

# EMBOR Policies & Procedures

East Metro Board of REALTORS®  
P O Box 1143  
Covington, Georgia 30015

Updated 3.12.2024

## **East Metro Board of REALTORS®**

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## **East Metro Board of REALTORS® ~ Mission Statement**

The East Metro Board of REALTORS® is a professional association entrusted to serve as an advocate for its members and community.

## **East Metro Board of REALTORS® ~ Vision Statement**

The Vision of the East Metro Board of REALTORS® is to promote REALTOR® involvement through:

- Education and Leadership Training
- Upholding Professional and Ethical Standards
- Ensuring Private Property Rights
- Supporting our community
- Enhancing the integrity of our industry

**COMPOSITION OF THE EMBOR BOARD OF DIRECTORS:**

The Board shall consist of the following voting members:

(\*denotes Executive Committee members concurrently serving as State Directors / ^denotes non-voting member)

- \*PRESIDENT
- \*PRESIDENT ELECT
- \*IMMEDIATE PAST PRESIDENT (\*serves as State Director beginning in 2010)
- \*VICE PRESIDENT OF EDUCATION
- \*FIRST VICE PRESIDENT
- \*VICE PRESIDENT OF GOVERNMENTAL AFFAIRS
- \*VICE PRESIDENT OF MEMBER INVOLVEMENT
- STATE DIRECTORS (as determined by GAR Bylaws)
- \*MEMBERSHIP DIRECTORS WILL BE APPOINTED YEARLY ON THE MEMBERSHIP NUMBERS AS OF July 1st
- ^ASSOCIATION EXECUTIVE

*No one firm will have more than two (2) REALTOR® members on the Board of Directors at any given time. If a member of the Board of Directors moves offices during the given year, they will be allowed to finish the current year on the Board of Directors. If their term runs longer than the current year they will be required to step down from the Board of Directors if the firm will have more than two (2) members. (Approved 2.14.13)*

**EXPECTED MEETING \*ATTENDANCE (BOD, EMBOR Staff, Task Force Chairs/Vice Chairs):**

*\*Funding of GAR and NAR meeting attendance is subject to approval of the annual budget by the BOD.*

POSITION	GAR INAUG	GAR ANNUAL	GAR LdShip	NAR LdShip	NAR MdYr	NAR CONV	NAR AEI	REGION AE Conf	EMBOR BOD	EMBOR LdShip
President	X	X	X						X	X
President-Elect	X	X	X	X		**X			X	X
Immediate Past President			X						X	X
VP Éducation	X	X	X						X	X
VP Gov Affairs	X	X	X		X				X	X
VP Member Involvement	X	X	X						X	X
First VP	X	X	X		X	**X			X	X
GAR Director(s)	X	X	X						X	X
EMBOR Directors			X						X	X
Association Executive	X	X	X	X	X	X	X	X	X	X
Director of Member Services			X					X		X

MEETING	MONTH	LOCATION	FUNDING
GAR INAUGURAL MEETING:	February	varies	EMBOR Budget
NAR AE INSTITUTE:	March	varies	EMBOR Budget
NAR MID YEAR MEETING:	May	Washington, DC	EMBOR Budget/NAR (No Reg Fee)
GAR REGIONAL AE CONF:	July	varies	EMBOR Budget/GAR (reimburse)
NAR LEADERSHIP SUMMIT:	August	Chicago, IL	EMBOR Budget/NAR (hotel/reg)
GAR ANNUAL MEETING:	September	varies	EMBOR Budget
EMBOR LEADERSHIP TRAIN:	Nov/Dec	varies	EMBOR Budget
NAR CONVENTION**	November	varies	EMBOR Budget

\*\*President Elect for following year

## **Leadership Training Policy Added 3.16.16**

- All Board of Directors will take NAR Board of Directors training.
- All officers attend GAR Conference will attend Leadership training provided at the conference. (Added 8.15.19)
- All Board of Directors will attend a Local Board Leadership Training Session
- All board members shall take Intro to Core Standards course once before January 1<sup>st</sup> and send proof to staff.

## **Board of Directors Absentee Policy Added 5.24.16**

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

## State Directors

The following is the order EMBOR will follow to appoint State Directors per the number allowed by the membership count. Each allotted State Director will be reimbursed the amount set in the budget. If for some reason, someone cannot attend a State meeting the next person in line will take their place.

- Per GAR bylaws 1/3 of State Directors must be present for the Board of Directors meeting (Board President is not in 1/3 count).
- EMBOR will designate the State Directors allotted to attend by the GAR bylaws 1/3 rule in July of every year, all other Vice Presidents not in allotted amount will be required to apply for a GAR committee and provide proof to the President and AE (starting 2023).

### State Director Order

1. President
2. President – Elect
3. First Vice President (Starting 2023)
4. VP of Governmental Affairs
5. VP of Education
6. VP of Member Involvement
7. Immediate Past President
8. Advisor to Board of Directors (added 3.1.18)
9. Alternate State Director (Membership Director appointed by President)

Approved 4.21.09

## Membership Directors

### **Membership Director Positions will be filled yearly by following the criteria**

- 1 year position as a voting member of the Board of Directors
- Membership Directors will interview with the Nominating Task Force
- May serve as a Membership Director for 2 consecutive years.
- No more than 2 members from the same office can serve on the Board of Directors, Immediate Past President's office is not considered in the count.

