) members who are not Past Presidents and not currently serving on the Board of Directors
- Excluding the Chair of the six other Committee members, no more than one representative from any principal broker shall serve as a voting member on this Committee.
- The Current President and/or the President-elect shall attend all meetings and shall serve as *ex-officio* non-voting members.

Restrictions: All committee meetings are restricted to committee members and appropriate staff.

Term: One (1) year

Quorum: Five (5)

Reporting: Executive Committee, Board of Directors and general membership

Staff Liaison: Association Executive

Duties and Responsibilities:

- Shall whenever appropriate and in accordance with the Bylaws of the DeKalb Association of REALTORS®, recommend to the Executive Committee the names of those qualified to serve as President, President-Elect, Vice President of Member Services, Vice President of Professional Development, Vice President of Political Affairs and Vice President of Financial Management, Executive Committee, Directors for the local Association and the names of Directors for the Georgia Association of REALTORS®. Candidates for Officer positions shall not serve on the Nominating Committee. Any member(s) of the committee being considered for election as a Director or State Director shall recuse themselves at the time of discussion regarding their own candidacy.
- Specifically, the Nominating Committee shall select, in accordance with the Bylaws of the DeKalb Association of REALTORS®, one candidate for each office, one candidate for each place to be filled on the Board of Directors, one candidate for each place to be filled on the Executive Committee, and a candidate for the number of positions as Directors of the Georgia Association of REALTORS® (GAR) as set forth in the Bylaws of GAR.
- NOTE: The President-Elect shall appoint the nominated Vice Presidents to their respective areas of responsibility.

N. PAST PRESIDENT’S ADVISORY COMMITTEE

Purpose: The purpose of the Past President’s Advisory Council is to provide guidance, historical perspective and mentorship to DAR Leadership, as requested

Chair: Appointed by current President

Makeup: All Past Presidents

Number on Committee: Minimum of five (5)

Restrictions: Must hold active DeKalb Association of REALTORS’ membership.

Term: Membership continues until member notifies Chair of resignation

Quorum: Simple majority (More than fifty percent) of the active Committee members

Policies and Procedures Manual

Commitment: Conference calls, videoconferencing or meetings will be scheduled a minimum of 2 times annually and as needed.

Reporting: Executive Committee, Board of Directors

Staff Liaison: Association Executive

Duties and Responsibilities:

- Shall, but is not required to, submit recommendations from a majority of Past Presidents to the Board of Directors on matters in the best interest of the DeKalb Association of REALTORS. Has no independent decision making authority. Provides input regarding DAR History, DAR Task Forces, issues requested by the DAR Board of Directors and recommends a list of Past Presidents willing to serve on DAR committees.
- Shall refer to and seek to support the established goals of DeKalb Association of REALTORS.

O. PINNACLE AWARD COMMITTEE

Purpose: To establish guidelines, procedures, and an annual award recognition event for the top producing DeKalb Association of REALTORS® members. Qualifications for the Pinnacle Award will be subject to the approval of the Board of Directors. Categories, awards, the awards function for presentation of awards, the rules, and the admission fees are to be determined by the Committee.

Number on Committee: 20 – 25, or at the discretion of the Chair

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Makeup: All of the committee members must be members of the Pinnacle Awards with a status of no less than Life Membership, as defined in the Pinnacle Awards Rules & Regulations.

Qualifications for Chair: Must have served at least two (2) years on the Pinnacle Awards Committee prior to being appointed by President.

Qualifications for Vice-Chair: Must have served at least two (2) years on the Pinnacle Awards Committee prior to being appointed by President-Elect.

Restrictions: See Makeup.

Term: Three (3) years

Quorum: Greater than fifty percent of committee

Reporting: Immediate Past President

Duties and Responsibilities:

Meetings: Meetings are scheduled at the request of the Chairperson.

Summer: Purpose is to organize the year's schedule, including dates for application submission, application review meeting, awards ceremony, and assignment of sub-committees. Develop budget and fund-raising strategy.

January: Application review and qualification.

February: List of applicants and qualification recommendations presented to the Executive Committee and Board of Directors.

March: Awards function – presentation of awards.

April: End of year review. Changes to rules are discussed as related to any problems in procedure during the previous awards year. Changes submitted to the Executive Committee and Board of Directors for approval.

(Updated 1/2019)

P. PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose: To provide educational programs as a benefit of membership in the DeKalb Association of REALTORS®. To develop programs addressing timely issues, matters of concern and industry issues.

Number on Committee: Minimum of five (5) –minimum of three (3) minimum of three (3)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Makeup: REALTORS® and Brokers from various companies as appointed by the Committee Chair. Members should reflect the diversity of the Association, its Societies, and Councils (including Women’s Council) and also reflect the varied size offices.

Term: Chair and Vice Chair serve a term of one (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Professional Development

Duties and Responsibilities:

- The Committee Chair, working in conjunction with Staff, develops an annual work plan.
- Schedules for a full year of classes and other professional development opportunities, such as Brown Bag Lunch and Learn Sessions, 3-hour and 6-hour CE classes, by working with Staff.
- Plans topics for these classes, identifies speakers/instructors, and works in cooperation with the Staff to secure the speakers/instructors. Topics may include:
 - GAR Forms
 - Home Staging
 - License Law & Compliance
 - Closings
 - Probate
 - Mortgages
 - Marketing and Social Media
 - Technology
 - New REALTOR® Boot Camp
- Classes shall be provided at a minimal cost to the members of the DeKalb Association of REALTORS®, with a higher fee charged to non-members.
- Includes a designation course in the annual education plan.
- Provides a 3-hour CE class to be held in conjunction with each New Member Orientation session.
- Presents a program on Code of Ethics annually to membership.
- Presents a program on Fair Housing annually to membership.
- Assists Real Estate EXPO Task Force with programming/speaker/instructor suggestions.
- Generate revenues from registrations, sponsorships, and grants.

Q. PROGRAM & SOCIAL COMMITTEE

Purpose: Provide DeKalb Association of REALTORS® members with the best possible programs for the membership meetings/forums.

Composition: President-Elect and other committee members

Number on Committee: Minimum of five (5)

Chair: Appointed by the President-Elect

Policies and Procedures Manual

Reporting: President-Elect

Duties and Responsibilities:

- The Committee Chair, working in conjunction with Staff, develops an annual work plan that will allow the Committee to effectively and efficiently discharge its responsibilities for the year.
- Plans meetings and forums. With the Membership Committee, organize social functions and events, and develop camaraderie among members.
- General membership meetings shall be called to order and followed by the Pledge of Allegiance and an interdenominational prayer or inspirational message.
- Coordinates with staff including, but not limited to, location, menu, expenses, speaker and promotion materials for meetings, forums, and social events.
- Assists with other social functions as directed by the President and/or Vice President of Member Services.

R. REAL ESTATE EXPO TASK FORCE

Purpose: Organize and present an annual exhibitor event for the membership.

Composition: President-elect, Vice President of Professional Development, Sponsorship Chair, and others.

Number on Committee: Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Term: Chair and Vice Chair serve a term of one (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Professional Development

Duties and Responsibilities:

- The Committee Chair, working in conjunction with Staff, develops an annual work plan.
- Establishes venue.
- Establish fees charged for sponsorship and exhibitors.
- Reach each Business Affiliate member by email, letter, or telephone to request funds to become an event sponsor or exhibitor.
- Solicits additional sponsors and exhibitors.
- Plans program for the event.
- Promote event to the real estate firms and agents in DeKalb county.

S. RPAC FUNDRAISING COMMITTEE

Purpose: To achieve designated financial goals through fundraising and direct solicitation of membership. RPAC goal for the Association established by the Georgia Association of REALTORS® based on membership. Close coordination with the Political Affairs Committee is essential.

Composition: Members of the Political Affairs Committee and other interested members.