Number of Local Directors needed per EMBOR membership numbers.

- 0-750            4 directors
- 751-1250       5 directors
- 1251-1750     6 directors

## **Alternate(s) for State Director**

An Alternate may be appointed to serve as a State Director at the GAR Inaugural (February) and Annual (September) meetings by the President.

The Alternate will be a person(s) from the Board of Directors.

The Alternate will receive the budgeted stipend for the event.

The Alternate must have completed Local Leadership Training, NAR Board of Directors Training, and State Leadership Training.

The Alternate must attend the Region Forums, State Directors Training & State Directors Forum

Approved 8.18.09, updated 10.21.2021

## **DUTIES & RESPONSIBILITIES OF MEMBERS OF THE EMBOR BOARD OF DIRECTORS**

### **PRESIDENT:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall conduct the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures
- Shall set the agenda, select the speakers and make assignments for presentations for the Membership Meetings
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director (per GAR Bylaws) at the GAR Inaugural Meeting in February (as budgeted)
- Shall serve as a State Director (per GAR Bylaws) at the Annual Meeting in September (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall attend all meetings at GAR and NAR relating to the business of the Board.
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee



## **PRESIDENT-ELECT:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures
- Shall attend and present the East Metro Board of REALTORS® Leadership Forum in conjunction with the AE
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director at the GAR Inaugural Meeting in February (as budgeted)
- Shall serve as a State Director at the Annual Meeting in September (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate.
- Shall represent the Board at the following meetings in addition to the GAR meetings:  
(subject to funds availability / approval of the budget)
  1. NAR Leadership Summit in August – Chicago, IL
  2. NAR Convention in Oct. or Nov. – location varies
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President.
- Shall be the Executive Committee Liaison for the Brokers Council ~(ie Brokers)

## **IMMEDIATE PAST PRESIDENT:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director as per the EMBOR State Director Policy at the GAR Inaugural Meeting in February as determined by the membership numbers on July 31 of the previous year (as budgeted)
- Shall serve as a State Director as per the EMBOR State Director Policy at the Annual Meeting in September as determined by the membership numbers on July 31 of the previous year (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall attend all meetings at GAR and NAR relating to the business of the Board and provide a written report as needed to the BOD at the next meeting
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
- Shall work with the VP of Governmental Affairs to coordinate Legislative Day

## **VICE PRESIDENT OF MEMBER INVOLVEMENT:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director or Alternate as per the EMBOR State Director Policy at the GAR Inaugural Meeting in February as determined by the membership numbers on July 31 of the previous year (as budgeted)
- Shall serve as a State Director or Alternate as per the EMBOR State Director Policy at the Annual Meeting in September as determined by the membership numbers on July 31 of the previous year (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee, or the President
- Liaison to Awards Task Force

## **FIRST VICE PRESIDENT:**

- Shall succeed the office of President-Elect. (Will be a 4 year commitment)
- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors.
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting.
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings.
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures.
- Shall attend the East Metro Board of REALTORS® Leadership Forum.
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director (per GAR Bylaws) at the GAR Inaugural Meeting in February (as budgeted)
- Shall serve as a State Director (per GAR Bylaws) at the Annual Meeting in September (as budgeted)
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall represent the Board at the following meetings in addition to the GAR meetings: (subject to funds availability / approval of the budget)  
NAR Mid-Year Meeting in May – Washington DC
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall be the Executive Committee Liaison for the Audit Committee
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
- This position works closely with the President, President-Elect and CEO to assist in preparing the Association's Strategic Plan and governing documents.
- Shall be responsible for working in conjunction with the AE to produce the Annual Proposed Budget for presentation to the Executive Committee for review prior to submitting to the BOD for review and approval
- Shall meet with Association Executive on or before the 15th of every month to review all bank account reconciliation

### **First Vice President Continued**

- Shall have served as a Membership Director or Vice President on the EMBOR Board of Directors for at least 1 year within the last 3 years
- Shall be Liaison for Local Directors

## **VICE PRESIDENT OF GOVERNMENTAL AFFAIRS:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as State Director as per the EMBOR State Director Policy at the GAR Inaugural Meeting in February (as budgeted)
- Shall serve as State Director as per the EMBOR State Director Policy at the Annual Meeting in September (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall represent the Board at the following meetings in addition to the GAR meetings: (subject to funds availability / approval of the budget)  
NAR Mid-Year Meeting in May – Washington DC
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **VICE PRESIDENT OF EDUCATION:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall be a 2-year position
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
- Shall assist the President with the annual Association/Association Executive review in conjunction with the Executive Committee as outlined in the policies and procedures
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes, Golf Tournament, Bowling Tournament)
- Shall serve as a State Director as per the EMBOR State Director Policy at the GAR Inaugural Meeting in February (as budgeted)
- Shall serve as a State Director as per the EMBOR State Director Policy at the Annual Meeting in September (as budgeted)
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
- Shall serve on the GAR Professional Standards Committee for the term appointed by the GAR President.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **ASSOCIATION EXECUTIVE:**

- **Required** to attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall forward a copy of the previous meeting's minutes, via email, to the BOD one week prior to the next BOD meeting along with a copy of the upcoming agenda
- Shall attend "called", "emergency" or "executive session" meetings
- Shall present regular updates for established goals to the BOD and make recommendations for implementation of existing and new goals
- Shall coordinate with the President Elect the presentation of the EMBOR Leadership Forum
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board
- Shall represent the Board at the GAR Inaugural meeting in February (as budgeted)
- Shall represent the Board at the GAR Annual meeting in September (as budgeted)
- Shall represent the Board at the following meetings in addition to the GAR meetings (subject to funds availability / approval of the budget):
  - 1) NAR AE Institute
  - 2) NAR Mid-Year Meeting in May – Washington, DC
  - 3) Regional AE Conference in July
  - 4) NAR Leadership Summit in August – Chicago, IL
  - 5) NAR Convention
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall attend "Facilitators Training" during attendance at their first GAR meeting on behalf of EMBOR.
- Shall be responsible for working in conjunction with the VP of Administration and Finance to produce the Annual Proposed Budget for review by the Executive Committee prior to submitting to the BOD for review and approval
- Shall oversee the day-to-day operations of the Association in addition to performing such other duties as directed by the Board of Directors or the Executive Committee



## **STATE DIRECTOR:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called" or "emergency" meetings
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall attend the GAR Leadership Development Conference as per the EMBOR Training Policy
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall serve as a State Director as per the EMBOR State Director Policy at the GAR Inaugural meeting in February (as budgeted) and attend the GAR State Director Forum and Training.
- Shall serve as a State Director as per the EMBOR State Director Policy at the GAR Annual meeting in September (as budgeted) and attend the GAR State Director Forum and Training.
- Shall give ten (10) day's notice if unable to attend GAR meetings to allow time to appoint an alternate and notify the Georgia Association of REALTORS®, per GAR bylaws, of the name of the alternate
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall be responsible for review and approval of the Annual Proposed Budget
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **ADVISOR TO THE BOARD OF DIRECTORS:**

- Shall be an Advisor to the President & President- Elect, with at least 3 years' experience on the Board of Directors, with at least 1 year on the Executive Committee
- Shall be appointed every year by the President
- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called" or "emergency" meetings
- Shall attend the East Metro Board of REALTORS® Leadership Forum
- Shall attend the GAR Leadership Development Conference as per the EMBOR Training Policy
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall be responsible for review and approval of the Annual Proposed Budget
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

**MEMBERSHIP DIRECTOR:**

- Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall abide by the Board of Directors Absentee Policy.
- Shall receive a copy of the previous meeting's minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, make every attempt to attend "called" or "emergency" meetings
- Shall attend the East Metro Board of REALTORS® Leadership Training
- Shall attend any Region GAR events.
- Shall support and enforce the Bylaws/Policies of the East Metro Board, GAR and NAR
- Shall actively support the activities of the Board (i.e., RPAC, Community Service, General Membership Meetings, Educational Classes)
- Shall be responsible for review and approval of the Annual Proposed Budget
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee, or the President
- Shall serve as Chair to help plan an event within the year as called upon by the President (added 11.6.18)

## **Broker's Council**

**PURPOSE:** The Broker's Council shall be a self-governing advisory council to the Board of Directors

**COMPOSITION:** Designated EMBOR Broker or Broker Designee in the absence of the Designated EMBOR Broker

**CHAIR:** Appointed by the President (Must be Designated EMBOR Broker and active in in the council

**VICE CHAIR:** As elected annually by the Council

**SECRETARY:** As elected annually by the Council

**RESTRICTIONS:** Designated EMBOR Broker or Broker Designee in the absence of the Designated EMBOR Broker

**TERM:** One (1) year

**QUORUM:** None

**EXECUTIVE COMMITTEE LIAISON:** President Elect

**STAFF LIAISON:** Association Executive

**DUTIES & RESPONSIBILITIES:**

- Shall set the Council agenda, meeting schedule and guidelines
- Council Chair shall be invited to make Council approved recommendations at the BOD meetings
- Shall invite and inform the EMBOR President, President Elect, and Association Executive of all Council meetings
- Shall refer to and support the established goals of the Association

Updated 11.5.15

## **Executive Committee**

**PURPOSE:** The Executive Committee shall serve as the steering committee regarding policies & procedures, personnel policy/review and NAR/GAR compliance and shall be responsible to the Board of Directors for the effective conduct of the East Metro Board of REALTORS®

**COMPOSITION:** Eight (8) members: President, President Elect, Immediate Past President, First Vice President, VP of Governmental Affairs, VP of Education, VP of Member Involvement, Advisor to the Board of Directors & Association Executive

**CHAIR:** President

**VICE CHAIR:** President Elect

**RESTRICTIONS:** All Executive Committee meetings will be closed except if otherwise determined by a majority on the committee.