Number on Committee: Minimum of ten (10)

Reporting: Vice President of Political Affairs

Chair: Appointed by the President

Vice Chair: Appointed by the President-Elect

Policies and Procedures Manual

Term: Chair and Vice Chair serve a term of one (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Political Affairs

Duties and Responsibilities:

- The Committee Chair, working in conjunction with Staff, develops an annual work plan.
- The function of the REALTOR® Political Action Committee and its goal is to raise voluntary funds from members of the DeKalb Association of REALTORS® for use in making campaign contributions to political candidates at the Federal, State, and local levels, as well as supporting issues of concern to the real estate industry.
- Appoints a Call to Action representative.

T. RPAC TRUSTEES TASK FORCE

Purpose: Request funds from GAR to determine how the funds are to be used in supporting local issues and/or candidates

Number on Committee: Minimum of five (5) – not to exceed a total of seventeen (17)

Chair: Appointed by the President

Vice Chair: N/A

Makeup: Vice President of Political Affairs; Current RPAC Chair, plus the two immediate past Chairs; Current State & Federal Political Affairs Chair, plus two immediate past Chairs; Current Local Political Affairs (County Commissioners) Chair; Current Local Political Affairs (School Board) Chair; GAR RPAC Trustees and/or Alternates provided they are members of DeKalb Association of REALTORS®. The Association President may appoint two additional members to provide the broadest representation of the Association membership. The Association President may also appoint additional members where a vacancy occurs due to duplication of offices/positions held.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Political Affairs

Duties and Responsibilities:

- Selects the names of those candidates and/or issues at the local and state levels for the Association to submit to the State RPAC Trustees for political contributions/support. All candidate interviews will be conducted in person if possible. Virtual interview options are available if the Trustees deem it necessary.

U. SCHOOL BOARD COMMITTEE

Purpose: To inform REALTORS® and the community about current initiatives of the DeKalb County Public Schools. To develop and maintain a relationship and two-way communication with the school board and school administration.

Number on Committee: Minimum of five (5)

Composition: Vice President of Political Affairs and interested members appointed as Chair and Vice Chairs, preferably with a connection to the school system.

Chair: Appointed by the President. Approved by the Board of Directors.

Vice Chairs: Appointed by the President-Elect. Approved by the Board of Directors.

Term: One year

Policies and Procedures Manual

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Political Affairs

Duties and Responsibilities:

- Attend/Observe the monthly school board meetings
- Provide a summary of those meetings to the committee to include any public meetings and education focused ballot initiatives
- Notify staff of items that should be sent to the membership or posted on the website
- Encourage engagement of members in the local school councils (*Updated 9.2018*)

V. SPONSORSHIP COMMITTEE

Purpose: Raise funds for Association to offset expenses.

Composition:

Chairs of Pinnacle Award Committee, Program Committee, Real Estate Expo Task Force, RPAC, Fundraising Committee, Vice President of Financial Management; other members appointed by the President

Number on Committee: Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Term: One (1) year, renewable at the discretion of the Board of Directors.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Vice President of Financial Management

Duties and Responsibilities:

- Develops criteria for partnership categories.
- Reaches each Business Affiliate member by email, letter, or telephone to request funds to become an event sponsor.
- Solicits new Business Affiliate members/sponsors.
- Promotes good will between Business Affiliates and the Association.
- Promotes partnerships at Association functions and e-newsletters.

W. STRATEGIC PLANNING COMMITTEE

Purpose: The Strategic Planning Committee shall assist the DeKalb Association of REALTORS® in taking a strategic long-term perspective about its larger environment, how it serves its members, and the role it should play within the real estate industry. The purpose of strategic planning is to assure that future decisions made by the Association revolve around its vision and mission statement and goals.

Number on Committee: Eleven

Chair: President-Elect

Vice Chair: Immediate Past President

Makeup: President, President-Elect, Immediate Past President, Vice President of Financial Management, Vice President of Governmental Affairs, Vice President of Membership, Vice President of Professional Development, eight At-Large members and two Past Presidents.

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Restrictions: Eight (8) at large members shall consist of commercial practitioner, residential practitioner, commercial property management, residential property management, a large broker, a small broker, an affiliate member, and an appraiser if possible.

Term: Two years (staggered) for eight At-Large Members and Past Presidents

One year term for President, President-Elect, Immediate Past President and Vice Presidents

Limits: Two (2) 2-year terms for eight At-Large Members and Past Presidents.

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: Executive Committee, Board of Directors

Duties and Responsibilities:

- Set the short and long-term strategy for the Association
- Guide the implementation of the Strategic Plan
- Develop future leadership for the Association
- Annually evaluate the strategic plan and update as needed.
- Shall assess the DeKalb Association of REALTORS® larger environment from the perspectives of its members and other key "stakeholders" (i.e., those organizations and groups which impact, and are impacted by, the DeKalb Association of REALTORS®)
- Shall define the most critical strategic issues and the responses to those issues covered by the strategic plan
- Chairperson shall plan a retreat every two years in the odd years.
- Requests for funds beyond those that have been approved as part of the Annual Budget are to be channeled through the Vice-President of Financial Management for evaluation of the budget impact of such funds requested and then approved by the Board of Directors.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
- Shall ensure that the Strategic Plan is in compliance with the National Association of REALTORS Core Standards requirements. *(Updated 1.2020)*

X. TECHNOLOGY TASK FORCE

Purpose: To assess current technology platforms on a continual basis and consult with technology experts for recommended upgrades for staff operations and methods of membership communication.

Number on Committee: Minimum of five (5)

Chair: Appointed by President

Vice Chair: Appointed by President-Elect

Makeup: REALTORS®, Affiliate Members

Term: One (1) year

Quorum: Simple majority (More than fifty percent) of the active Committee members

Reporting: President

Duties and Responsibilities: As assigned by the President.

XIII. GOVERNANCE POLICIES AND PROCEDURES

A. ANTITRUST COMPLIANCE POLICY AND PROCEDURES

It shall be the policy of the DeKalb Association of REALTORS® to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. These policies and procedures apply to all membership, board, committee and other meetings and events of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels are prohibited by any Association member. In addition, no discussion is permitted of any elements of a real estate company's operations which might influence price such as:
 1. Cost of operations, supplies, labor or services;
 2. Allowance for discounts;
 3. Terms of sale including credit arrangements; and,
 4. Profit margins and markups provided this limitation shall not extend to discussions of methods of operations, maintenance, and similar matters in which cost or efficiency is merely incidental.
3. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
5. It is the DeKalb Association of REALTORS® policy that all meetings attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.
6. It is the DeKalb Association of REALTORS® policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and DeKalb Association of REALTORS® employees annually and that the same be read, or understood at all meetings of the membership of the DeKalb REALTORS®.

B. POLITICAL ENDORSEMENT OF CANDIDATES

The Association does not endorse political candidates. Requests for GARPAC funding for candidates do not constitute endorsement.

C. DUES POLICY

1. **Application Fee Waiver**

- Membership Application fees shall be waived, one-time only, for previous members of the DAR that are reapplying or for previous members of other local Boards or Associations in Georgia within the past twelve (12) months.
- At the discretion of the Association Executive, when all or several agents from a firm join at the same time, the application fee may be waived.