**TERM:** One (1) year in conjunction with the elected term

**QUORUM:** Five (5)

**REPORTS TO:** Board of Directors

### **DUTIES & RESPONSIBILITIES:**

- Shall meet prior to the November Annual meeting and additionally as needed
- Shall meet on the call of the President or any three (3) of its members
- Shall review and submit to the BOD any proposed changes in the Bylaws of the East Metro Board of REALTORS®
- Shall present a PROPOSED budget to the BOD for review and approval by the October BOD meeting
- Shall conduct annual Association Executive/Association review
- Shall review and submit to the BOD any Task Force recommendations for changes to existing policies and procedures
- Shall refer to and support the established goals of the Association in planning and implementing programs
- Shall perform other such duties as directed by the EMBOR Board of Directors
- Shall be the Audit Committee

## **Selection Task Force**

**PURPOSE:** The Selection Task Force is charged with the important task of creating a slate of candidates for membership vote.

**COMPOSITION:** Appointed by the President with Board approval:

- Three (3) Past Presidents
- one (1) Active REALTOR® Member for every 350 members

**CHAIR:** As appointed by the President (*Chair must meet with Current President & AE Prior to interviews*)

**RESTRICTIONS:**

- Members serving on the Task Force shall not be eligible for election on the proposed slate
- No one firm will have more than two (2) REALTOR® members on the Board of Directors at any given time. This count does not include the Immediate Past President or the Advisor to the Board of Directors (added 3.1.18) If a member of the Board of Directors moves offices during the given year, they will be allowed to finish the current year on the Board of Directors. If their term runs longer than the current year they will be required to step down from the Board of Directors if the firm will have more than two (2) members.

**DUTIES & RESPONSIBILITIES:**

- Shall sign a confidentiality agreement
- Shall conduct interviews of interested members for positions available on the proposed slate, and forward slate to the BOD at the next Board of Directors Meeting.
- Task Force Members will vote by paper ballot once interviews have been completed

8.15.19

### **Task Force Job Description/Regulations**

- Shall attend all scheduled meetings
- Shall assist, plan, coordinate and execute event
- Shall be present for set up of event
- Shall be present for cleanup of event
- Shall pick up or return supplies that have been rented or borrowed for event if asked
- Shall perform such duties as directed by chair of event
- Shall submit payment request during EMBOR business hours and 48 hours prior to due date and/or deadline of payment.
- Shall sign the boards social media policy

\*\*Shall turn into staff within one week any monies collected

### **Task Force Regulations:**

Roberts Rules of order shall be followed at all meetings, minutes must be taken and provided to EMBOR staff within 2 business days of meeting, attendance must be taken at all meetings, 50% plus 1 must be present to vote on action item(s). (Copy of Roberts Rules of order given to each member at first meeting)

Task force(s) may have as many members as volunteers (exception to regulation is Awards Task Force).

The Chair, Vice Chair and/or Co-Chair(s) shall not be from the same office. The Chair, Vice Chair and/or Co-Chair(s) will be picked by the President.

Task Forces shall be responsible for preparing all printed or visual material and submitting to staff for approval before use or distribution.

The use of the word REALTOR must meet NAR copyright rules. (REALTOR, REALTOR®, Realtor®).

Evite **SHALL NOT** be used to promote events due to their rules and the size of EMBOR.

Communication via private Facebook groups with Task Force members is prohibited due to potential misuse and voting issues.

Advertising, sharing of events, etc. on Facebook must **first** start from the EMBOR Facebook page.

Task Force members shall refrain from negative comments, statements, etc. of previous task force members and events.

EMBOR President, President-Elect & Staff and invited GAR Board of Directors & Staff shall attend EMBOR events at no charge w/the exception of Community Service Events.

Task Forces shall take into consideration food allergies and religious restrictions when serving food. (i.e., nuts, pork etc.)

Association Executive/CEO shall be the only representative of the organization allowed to sign any binding agreement.

The Task Force(s) shall adhere to all established guidelines/rules/regulations. In the event of a conflict, the following applies:

If the Task Force identifies a rule or regulation should be added/deleted, the Task Force shall submit the addition/deletion to the Vice President for discussion with staff and final approval by the Board of Directors

In the event a conflict arises between the Chair, Co-Chair(s), Task Force participants, Board Liaison, and/or EMBOR VP over the Task Force, the President shall determine the right course of action and resolution of conflict(s) per EMBOR policy and procedure

Task Force(s) anticipating serve/selling more than the 2-drink allowance per EMBOR policy/procedure/guideline shall:

- Shall hire a bartender or caterer that purchases the alcohol, as well as is the direct point of sale. Proof of liability insurance and licenses 30 days prior to event must be given to staff
- Purchase an additional insurance policy (Policy must cover alcohol and when possible, coverage to cover cancellation of event)
- Shall hire a police officer to be present during the entire event

If applicable)

- Shall have a Board of Director member and/or EMBOR employee sell the additional drink tickets
- Shall cease sales of additional drink tickets 45 minutes prior to the end of event
- Shall close the bar 30 minutes prior to the end of the event and announce last call
- Shall make sure facility or caterer has required liquor permits



## **ADDITIONAL AWARDS TASK FORCE REGULATIONS**

The Awards task force shall be formed by August 1st of each year to begin planning the Awards Ceremony/Event. **In order for the Awards Task Force to form, a minimum of 8 members shall be required with no more than 2 members from the same Brokerage authorized to serve on the Awards Task Force simultaneously. If the minimum number of members is not met, the Special Awards shall be the only Awards recognized for the year.**

The Awards Task Force shall have 5 members present (Chair can be counted as 1 of the 5, Vice President does not count) to vote on any item. If 5 members are not present the Task Force shall send the motion to the Executive Committee for approval, or revisit at their next meeting. In the event of a tie, the item shall be sent to the Executive Committee for approval.

Chair of Awards Task force shall have served on the Awards Task Force for at least 1 year, if possible.

**The Association Executive/CEO duties are limited to the following business matters:**

- Compliance
- Contract Signature
- Disbursement of monies
- Special Awards PowerPoint

\*\*Awards Task Force shall provide staff details of application, fees and deadline to purchase any additional ticket no later than December 1<sup>st</sup>.

Awards applications will be posted on the EMBOR website, and an email sent to all members December 15<sup>th</sup> (or next business day if December 15<sup>th</sup> falls on a weekend or holiday) notifying members the applications are available on the EMBOR website. There shall be no changes made to the awards applications after December 15<sup>th</sup>.

Awards Task force will use a facility or cater that has their own Liquor License and Liability Insurance. (Added 6.10.2021)

\*\*Awards Task Force shall appoint one member of the Task Force to the Treasurer position. The person must have served on the Task Force for at least one (1) year.

Treasurer Guidelines:

- Turn in all monies to EMBOR staff within one week of receiving.
- Shall keep a running total of income and expenses for Task Force purposes.
- Shall reconcile totals with EMBOR staff once a week.

The Special Awards presentation shall include but not limited to powerpoint presentation, verbal presentation, commentary, etc. and upon formation of the MDC Task Force, shall be incorporated in the MDC award ceremony.

Special Award recipients shall not be required to pay a fee to attend the MDC award ceremony, the spouses and family members of Special Award recipients shall be required to pay for their ticket(s).

## **Awards Task Force to Do's**

- The President along with the Vice President of Member Involvement shall have chosen the Chair & Vice Chair for the committee by July 1<sup>st</sup>. Task Force Chair & Vice Chair shall be present the duration of the ceremony/event and responsible for ensuring all guest leave and vendors have cleared away their materials.
- First Meeting to be held in August
- Budget shall be set in August (prior year budget will be given for reference)
- Application- review to see if changes need to be made, set application fee (application info must be given to staff by December 1<sup>st</sup> and emailed to all members on December 15<sup>th</sup>)
- Create Sponsor forms- Levels, Benefits & fee
- Determine cost of guest ticket and if it will be collected at time of application or after (if collected during application time this will need to be given to staff on December 1<sup>st</sup>)
- Task Force shall be required to check applications (online process done after deadline)
- Venue ~Deposit, contract
- Event Time
- Caterer – No Pork
- Event Theme.(if applicable)
- Audio/Video Company The task force shall be responsible for the entire PowerPoint presentation with the exception of Special Awards PowerPoint.
- Music- Band or DJ ~ contract, deposit
- PowerPoint- PowerPoint shall be reviewed by 2 members of Task Force. Accuracy is imperative with respect to members name being spelled correctly. The task force shall be responsible for the entire PowerPoint presentation. with the exception of Special Awards PowerPoint.
- Awards- design, enter info, staff will purchase once everything has been put in cart.
- Decorator- Contract, Deposit
- Alcohol – Must have liquor license and insurance, must be able to sell the alcohol, contract, deposit.
- Event timeline and agenda
- Photographer
- The Awards Task Force shall assign an Awards Task Force Member to handle the registration desk at event, staff will provide registration list 24 hours prior.
- Awards Task Force shall designate a location, time and place for awards pick up or shall deliver awards within 5 days of event to recipients that could not attend event. Task Force Chair or Vice Chair shall be responsible for awards.
- AE/CEO shall attend and shall be responsible for only those duties previously outlined.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Task Force \_\_\_\_\_

# ***East Metro Board of REALTORS® POLICIES & PROCEDURES***

## **ASSOCIATION ANNUAL EVALUATION PROCEDURES**

### **EVALUATION PROCESS:**

The Executive Committee shall complete the Association annual evaluation process following the guidelines below on or before the dates indicated:

- **JULY 15:** The Executive Committee shall receive an evaluation form from the AE with a due date of August 1<sup>st</sup> to have the form returned to the President. The President will follow-up with an email if he/she sees fit.
- **AUGUST 1:** The Executive Committee shall individually complete the evaluation form.
- **AUGUST 15:** The Executive Committee shall meet to develop a composite evaluation.
- **AUGUST 31:** The President, President Elect, First Vice President and Immediate Past President shall meet with the Association Executive to review the composite evaluation.
- **SEPTEMBER 15:** The Association Executive shall develop future goals and strategies for the Association, Leadership, AE and staff, based on the composite evaluation.
- **SEPTEMBER 30:** The Association Executive shall meet with the current and newly elected Executive Committee to present proposed goals for review for the period of October 1 – September 30.
- **OCTOBER 10:** The Executive Committee shall submit to the BOD via email recommendations for goals for the following year for review. The BOD will vote on the recommendations at the October BOD meeting.