2. **Dues Payment Plans:** Payment plan fee structure for new members is (4) installments. First payment on the day you enroll, including a \$16 payment plan convenience fee, followed by automatic withdrawals approximately 30 days, 60 days and 90 days from your first payment.
3. **Member Dues Payment Plans Non-Payment:** For any failed payments, the member will be notified via email, the broker copied, and a note added to the member's record. Their membership will be "Inactive" until the failed installment amount has been received, including any subsequent scheduled payments and/or late fees that have passed. A late fee of \$75 will be charged to all renewing members on the payment plan who have not renewed their membership in full as of 90 days from when the payment plan was initiated.
4. **Member Dues Refunds:** Dues are non-refundable. However, agents may receive a prorated refund on dues, if they are not already paid to GAR and NAR, and their Designated REALTOR® choose not to renew their Association membership. After December 31, no dues refunds will be made regardless of the date payment was received.
5. **Member Dues Active-Duty Waiver:** Members who are called up for active military duty may have their local membership dues waived during the time of service. During that time, membership will be temporarily suspended and reinstated at no penalty if the licensee's real estate license is active. The suspension is necessary because the national and state associations will otherwise require a dues payment for the individual.
6. **Member Dues Waiver:** Members otherwise requesting a waiver of late fees or dues must submit the request in writing to the Association Executive at least three days prior to a meeting of the Board of Directors. The request should provide details and documentation to enable the Directors to make an informed decision. The responsibility lies with the member making the request to provide convincing rationale/documentation, and the member will be so informed at the time they contacts the Association regarding a possible waiver. **Member's status shall be "Inactive" Until all dues and late fees are paid.**
7. **Forms of Payments:** Credit card, check, cashier check or money order. Cash will not be accepted as a form of payment.
8. **Bad Checks (NSF or Closed Account):** Returned checks will not be re-deposited. The signer of the check will be called. The member will be inactivated and the broker notified upon notice of insufficient funds or a credit card decline. A \$40 returned check fee will be assessed that must be paid when the check is replaced with certified funds or a credit card only.
9. **Past Due Notices/Collections:** Policy for nonpayment of dues is found in the Bylaws, Article X, Sections 2-4. The procedures are intended to be the same for all financial obligations owed to the Association.

10. Late Fees

- A late fee of \$25 will be charged to all members who have not renewed their membership as of October 1.
- A late fee of \$50 will be charged to all members who have not renewed their membership as of November 1.
- A late fee of \$75 will be charged to all members who have not renewed their membership as of December 1.

D. EVENT POLICY

1. Types of Events

- Any activities conducted by the DeKalb Association of REALTORS® that incur an expense.
- Major Events - Jazz on Montreal, Real Estate Expo, Broker Breakfast, etc. Typically, activities with fifty (50) attendees or more.
- Minor Events - Lunch and Learn, classes, New Member Orientation, etc. Typically, activities with less than fifty (50) attendees.

2. Event Planning

- All activities should follow the *DeKalb Association of REALTORS® Committee Event Planning Guide* to ensure the highest probability of success.
- Registration, participation, sponsorship, etc. fees for all activities shall be set by the Board of Directors.
- Fees for paid speakers, instructors, facilitators, moderators, etc. shall be established by the Board of Directors.
- The fees for activities shall be established to provide the Association with a minimum of 25% gross profit. The Board of Directors' approval is required to schedule an event that does not meet this minimum contribution.
- The current instructor fee for classes requiring an instructor paid by DAR is \$25 per paid student.
- Any person serving as an officer, director or Committee member for DAR that wishes to provide “for fee” services, whether related to an event or not, to DAR is required to submit to the Board of Directors a “**Conflict of Interest Disclosure Reporting Statement**” (Page 57) for approval prior to providing the service.

3. Event Cancellation

- Major activities which do not have sufficient revenue generated to cover the cost of the event at least **fourteen (14) days** prior to the event will be cancelled. The Board of Directors' approval is required not to cancel the event.
- Minor activities which do not have sufficient revenue generated to cover the cost of the event at least **seven (7) days** prior to the event will be cancelled. The Board of Directors' approval is required not to cancel the event.

4. Affiliate Partner and Sponsorship Programs

- **Non-Affiliate Partners and non-Sponsors are NOT ALLOWED to speak, market, promote, or distribute marketing materials at any DeKalb Association of REALTORS® activity.** Speaking, marketing, promotion, or distribution of marketing materials by any organization or individual at a DeKalb Association of REALTORS® activity IS NOT ALLOWED unless that activity is included in their Affiliate Partner Level and/or Sponsorship Level.

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- Affiliate Partner Program
 - DAR's Affiliate Partner Program provides an organization with 12 months of BUNDLED benefits. The benefits that they receive are based on the level of their partnership (Platinum, Gold, Silver, or Bronze) and are detailed on the DAR website and in the Affiliate Partnership Agreement. The funds that we receive from an Affiliate Partner are distributed as a general sponsorship to the specific activities in accordance with the level of their partnership.
 - Affiliate Partners benefits
 - Recognition on the DAR website as an Affiliate Partner – Their name, logo, email, and a link to their website.
 - Recognition at the Broker Breakfasts as an Affiliate Partner – Their name and logo displayed on the event signage and promotional materials.
 - Complimentary registration to each DeKalb Association of REALTORS® event.
 - Recognition at one (1) professional development activity as an Affiliate Partner – Their name and logo displayed on the activity webpage, signage, and promotional materials for activities.
 - Opportunity to place marketing and promotional materials in the AFFILIATE PARTNER Corner of the Education Classroom.
 - Sponsorship Program
 - DAR's Sponsorship Opportunities is an A LA CARTE menu that organizations, including Affiliate Partners, can pick and choose from depending on when and where they want to get visibility with DAR Members. An organization that chooses a specific activity/event to sponsor, receives recognition ONLY as it relates to that specific activity or event, and ONLY receives the benefits for that specific activity or event as is provided based on the level of their sponsorship. The funds that we receive from a Sponsor is a specific sponsorship for that specific activity or event.
 - Sponsorship benefits
 - Recognition on DAR website, social media, and all printed materials as a Sponsor of that specific activity or event.
 - Special recognition during the activity or event – Name and logo displayed as a Sponsor of that specific activity or event's signage and promotional materials.
 - Top Level Sponsors may also receive, depending on the specific activity or event that they have sponsored:
 - Time to address the participants.
 - A reserved SPONSOR table at the event.
 - Opportunity to put SPONSOR's marketing materials into goodie bags.
5. Recruiting - All companies/members are prohibited from recruiting at any DeKalb Association of REALTORS® sponsored event or on the premises of the DeKalb Association of REALTORS® offices. All potential violations will be reported to the Association Executive, who will forward to the Executive Committee for investigation.
6. The Board of Directors room may be rented. The cost is determined by the Board of Directors.

Policies and Procedures Manual

7. Policy on Ticket Resale and Cross-Committee Fundraising

- Purpose - To preserve the integrity, transparency, and fairness of an event's ticket sales, and to prevent unauthorized fundraising activities that could misrepresent the purpose or allocation of funds for DeKalb Association of REALTORS® activities.
- Policy Statement - Reselling event tickets at an increased price or using tickets from one Committee's event to raise funds for another Committee is strictly prohibited. All ticket sales must reflect the official pricing set by the association and cannot be repurposed for cross-Committee fundraising without prior written approval from Staff leadership.
- Rationale - DeKalb Association of REALTORS® activities are planned and priced with specific goals, budgets, and members' experience in mind.
- Clarification of Intent - This policy does not prohibit a member from purchasing a ticket and transferring it to another individual for the same value (e.g., giving a ticket to a friend or colleague). However, profiting from a resale or redirecting ticket proceeds to benefit a Committee other than the one hosting the event is not allowed.
- Unauthorized ticket resales or fundraising activities:
 - Create confusion about the purpose of ticket funds
 - Risk misleading members or the public regarding pricing and beneficiaries
 - Undermine trust in the association's operations and financial transparency
 - Disrupt the event planning process and marketing strategy
- Guidelines
 - Tickets must be sold at face value as set by the association. No markups or third-party pricing structures are allowed.
 - Committees may not repurpose or resell tickets from other Committee activities as a means of fundraising or generating revenue for their own initiatives.
 - All fundraising efforts must be coordinated with and approved by the Staff liaison and must follow the approved fundraising procedures.
 - Members found to be in violation of this policy may be subject to review by the Board of Directors and may forfeit the privilege of serving in a Committee leadership role.