Updated 11.5.15

# **ASSOCIATION CALENDAR PROCEDURES**

## **PLANNING PROCESS:**

The President, President Elect, First Vice President and the Association Executive shall review the activity of the association for the up-coming year to set dates and/or make recommendations for the following annual functions:

- **AFFILIATE APPRECIATION:** Shall make recommendations to the Affiliate Task Force based on the overall calendar to best serve the membership. The Affiliate Task Force shall make the final decision based on availability of the location and task force members.
- **COMMUNITY SERVICE EVENTS:** Shall make recommendations to the Task Force based on the overall calendar to best serve the membership. The Task Force shall make the final decision based on availability of the location and Task Force members.
- **EMBOR LEADERSHIP FOCUS:** Shall set the schedule for the sessions.
- **LEADERSHIP TRAINING:** The President Elect shall set the date for the annual leadership training.
- **MEMBERSHIP MEETINGS:** Shall set all dates as provided for in the budget.
- **RPAC FUNDRAISER:** Shall make recommendations to the Task Force based on the overall calendar to best serve the membership. The Task Force shall make the final decision based on availability of the location, caterers, performers and Task Force members.

## **BOARD OPERATIONS / SERVICES**

### **CONTACT INFORMATION:**

**Association Executive:**

- **Phone:**
- **E-Mail:**

**Dena Lynn Sosebee/Kathy Taylor**

770.787.3763

[EMBOR@EMBOR.com](mailto:EMBOR@EMBOR.com)

### **MEMBER ACCESS:**

**Office Hours:**

9:00am ~ 3:00pm./Monday through Thursday

**Website:**

[www.EMBOR.com](http://www.EMBOR.com)

**Special Events/Meetings:**

The Board office will close if an event or meeting requires staff to attend. Prior notice will be posted.

**Holiday Closings:**

The Board office will close for all holidays, including the Friday after Thanksgiving, Christmas Eve and the day after Christmas. Prior notice will be posted.

**Summer Hours:**

The Board office will operate with reduced staff hours in June and July. The office will be closed each Friday beginning June 1<sup>st</sup> and ending July 31<sup>st</sup>.

### **MEMBER RECORDS:**

**Education:**

Upon completion of education classes taken through EMBOR, the Board staff shall update the member education records in the NAR database system (M1).

**Ethics:**

Upon completion of the NAR Ethics Training, the Board staff shall update the member records in the NAR Database system (M1) and the local records.

**Orientation:**

Upon completion of Member Orientation, the Board staff shall update the member records in the NAR database system(M1) and the local records.

## **EDUCATION POLICIES AND PROCEDURES**

**ETHICS TRAINING:** The Education Task Force shall present, annually, a 3 hour CE Code of Ethics course to assist the members with the ethics training as required by NAR.

**CE COURSE FEES:** Course registration fees will be determined by the Education Task Force on a per course basis and are non-refundable.

***(FREE for members registering early, see details under Early Registration.)***

### **EARLY REGISTRATION**

- **MEMBERS:** EMBOR members registering ***in advance as defined on the registration form*** will not be charged the course fee to attend. Registration fee may be in place for in-person events.
- **NON-MEMBERS:** Non-members registering ***in advance as defined on the registration form*** will be charged the course fee as defined on the registration form.

**ON-SITE REGISTRATION:** (subject to availability)

- **NON-MEMBERS:** Non-members registering on-site will be charged the on-site registration course fee as defined on the registration form.

**CANCELLATIONS / NO SHOWS:** Course Registrants canceling less than 48 hours before the course ***as defined on the registration form*** will not receive refund of reservation fee of \$10 by EMBOR.

**EDUCATION MATERIAL POLICY:** For all CE Classes hosted by EMBOR, if the instructor does not provide printed material for the class, registered participants will receive an email with the content of the class at least 24 hours prior to the class. It will be the member's responsibility to bring a copy of material to class.

**AFFILIATE CE COURSE PRESENTATIONS:** Affiliates shall submit a course objective to the Board upon request. The course outline shall be reviewed by the Education Task Force for consideration. An Affiliate may not be scheduled more than once in a 12 consecutive month period.

### **ACCEPTABLE FORMS OF PAYMENT FOR DUES:**

- **RENEWING MEMBERS:** The Board shall accept payment of dues by renewing members via personal or corporate check, credit card (MasterCard, Visa, American Express), money orders, or cashiers check.
- **NEW MEMBER APPLICANTS:** The Board shall accept payment of dues from a new member applicant, via personal or corporate check, credit card money orders, cashiers check. *(See Membership Guidelines)*
- **MULTI-CREDIT CARD PROCESSING FEE:** The Board will charge a \$10 fee to process more than 1(one) credit card.

### **APPLICATION FEES:**

- REALTOR® MEMBERS: \$50 (See Realtor® Membership Guidelines)
- REALTOR® OFFICE/BROKER: \$100 (See Realtor® Membership Guidelines)  
Application fees are non-refundable. (See Realtor® Membership Guidelines)

### **VIRTUAL MEETINGS**

- Virtual meeting Technology is permitted at the discretion of the chair based on the scope of the meeting and the agenda. (Approved 10.20.2020)

### **LATE FEES:** (See Realtor® Membership Guidelines)

- The Board shall charge a late fee for membership dues not paid by the due date  
**January 16 – January 31: \$25.00**  
**February 1 – February 28/29: \$50.00**

### **MEMBERSHIP MEETINGS:**

- **PRE-REGISTERED:** If pre-registered, Members may attend scheduled Membership Meetings as a benefit of membership.
- **General Membership Meeting Policy (when Food is served)** Every member that plans on attending the membership luncheon and participating in the lunch buffet must RSVP to the EMBOR website by 4:00 pm on the Friday prior to membership luncheon. Once all members that made reservations have gone through the buffet line, we will allow members that did not RSVP to proceed through the buffet line as supply permits. Members will pay a \$10 registration fee when registering for membership meetings where food is served, once the member attends the meeting the fee will be refunded. (Revised 2.26.15/6.10.2021)
- Any event that has alcohol served you must be 18 years of age to attend.

### **REFUND POLICIES:**

- Dues are non-refundable, regardless of proration of membership, transfer of Primary or Secondary Membership to another board, transfer of license to a non-member company, withdrawal from active practice of real estate, or Broker withdrawal from Board membership. (See Realtor® Membership Guidelines)
- Application fees are non-refundable (See Realtor® Membership Guidelines)
- Class fees are non-refundable. (See Education Guidelines)

### **REINSTATEMENT FEES:**

- The Board shall charge a \$75 reinstatement fee for all members terminated as a result of non-payment of membership dues as of the last day in February. (See Realtor® Membership Guidelines)

### **RETURNED CHECK FEES:**

- The Board shall charge a \$35.00 returned check fee along with any additional bank charges resulting from the processing of an NSF (returned) check.

## **MEMBER INFORMATION/PUBLICATIONS POLICIES AND PROCEDURES**

### **MEMBERSHIP COMMUNICATIONS**

- The Board Staff shall create, edit and send emails via mass email system to each member at their email address on file at least bi-weekly.
- The Board Staff shall create, edit and send a monthly events email via mass email system to each member at their email address on file.
- The Board Staff shall post upcoming CE classes and membership events in the dedicated EMBOR app, on the associations Facebook page, Instagram page, and website.

### **BENEVOLENCE POLICY** (10.23.18)

For current active, EMBOR REALTOR® members: An email will be sent to the entire membership regarding the members passing once the obituary for the member has been published. If the board is not notified or an obituary is not published within 30 days of members passing notification **will not** be sent to the entire membership.

- \$50.00 donation to the GAR Scholarship Fund will be made in their honor.

### **MATERIAL DISTRIBUTION, SIGNAGE, or FUNDRAISING AT ASSOCIATION EVENTS**

If an event is conducted in the name of the East Metro Board of REALTORS®, no promotion of individual's listings or company, only distribution of individual business card will be permitted. All volunteers must promote the East Metro Board of REALTORS® (8.4.14) EMBOR staff will not be responsible for disseminating Open House Flyers to Broker members only. (Added 5.22.19)

### **Grand Prize Policy (For all EMBOR events)**

You must physically participate or volunteer in the EMBOR event before you are eligible for the grand prize. The grand prize is per person not per team.

### **FUNDRAISING POLICY**

All fundraisers for the East Metro Board of REALTORS shall benefit a charity and/or organization connected to Rockdale or Newton Counties. All funds raised and collected will be distributed to the charity and/or organization within 30 days of the event. The funds distributed will reflect all costs and expenses deducted from the gross proceeds. EMBOR may, upon agreement by the BOD, retain up to 20% of the funds raised for the General Fund.