E. FRED WICKHAM EDUCATIONAL CENTER

The Fred Wickham Educational Center may be rented when available to Association members and real estate entities Monday – Friday from 8:30 a.m. – 5:00 p.m. Fees will be set by the Board of Directors annually. Fees for coffee set by the Board of Directors. Payment is due prior to use or upon room reservation. Cancellation notices to be received by DeKalb Association five (5) working days prior to date of event to waive cancellation charges in the amount set by the Board of Directors.

Equipment rental to be determined by the Association at time of request. Staff will confirm in advance and after function that projector is in good working order. Bulb not included.

See Staff for Rental Agreement Form.

The Board of Directors room may be rented. The cost is determined by the Board of Directors.

F. SIGNATURE POLICY

The use of the Association's name in a signature must always define the Member's status. Members must put the word "Member" as follows: Member, DeKalb Association of REALTORS®

Leadership Team must identify their position and year of service. Examples:

2015 President, DeKalb Association of REALTORS®

2017 Awards Committee Chair, DeKalb REALTORS® *(Updated 9/2016)*

G. MEMBER PRIVACY POLICY

Personal Information: The DeKalb Association of REALTORS® shall not release personal information of members (such as: home telephone, home fax, home address, cell numbers or e-mail addresses) to the general public.

Membership Directory: The DeKalb Association of REALTORS® shall maintain an online Membership Directory at www.dekalbrealtors.com that displays individual member's name with office name, phone number, and city location. This information shall not be provided in any other format or to the general public or non-members.

Membership Directory Updates: The DeKalb Association of REALTORS® shall maintain and update the membership information on the DAR website via the NAR NRDS system.

Membership Rosters: A DeKalb Association of REALTORS® member broker may request an emailed list of members affiliated with that brokerage. Business Affiliate Members may receive a member list that contains name, brokerage name and phone number in pdf format only. Membership Rosters shall not be provided in any other format or to the general public or non-members. *(Updated 2/2018)*

H. SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURES POLICY

The DeKalb Association of REALTORS® is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment.

the DeKalb Association of REALTORS® will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- Physical sexual conduct
- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors
- Verbal sexual conduct
- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)
- Non-verbal sexual conduct
- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Leering

NOTE: This section defines sexual harassment. If examples are included, it is important to note that they are not exhaustive and that sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The DeKalb Association of REALTORS® recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

The DeKalb Association of REALTORS® recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of the DeKalb Association of REALTORS®, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

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All sexual harassment is prohibited whether it takes place within the DeKalb Association of REALTORS® premises or outside, including at activities sponsored by the DeKalb Association of REALTORS®.

I. COMPLAINT PROCEDURE

Procedures to be followed by the DeKalb Association when considering complaints alleging sexual harassment of Association employees by members:

Sexual harassment is any verbal or physical conduct of a harassing nature, requests for sexual acts or favors, unwelcome sexual advances, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating, or offensive work environment.

- Any employee who believes that he/she has suffered sexual harassment by any member of the Association must bring the problem to the attention of the President or Association Executive. The complaint does not have to be in writing; however, it is helpful if details of dates, times, places, and witnesses, if any, to the alleged harassment can be provided.
- All complaints will be investigated promptly and with strictest confidentiality by an investigatory team comprised of the President, President-Elect, and/or Vice President and one (1) member of the Board of Directors selected by the highest ranking officer not named in the complaint after consultation with counsel for the Association. If the complaint involves the President, President-Elect, and/or Vice President, they shall be replaced on the investigatory team by the immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint. Both the complainant and the accused will be provided a full opportunity to present their cases. Witnesses interviewed will be provided only such information as is necessary to elicit from them their observation and other relevant information.
- Disciplinary action against any member found to have sexually harassed an Association or GAMLS employee may include verbal or written warning, probation, suspension or expulsion depending on the gravity of the incident. Prior incidents of similar behavior shall be taken into consideration when determining the appropriate disciplinary action. Such decision shall be made by the investigatory team, including the Association Executive.
- Clear, strong, and convincing shall be the standard of proof by which alleged allegations of sexual harassment are determined. Clear, strong, and convincing shall be defined as that measure or degree of proof which will produce a firm belief as to the validity of the allegations sought to be established.
- It is contrary to the policy of the DeKalb Association for a member to retaliate against any employee who files a charge of sexual harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the filing of a complaint.
- In the event a complaint of sexual harassment is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint. While this is in no way intended to discourage employees who believe they have been the victim of sexual harassment from bringing a complaint, the Association recognizes that a charge of sexual harassment can cause serious damage to the personal reputation and professional career of the accused.

J. WHISTLEBLOWER POLICY

The Association requires that its financial affairs be managed professionally, honestly, and in accordance with sound accounting practices and the requirements of its Bylaws.

The purpose of this policy as a key defense against fraud occurring in an organization is the availability of a means for constituents to anonymously report suspected wrongdoing.

Federal law prohibits retaliation against whistleblowing with respect to a violation of a federal law or regulation, to include: Forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation with the DAR conflict of interest policy; misappropriation or misuse of DAR resources, such as funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

Any director, officer, or member should report violations or suspected violations of this policy. Any member of the Association who suspects that the policy is being violated, or suspects other irregularities or wrongdoing, shall immediately report the same to the Association Executive and/or the Association President. If the member is uncomfortable raising these issues with either of these persons for any reason whatsoever, the member shall report the same to any member of the Executive Committee.

The Whistleblower Policy is intended to encourage and enable directors, volunteers and members to raise concerns within DAR for investigation and appropriate action. With this goal in mind, no director, officer or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and include dismissal from the volunteer position.

K. PROCEDURES FOR VIOLATION OF CONFIDENTIALITY, CONFLICT OF INTEREST, AND WHISTLEBLOWER POLICY REPORTING RESPONSIBILITY

All Directors, officers and members have an obligation to report violations or suspected violations of Confidentiality, Conflict of Interest, and/or Whistleblowing policies to the Association Executive, the President, or a member of the Executive Committee.

AUTHORITY OF EXECUTIVE COMMITTEE AND HANDLING OF ALL REPORTED VIOLATIONS:

All reported concerns will be forwarded to the Executive Committee in accordance with the procedures set forth herein.

The Executive Committee shall address all reported concerns. The Association Executive, President or member of the committee shall immediately notify the Executive Committee of any such report. The Association Executive will notify the sender and acknowledge receipt of concern within five (5) business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns. All reports will be promptly investigated by the Executive Committee, and appropriate corrective action will be recommended, if warranted by the investigation, to an appointed panel of five (5) members of the Board of Directors who did not serve on the original investigation panel, to be selected by the DAR

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President or the highest-ranking officer not included in the complaint. In addition, action taken must include a conclusion and/or follow up with the complainant for complete closure of the concern. The Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, and any other resource deemed necessary to conduct a full and complete investigation of the allegations.

ACTING IN GOOD FAITH:

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting, auditing practice, a violation of the Code of Ethics, or a DAR policy, procedure or bylaw. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in disciplinary action against the accuser.

CONFIDENTIALITY

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline as outlined in DAR's Confidentiality and Non-Disclosure Policy and Agreement.

L. PINNACLE AWARDS RULES

1. ELIGIBILITY

- Any independent contractor (officer or otherwise) and/or employee of any real estate broker (individual or firm)
- Applicants' **Broker Firm** must be in good standing with the DeKalb Association of REALTORS® and **dues for all its members paid for the qualifying and current year**
- **Applicant** must be a REALTOR® member in good standing of the DeKalb Association of REALTORS® (DAR) and **dues paid for both qualifying and current year**
- **Must be up to date on Code of Ethics CE**
- Both salaried and independent contractors are eligible for the award
- The applicant's broker is responsible for verifying qualifying transactions and Gross Commission Income
- **Application, Transaction spreadsheet, and payment must be received no later than Midnight on the LAST DAY OF JANUARY.**

2. QUALIFYING TRANSACTION PERIOD (QTP)

ONLY transactions are closed and income received during the qualifying year, **January 1 through December 31**, shall be allowed.

3. GROSS COMMISSION INCOME (GCI) AND TRANSACTION QUALIFICATIONS:

Individual applicants must fulfill the following requirements: (See examples)

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- **Sales Transactions**
 - Closed “**NEW BUSINESS**” for a minimum of **\$60,000 Gross Commission Income (GCI*)** **OR**
 - **25 closed transaction sides** for which a commission was paid for business generated by the applicant

- **NOTES**
 - **GCI shall be defined as the applicant’s production of sales, listings, leases, management fees, and referral income.** Credit shall be 100% of the commissions and fees paid to the applicant’s brokerage company for that applicant’s production during the qualifying year. If the applicant has any income from a transaction for a property where the applicant has any owner interest, the applicant will not receive credit for income equal to the percent of ownership interest. However, credit will be allowed for closed transactions involving family members who are investors or builders provided the applicant’s broker is paid a commission.

 - **Do not subtract brokerage desk fees, MLS fees, etc.**
 - GCI does not include:
 - ❖ Income from Appraisals
 - ❖ Income from Evaluations and consultations of any kind, regardless of purpose
 - If the applicant is on a team, the qualifying GCI would be credited to the applicant, not the total paid to the team.
 - If more than one individual within the same company participates as the selling agent, the listing agent or the leasing agent, the credit allowed shall be in the same proportions as the division of commission (or credits for commission) between the individuals. If a referral, credit shall be the amount/percentage earned by the applicant.
 - Co-Agents: Total credit amounts claimed by co-agents for purposes of qualifying for the Pinnacle Award may not exceed a combined amount of 100% of the commission paid on that side of the transaction

- **Lease Transactions**
 - For leases, “**NEW BUSINESS**” GCI is counted towards units for the first term of the lease transaction. Lease income can only be claimed for the QTP in which it is received
 - 25 completed transaction sides for which a commission was paid for business generated by the applicant

- **NOTES**
 - GCI shall be defined as the applicant’s production of sales, listings, leases, management fees, and referral income. Credit shall be 100% of the commissions and fees paid to the applicant’s brokerage company for that applicant’s production during the qualifying year. If the applicant has any income from a transaction for a property where the applicant has any owner interest, the applicant will not receive credit for income equal to the percent of ownership interest. However, credit will be allowed for closed transactions involving family members who are investors or builders provided the applicant’s broker is paid a commission.
 - **Do not subtract brokerage desk fees, MLS fees, etc.**

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- GCI does not include:
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- If applicant is on a team, the qualifying GCI would be credited to the applicant not the total amount paid to the team.
- If more than one individual within the same company participates as the selling agent, the listing agent or the leasing agent, the credit allowed shall be in the same proportions as the division of commission (or credits for commission) between the individuals. If a referral, credit shall be the amount/percentage earned by the applicant.
- Co-Agents: Total credit amounts claimed by co-agents for purposes of qualifying for the Pinnacle Award may not exceed the combined amount of 100% of the commission paid on that side of the transaction.
- Applicants who change offices during the QTP must notify DeKalb REALTORS® within 30 days of changing brokerage firms to qualify.
- Transferring credits will be considered from applicants who transfer from other REALTOR® Associations with previous brokers' and current Associations' verification provided there is no more than a 30-day lapse in application and payment of dues for DAR membership.
- Applicants whose license was suspended during QTP or are currently under suspension will be disqualified.

4. APPLICATION SUBMISSION

- All applicants must submit an award application to the Pinnacle Award Committee, which includes **3 items**:
 - Submit **application** via the Google Form link provided. Send supplemental transaction sheet to (**pinnacle@dekalbrealtors.com**)
 - **Application Fee (\$95)** - Once your application is received, you authorize DeKalb REALTORS to charge the credit card provided in the amount of \$95. The \$95 only covers the processing fee for the Pinnacle Application. The Pinnacle ceremony and luncheon are paid for by our sponsors.
 - **Pinnacle Award Transaction Spreadsheet -OR-** a computer-printed form that contains the information required on the Pinnacle Award Transaction Spreadsheet as long as it includes the following information: Send supplemental transaction sheet to (**pinnacle@dekalbrealtors.com**)
 - Property Address
 - Closing Date
 - Gross Commission (paid to the company before any Brokerage specific deductions or MLS fees are deducted)
 - Percentage side of transaction claimed (Listing/Selling or Leasing Agent*)
 - Percentage of GCI claimed by the applicant of the Gross Commission
- Example: If you co-list and received one-half of the listing side, your side would be .5 (50%)
 - Applicants must use the Pinnacle spreadsheet or any other computer-generated spreadsheet that auto-calculates

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- If the applicant changes companies during the calendar year, a separate transaction detail sheet(s) must be provided for each brokerage company. This information must be confirmed by the previous Managing Broker
- **DEADLINES:**
 - **Application, Transaction spreadsheet, and payment** must be received **no later than Midnight on JANUARY 15th.**
 - The Association will confirm receipt of email applications **BY JAN 31st** but is not responsible for applications that are not received. *Check your inbox and spam folders for application receipt.* If the receipt email is not received, it is your responsibility to immediately contact the Association at 770-493-6100
 - Applications received after the deadline will not be considered.
- **Photographs:** You will be contacted at a later time if a photo is required.
- **The Pinnacle Award:** The approved applicant will be recognized as follows:

Pinnacle Award Recipient: All approved applicants who close “**NEW BUSINESS**” for a minimum of either \$60,000 Gross Closed Commissions Income (GCI) paid to the applicant’s brokerage company or 25 closed transaction sides for which a commission was paid to the applicant’s brokerage company during the year for business generated by the applicant. All applicants will be identified with their names and brokerage names, as well as team affiliation, if any. For leases, “new business” is counted toward **units** for the first term of the lease transaction. Lease **income** may be claimed for the year it is received.
- **Top Producer Awards:** After the submission deadline, all applicants, including potential Top Producers, will be subject to an audit. *(See F, Application Review/Audit for details.)*
 - The Top Twenty-Five based on GCI for all sales and leases
 - The Top Three based on Units (Listing/Sales sides of transactions, no Leases)
 - The Top Three based on Units (Leases only, no Listing/Sales transactions)
 - Rising Star REALTOR[®] (1 year or less during qualifying transaction period) GCI or Units
- **Application Review/Audit:** Each application will be reviewed by the Pinnacle Award Committee. The applicant is not required to submit documentation beyond the Application and Transaction Form (spreadsheet) with the application. However, at the discretion of the Pinnacle Award Committee, the applicant may be required to provide documentation in order for the application to be reviewed or audited. Brokers of all candidates to be considered for a Top Producer Award and audited applicants will be required to provide requested additional documentation to be received at the Association office no later than the **audit deadline of JANUARY 31 by 5:00 p.m.** *Failure to submit documentation for audit by the deadline will disqualify the applicant from consideration for Top Producer status and may result in the application being denied for that year.*

Required audit information may include:

- Contract property legal description page/address page and fully executed signature page
- Rental/lease page with property address, terms of lease and signature page
- Rental/lease copy of check for commission, referral or management fees

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- Closing verification document (formerly HUD-1) showing commission paid
- Copy of check or transaction referral form showing amount paid to applicant for referral, etc.
- Brokerage commission printout to verify claimed commissions, or if the applicant prefers, the applicant's 1099 with social security number redacted
- **Failure to comply with the rules** shall result in the disqualification of some or all transactions at the discretion of the Pinnacle Award committee. If a broker or agent submits a fraudulent application, he/she will be automatically disqualified.

5. USE OF DESIGNATION

- Pinnacle Award recipients shall be authorized to use the Pinnacle Award designation approved by the Board of Directors of DeKalb Association of REALTORS® only during the year in which they are recipients of the Pinnacle Award. Life recipients of the Pinnacle Award shall be eligible to use such designation and insignia as long as they live and are members of the Association.
- REALTOR® Member companies, local Boards, and REALTORS® shall not use the words "Pinnacle Award" or words similar thereto, in its awards or advertising except where this policy is used to denote receipt of the Pinnacle Award. The spirit of this rule is important to maintain the prestige of the recipients of the DeKalb Association of REALTORS® Pinnacle Award.
- Top Producer award recipients advertising or marketing their Top Producer award must prominently display the year the award was received in any advertisement or marketing. Violation of this rule will result in the applicant's ineligibility for the Pinnacle Award for the subsequent qualifying year.

6. FEE

The application fee of \$95.00 must accompany the application. (It does not confirm the award luncheon reservation, which is a separate registration.) An application fee enables the applicant to be considered for the Pinnacle Award. Prior to the reservation deadline, availability to attend the Pinnacle Award Event is on a first-come, first served basis until we reach facility capacity. The application fee is not transferable to a non-applicant and is not refundable. All attendees who are not sponsors or applicants must pay a guest fee to attend the Pinnacle Award Event. Checks returned by the bank must be replaced by certified payment within one week of notification or the applicant will be disqualified. Applicants must pay a return fee assessed per DeKalb Association of REALTORS® policy.

7. PINNACLE AWARDS CLASSES OF MEMBERSHIP

- Member – REALTOR® who has been accepted for the qualifying year
- Life – REALTOR® who has been accepted for the qualifying year and for 3 consecutive years or any five years
- Phoenix – REALTOR® who has been accepted for the qualifying year and for 10 – 19 years
- Silver Phoenix – REALTOR® who has been accepted for the qualifying year and for 20 – 24 years
- Gold Phoenix – REALTOR® who has been accepted for the qualifying year and for 25 – 29

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years

- Platinum Phoenix – REALTOR® who has been accepted for the qualifying year and for 30 – 39 years
- Diamond Phoenix – REALTOR® who has been accepted for the qualifying year and for 40 – 49 years
- Diamond Plus Phoenix – REALTOR® who has been accepted for the qualifying year and for more than 50+ years

8. PREVIOUSLY EARNED AWARDS

- If credit from another Association is used toward qualifying for any category of the Pinnacle Award, a written confirmation for such credit must be provided by said Association and accompany the application
- Previously earned credits from the DeKalb Million Dollar Club will be honored at the same level in the Pinnacle Award. For example, 29 years in the Million Dollar Club will be recognized in Pinnacle Award as Gold Phoenix

9. ADMISSIONS SUB-COMMITTEE

The Pinnacle Committee Chair shall appoint an Admissions Sub-Committee which shall be composed of the committee Chair, Vice Chair and at least two DeKalb Life Members in the Pinnacle Awards. It shall be the duty of this sub-committee to determine which applications require auditing after all applications are received and reviewed. This sub-committee shall then submit a report to the Board of Directors of the DeKalb Association of REALTORS® no later than the next Board of Directors' meeting, giving their recommendation with regard to each application.

10. MEMBERSHIP TERMINATION

As is the case of all organizations sponsored by DeKalb Association of REALTORS®, receipt of the Pinnacle Award shall be contingent upon membership in good standing in DeKalb Association REALTORS® for the qualifying year. If, for any reason, a recipient of the Pinnacle Award ceases to be a member of the Association, their Membership in the Pinnacle Award is automatically terminated.

11. APPROVAL OF DISSOLUTION

The Pinnacle Awards of DeKalb REALTORS® have been established and are sponsored by the Association, and all actions associated with the Pinnacle Awards shall be subject to the approval of the Board of Directors of the Association. DeKalb Association of REALTORS® reserves the right to dissolve the Pinnacle Awards at its discretion.

12. PINNACLE DIGITAL BADGE

Each Pinnacle recipient will receive a Pinnacle digital badge reflecting the year they qualified and the level they have achieved. The badge is a graphic icon to be used for recognition and marketing by the recipient.

13. THESE AMENDED RULES AND REGULATIONS OF THE PINNACLE AWARDS SHALL APPLY UNTIL MODIFIED BY THE BOARD OF DIRECTORS OF DEKALB ASSOCIATION OF REALTORS®.

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14. Examples

EXAMPLE 1A & 1B

1.A. I am the listing agent on 123 Main St. The commission amount paid to my broker was 3% of the sales price of \$350,000. My commission split with my broker is 70/30. How much of the \$10,500 in commission can I claim?

ANSWER: ALL \$10,500. Splits are not taken into consideration.

1A	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	123 Main St.	4/1/2018		1		100%	\$10,500.00	10,500.00

1.B. I am the selling agent on 123 Main St. The commission amount paid to my broker was 3% of the sales prices of \$350,000. My commission split with my broker is 70/30. How much of the \$10,500 in commission can I claim?

ANSWER: ALL \$10,500. Splits are not taken into consideration.

1B	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	123 Main St.	4/1/2018	1			100%	\$10,500.00	10,500.00

EXAMPLE 2

I represent the buyer on 123 Maple St. My Broker received a commission of \$10,000. The commission was split with another agent in my office. My split was 70%, the co-agent's split was 30%. What is the amount of GCI, and number of units I can claim?

ANSWER: I will claim \$7,000 GCI and .7 units on my Pinnacle Transaction Form. (*Note: MLS, FMLS or fees due to the Broker are not deducted)

2	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	123 Maple	4/1/2018	0.7			70%	\$10,000.00	7,000.00

EXAMPLE 3

I leased a property at 402 Oak St. My teammate and I split the commission. Can I use the unclaimed credits since my teammate is not applying for Pinnacle at DeKalb REALTORS®?

ANSWER: No, unclaimed credits may not be exchanged

EXAMPLE 4

I referred a seller to another agent for a referral fee of 25%. My Broker received a referral fee for the transaction. The check to my Broker was \$2500 which was 25% of the total commission split. What may I claim? How much of a unit credit may I take?

ANSWER: I may claim \$2500 GCI and I can claim .25 units.

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4	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	478 Jones Ave	4/1/2018		0.25	1	100%	2500.00	2500.00

EXAMPLE 5A & 5B

5A. As a listing agent, I listed a property to lease for \$1,600/mo. The total commission due to my Broker is \$1,200. The commission due to the leasing Broker is \$400. How much can I claim in GCI and units?

ANSWER: I can claim \$1,200 GCI and 1 unit. The leasing agent can claim \$400 and 1 unit.

5A	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	888 Zion Cir/ce	4/1/2018			1	100%	1200.00	1200.00

5B. I also manage the above referenced property. I receive a management fee of \$160/mo = \$1,920 annually. How much GCI may I claim, and how many units.

ANSWER: I can claim \$1,920 GCI and 0 units.

5B	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	888 Zion Cir/ce	4/1/2018			0	100%	1920.00	1920.00

EXAMPLE 6A & 6B

6A. I am a 50% owner of a property that I leased in 2018 and I procured the tenant. The lease term was 5 years at \$2,000/mo and the total commission paid to my Broker is \$2,000. As the listing agent how much can I claim as GCI and how many units?

ANSWER: A Pinnacle applicant that has owner interest in a property CANNOT claim the percentage of owner interest for any transaction involving that property. Therefore, I can claim \$1,000 GCI which is 50% of the total commissions. And I can claim 1 transaction unit which is 50% of the total units for this transaction.

6A	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	414 Montreal St.	4/1/2018			1	50%	2000.00	1000.00

6B. If I received a monthly management fee of \$200/mo. from February – December 2018 (10 mos.) for the same property, how much GCI can I claim and how many units?

ANSWER: I can claim an additional \$1100 GCI which is 50% of the total annual management fee of \$2,200. I can claim 0 units.

6B	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	414 Montreal St.	4/1/2018			0	50%	2200.00	1100.00

EXAMPLE 7

I manage a property that has a 3-year lease for \$2400/mo. The lease was signed last year (2017).. This year, my broker received a monthly management fee of \$240. How much GCI and units can I claim for this year (2018)?

ANSWER: GCI - \$240 x 12 = \$2,880; units = 1 (Since this is an existing lease.)

7	Property Address	Closing Date	Sales Unit	List Unit	Lease Unit	% of the GCI to company claimed by the applicant	GCI to Company	Net Commission
	201 Harter Dr.	4/1/2018			1	100%	2880.00	2880.00

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XIV. DAR DOCUMENT RETENTION POLICY

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Bank Reconciliations	7 years
Bank statements	7 years
Bills of Sale	7 years
Checks	10 years
Contracts (still in effect)	Length of contract plus 7 years
Correspondence (general)	2 years
Correspondence (with vendors)	7 years
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analysis/expense distribution schedules	7 years
Insurance policies, etc.	Length of policy plus 10 years
Internal audit reports	3 years
Inventories of products, materials, and supplies 7 years	7 years
Invoices (to customers, from vendors) 7 years	7 years
Legal Opinions, lawsuits, and correspondence regarding legal matters	10 years
Membership applications and records	Permanently
Minute books, bylaws and articles of incorporation	Permanently
Notes and Deeds to Secure Debt Length instrument plus	7 years
Outside audit reports	20 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Records of ethics hearings and commission arbitrations	10 years
Retirement records	10 years
Tax returns and worksheets	20 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Year End Financial Statements	20 years
Professional Standards Paperwork/Files	1 Year After Appeal Time Expiration
Professional Standards Tape Recording	At expiration of Appeals Process
School/Education Records	5 years

XV. CONFIDENTIALITY AND NON-DISCLOSURE POLICY AND AGREEMENT (To be signed annually by all Volunteers and maintained in accordance with the Record Retention Policy)

This Confidentiality and Non-Disclosure Agreement (Agreement), dated as of _____, is by and between the **DeKalb Association of REALTORS®** (“DAR”), a Georgia corporation, and _____, an Individual (“Recipient”). This Agreement shall govern the conditions of disclosure of information by DAR to the Recipient of certain information considered to be confidential by DAR relating to the Recipient’s participation with or on any DAR Committee, Sub-Committee or Task Force (the “Purpose”).

- 1. Confidential Information Defined.** Confidential Information of DAR shall include any information that is marked as “confidential” by DAR, or is represented by DAR as being confidential or declared “confidential” either before or within a reasonable time after its disclosure, or that the Recipient knew or, based on the content of and the circumstances surrounding its disclosure, should have known was confidential, all of such including, but not limited to all documents, data, records, files, memoranda, reports, email transmissions, fax transmissions and other sources of information of whatever kind regarding DAR, or its business, including without limitation, information about any committee, its members, its process, applicants (including the contents of any applications) and selected candidates. All recommendations made by any committee, sub-committee or task force shall go forth united unless authorized by the chairman.
- 2. Protection of Confidential Information.** Recipient agrees to use the Confidential Information solely for the Purpose described above. Recipient agrees to use no less than a reasonable degree of care in protecting the Confidential Information, and further shall not disclose the Confidential Information to any third party without the prior written consent of DAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information of DAR, Recipient shall: (a) immediately notify DAR; (b) take all reasonably necessary steps to prevent further unauthorized access and/or use; and (c) cooperate with DAR in its efforts to secure the Confidential Information and protect its rights therein. I acknowledge and agree that if I have violated the confidences of the DAR <insert name of board of directors, committee, task force or other group>, that I will be dismissed from that committee, board or other group.
- 3. Breach of Agreement.** In the event that the recipient fails to abide by the terms of this agreement, recipient shall be reported by the Chair or Vice Chair or any member who becomes aware of the breach of confidentiality to the Board of Directors and shall be subject to discipline in accordance with the Constitution and Bylaws and Policies and Procedures of the DeKalb Association of REALTORS®, Inc. I agree that the appeal to the Executive Committee will be my only recourse to such dismissal and hereby waive any other rights I may otherwise have to challenge the dismissal.
- 4. Return or Destruction.** Recipient shall keep records of the tangible items of Confidential Information furnished to it by DAR. Upon notice received from DAR, and/or upon cessation of the parties’ pursuit of the Purpose, Recipient shall return or destroy all copies of all tangible items of Confidential Information immediately.
- 5. Term.** Confidential Information disclosed pursuant to this Agreement will be subject to the terms of this Agreement in perpetuity.
- 6. Entire Agreement and Amendment.** By signing below, I accept my appointment to the entity identified above, acknowledge reading and understanding this Confidentiality Agreement and agree to all terms and provisions set forth herein.
- 7.** Each officer and director shall sign an original of this agreement and it will be on file in the Association Office.

XVI. CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTEREST (To be signed annually by all Volunteers and maintained in accordance with the Record Retention Policy)

This conflict of interest policy is designed to help directors, officers, committee members and employees of the DeKalb Association of REALTORS® (DAR) identify situations that present potential conflicts of interest and to provide DAR with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, committee member or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

All DAR officers, directors and committee members are required to complete and sign the Conflict of Interest and Disclosure Policy Agreement each year. The Statement will be provided to all DAR officers, directors and committee members by December 1.

Failure to submit a signed Conflict of Interest and Disclosure Policy Agreement shall be construed as a resignation by the director or officer, except the Board of Directors at its next regular meeting, upon review of a signed Conflict of Interest and Disclosure Policy Agreement, may by majority vote, reinstate such director or officer to his or her office.

1. Definitions

- a. A Conflict of Interest is any circumstance described in Part 2 of this Policy.
- b. A Responsible Person is any person serving as an officer, director or committee member for DAR.
- c. A Family Member is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, or a responsible person.
- d. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest".)
- e. A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by DAR. The making of a gift to DAR is not a Contract or Transaction.

2. Conflict of Interest Defined – For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside interest
 - (i) A Contract or Transaction between DAR and a Responsible Person or Family Member.
 - (II) A Contract or Transaction between DAR and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, committee member, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
- b. Outside Activities
 - (i) A Responsible Person competing with DAR in the rendering of services or in any other Contract or Transaction with a third party.

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- (ii) A Responsible Person's having a Material Financial Interest in, or serving as a director, officer, committee member, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to, an entity or individual that competes with DAR in providing services or in any other Contract or Transaction with a third party.
- (c) Gifts, Gratuities and Entertainment – A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
 - (i) does or is seeking to do business with, or is a competitor, of DAR; or
 - (ii) has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from DAR;
 - (iii) is a charitable organization;

Under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction of DAR.

3. Procedures

- a. Before Board or Committee action on a contract or Transaction involving a Conflict of Interest, a director, officer or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
 - b. A director, officer or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Chair of the meeting all facts material to the Conflict of Interest. The Chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
 - c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
 - d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the voting is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
 - e. Responsible Persons who are not members of the Board of Directors of DAR, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect DAR's participation in such Contract or Transaction.
 - f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
4. Confidentiality – Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information of the disclosure of which might be adverse to the

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interest to DAR. Furthermore, a Responsible Person shall not disclose or use information relating to the business of DAR for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of Policy – Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.

6. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership or a business that might provide goods or services to DAR. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Association Executive, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

7. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons, at which time the revised policy must be signed.

Signature: _____ Date: _____

For the term: January 1, _____ through December 31, _____

XVIII. SOCIAL MEDIA POLICY (To be signed annually by all Volunteers and maintained in accordance with the Record Retention Policy)

Overview

Social media is a set of integrated tools that allow people to build a network or community for interacting through the creation and/or distribution of interests, messages, stories, and information. Social media can be used both personally and professionally, and social networks provide opportunities for people with a common history or interest to connect and share content with each other.

Social media can take many different forms, including Internet forums, blogs, wikis, podcasts, pictures (e.g., Flickr, Shutterfly), video (e.g., YouTube) rating and bookmarking, etc. Technologies include: blogs, picture-sharing, vlogs, wall postings, email, instant messaging, music-sharing and Voice Over Internet Protocol (VoIP), to name a few.

The DeKalb Association of REALTORS® and its subsidiary, the DeKalb Workforce Housing Initiative Program (DWHIP), respect the right of its members and staff (collectively “Users”) to engage in blogging, social networking, and other public discourse via the Internet. We are aware that social media sites such as Facebook and Twitter, professional networking sites such as LinkedIn and Plaxo, and others can be used as important tools in business. This policy sets forth some guidelines for appropriate use when participating in such activities either using our computers and on-site wireless systems, or using personal devices and systems.

Guidelines

Staff Users should only use our computers for work-related matters. Member Users are permitted to briefly use our designated computers and onsite wireless to participate in social networking sites and other public discourse on the Internet, according to time limits as posted. Both Staff and Member Users are subject to the following prohibited uses:

- Users are prohibited from any communications or other use that would violate our business policies, including REALTOR® ethics, nondiscrimination, and anti-harassment policies, or any use contrary to the interests of the Association;
- Users are prohibited from any communication or other use that is abusive, harassing, vulgar, obscene, or offensive;
- Users are prohibited from posting gossip, rumors, lies, falsehoods, defamatory comments, personal attacks, harassing, discriminatory, menacing or otherwise inappropriate and offensive content. For example, Users:
 - May not disparage the Association, its staff or members;
 - May not engage in disputes;
 - Must correct any mistakes as quickly as possible;
- Users are prohibited from engaging in communications that disparage or demean other individuals based on race, national origin, marital status, sex, sexual orientation, disability, age, religion, or any characteristic protected under federal, state or local law. Disparaging communications include distasteful jokes or communications that disparage or defame the products or services of the Association, other Users, vendors or competitors;
- Users are prohibited from communicating any information pertaining to Association copyrighted materials, trade secrets, proprietary information, or any other highly or sensitive confidential information, except with express permission from the Association Executive/CEO;

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- Users are prohibited from participating in solicitations, including solicitation for commercial ventures, religious or political causes, fundraisers or outside organizations while using the Association's computers or on-site wireless;
- Users are prohibited from accessing, viewing, downloading, copying or sending sexually explicit materials or other offensive materials while using the Association's computers or on-site wireless;
- Users are prohibited from using the Association's computers or on-site wireless for gambling, wagering or day-trading during business hours.
- Any communication sent externally, including messages placed on the Internet, which refer to the Association or its products or services in a way that could be interpreted as stating an Association position, policy or viewpoint must receive written approval in advance from the Association Executive/CEO.

If a User chooses to participate in blogging, social networking or other public discourse on their own time and with their own equipment, these activities may still be subject to violations of this policy. If a User comments on the Association or identifies him or herself as an Association member or staff, the User must be professional and courteous, and follow the standards of acceptable business communications. In addition:

- Users must explicitly and conspicuously state that the views they are articulating are their own and not the views of the Association. Users must not state or imply they are speaking for the Association.
- Users must not disclose any confidential or proprietary information about the Association, its members, staff or suppliers. This includes any information that is not already in the public domain or that might give any of the Association's competitors a competitive advantage. Proprietary information is not to be discussed or referred to on any social networking site, even in private messages between site members who have authorized access to the information. If a User is unsure about what information falls under this policy, he or she should check with the Association Executive management.
- Users must not disclose any personal or confidential information about third parties, including other Users, Association employees or others associated with the Association, or post pictures of them, without their permission.
- Users must not use vulgar or sexually explicit language.
- Users must not discriminate on the basis of race, gender, religion, age, disability, sexual orientation or any protected criteria.
- Users must not use Association trademarks or copyrighted material without written permission.
- Users must respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online.

Each User will be held personally responsible for the posting of unauthorized Association content on the Internet. If a User chooses to engage in blogging, social networking or other public discourse on the Internet, each does so at his or her own risk. The Association will not indemnify Users from claims resulting from such activities.

Use of Online or Internet Software/Document Downloads

Software and/or documents downloaded from an online service or the Internet to the Association's computers could pose potential problems for the Association. Downloaded software from an online service or the Internet could contain a computer virus that might affect the operation of the Association's computer network. No software/documents may be downloaded from an online Internet source without the prior approval of the Association's Information Technology (IT) department or the Association Executive/CEO. If a User believes he or she has inadvertently downloaded software/documents from the Internet, the IT staff should be contacted immediately.

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Privacy

To ensure the proper and authorized use of its communications, computer systems and on-site wireless, the Association reserves the right to monitor its systems. This includes stored communications and data stored on the equipment of the Association's third-party vendors or suppliers.

Users should be aware that the Association will generally monitor for certain types of activities, such as visiting Internet sites that may be inappropriate for the workplace and monitoring when a specific business need is presented. This might include monitoring to determine excessive personal use; to investigate uses that may violate the Association's policies against discrimination and harassment; to determine whether trade secrets, copyrighted material or other highly sensitive or confidential information are being communicated; or to investigate other communications that may be illegal or otherwise adversely affect the welfare of the Association, its Members, and its employees.

By using the Association's system and on-site wireless, each User knowingly and voluntarily consents to being monitored as described above and acknowledges the Association's right to conduct such monitoring. Users do not have a right to expect privacy on the Association's communication and computer systems. Users should not use the Association's systems for any communication for which they expect or want personal privacy.

Disciplinary Action

Any violation of this policy can result in disciplinary action, including but not limited to, deletion of inappropriate posts or exemption from participating in Association social media or membership/staff suspension or termination.

Social Media Policy for DeKalb REALTORS® Leadership and Staff

DeKalb REALTORS® (the "Association") values social media. Its proper use creates awareness of our purpose and mission. It is also a great communication and marketing tool. As a leader/staff of DeKalb REALTORS®, what you share on the Internet is (or may be interpreted to be) representative of DeKalb REALTORS® and, in any event, must be approached with caution. The written word is easily misunderstood and misinterpreted, especially in a leadership position as you are held to a higher standard by others.

DeKalb REALTORS® also respects your right to interact and communicate about non-Association related matters using the Internet. In order to protect the Association from the posting of comments and information that may have a harmful effect on its reputation and/or its employees, the following policy has been developed. For the purpose of this policy, "*engaging in social media*" means posting or uploading content to any type of electronic communication including but not limited to websites, blogs, social networks, discussion boards, and listservs.

- Since the Internet is public space, you must refrain from engaging in social media that may disparage or harm the image or reputation of the Association or any of its employees.
- You assume any and all risks associated with engaging in social media.
- Before engaging in social media, know the Association's position on issues. Be sure it is clear that *your* opinion and views expressed are yours alone and that any statements, opinions and beliefs do not necessarily reflect the views of the Association.

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- When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to the Association or to any third party that has disclosed information to us. This includes but is not limited to the use of Association trademarks and copyrighted material.
- Use discretion when posting photos of leadership, staff and members from REALTOR® events.
- When engaging in social media, do not expect your comments to be private. Even comments posted in private groups can easily be shared publicly.
- When it comes to political advocacy and candidate campaigns, represent and conduct yourself online as a member of the DeKalb REALTOR® Party, which supports real property rights regardless of political affiliation.
- RPAC investments should not be solicited in any online public forum.
- Do not share or publicly post any decisions that are confidential. This includes Association matters, personnel, staffing, professional standards decisions, and financial information.

I have read, understand, support, and as a condition to holding my leadership/staff position with the Association, agree to fully abide by the above Social Media Policy. I will direct any inquiries or concerns, whether or not specifically addressed in the policy statement, to the Association CEO. I understand that any violation of this policy could result in my removal from my leadership/staff position.

Signature: _____ Date: _____

For the term: January 1, _____ through December 31, _____