## **REALTOR® MEMBERSHIP POLICIES AND PROCEDURES**

### **NEW REALTOR® APPLICANTS**

- **APPLICATIONS:** Applications may be found on the EMBOR website, [www.EMBOR.com](http://www.EMBOR.com)
- **REALTOR® Dues:** Shall be set annually in October by the Board of Directors. See Dues Schedule.
- **OFFICE APPLICATION FEES:** \$100 per office / All application fees collected shall be designated as determined by the EMBOR budget with approval of the Board of Directors.
- **GRACE PERIOD:** Applicants have 30 days from the date of license assignment to make an application.
- **LATE FEE:** Applications received after 30 days will be subject to a \$50 late fee, which shall be designated as determined by the EMBOR budget with approval of the Board of Directors.
- **PRORATION OF DUES:** Dues will be prorated. See Dues Schedule.
- **REVIEW OF APPLICATION:** Staff shall collect and review all applications to confirm that they comply with Board guidelines.
- **PROVISIONAL MEMBERSHIP STATUS:** All applicants shall be granted provisional Realtor® status upon application and submission of membership dues. (See Bylaws).
- **APPROVAL OF APPLICATIONS:** The President Elect shall present all applications for informational purposes only at the Board of Directors Meetings.
- **WELCOME EMAIL:** Staff shall forward, via email, when possible, each new member an informational packet to contain the following:
  - Welcome Letter
  - Member Orientation Notice
  - Code of Ethics Requirements (online)
  - EMBOR website link
  - GAR & NAR web site link

### **REALTOR® MEMBERSHIP RENEWALS**

- **RENEWAL NOTICES:** Membership Renewal notices shall be e-mailed to each current member no later than November 15<sup>th</sup> of each year by the Board Staff through the NAR online dues billing. It is the responsibility of each member to notify the Board Office of email address changes to avoid delays and misdirected email.
- **REALTOR® Dues:** Shall be set annually by October by the Board of Directors for the following year. Dues are due on January 15<sup>th</sup> each year unless the 15<sup>th</sup> is a Holiday or a weekend then it is the next business day.
- **BROKER NOTICES:** Notices shall be sent to the Broker of record or their designees for each member office via email. Membership Dues are payable by January 1. Notices shall include a link to the EMBOR Policies and Procedures relating to new applicants, membership renewals and membership compliance.
- **LOST / MISDIRECTED MAIL:** The Board assumes no responsibility for lost, delayed or misdirected mail.
- **DUES REMINDERS:** Reminders will be on [www.EMBOR.com](http://www.EMBOR.com) and in all email communications.

- **COMPLIANCE NOTICES:** Staff shall forward compliance notices electronically to the Brokers/Office Managers, one week after the annual dues due date. The compliance notice shall reflect all NON-PAID members.
- **LATE SUBMISSION OF DUES:** Dues not received in the Board Office on or before the annual dues due date, will be subject to late fees and/or reinstatement fees, which shall be designated as determined by the EMBOR budget with approval of the Board of Directors.
- **LATE FEES:** Shall increase at the following intervals:  
*January 16 – January 31: \$25*  
*February 1 – February 28/29: \$50*
- **INACTIVE STATUS:** All non-compliant members, having failed to pay dues by the last day in February, shall be placed on inactive status and are subject to reinstatement fees as noted:
- **REINSTATEMENT FEE: \$75:** Any member that was active on January 1<sup>st</sup> of the current year will have to pay the reinstatement fee plus full dues for the current year if returning to active status within the next 12 months.
- **DELINQUENT MEMBERS / OFFICES:** It is the responsibility of the Office Broker or their designee to follow-up with delinquent members from their respective offices and have the dues (including the late fee) forwarded to the Board Office before 5:00pm on January 31<sup>st</sup>. (*For clarification of Broker Responsibilities see the East Metro Board Bylaws.*)

### **MEMBER TRANSFERS**

- **NOTIFICATION TO BOARD OFFICE / STAFF:** Members shall submit written notification, via e-mail or letter, to staff within 30 days of moving their license.

### **MEMBERSHIP / OFFICE COMPLIANCE**

- **COMPLIANCE NOTICES:** Compliance letters shall be sent via e-mail to the Broker or their designee within one week after the annual dues due date and Feb 1<sup>st</sup>, including reminders of the increasing late fees and reinstatement fees effective March 1<sup>st</sup>.
- **NON-COMPLIANCE:** Non-Compliance in regard to membership dues places the entire office and all members within the office in non-compliance.
- **NON-COMPLIANCE NOTICE:** All members of non-compliant offices shall be notified electronically of office status within 15 business days of March 1<sup>st</sup>. The communication shall contain notice of pending office termination effective March 31<sup>st</sup> and the effect the pending termination will have on their REALTOR® status as a member of a terminated office.

## **PRIVACY POLICY & PROCEDURES**

- **PERSONAL INFORMATION:** The East Metro Board of REALTORS® shall not release personal information of our members (such as home telephone, home fax, or home address) to the East Metro Board REALTOR® or Affiliate membership, general public or non-affiliate members.
- **MEMBERSHIP ROSTERS:** The East Metro Board shall maintain an on-line Membership Roster with brokerage name and number, along with a list of all current REALTOR® members in good standing with the East Metro Board of REALTORS®. REALTOR® members may add to their online profile a cell number and email address that will be public to anyone viewing the EMBOR Membership Roster. (2.23.2024)
- **MEMBERSHIP ROSTERS ACCESS:** The East Metro Board shall provide the roster of REALTORS® and Affiliate members via [www.EMBOR.com](http://www.EMBOR.com)
- **MEMBERSHIP ROSTER UPDATES:** The East Metro Board shall maintain and update our Membership Roster.

## **REALTOR® PROTECTION POLICES AND PROCEDURES**

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

## **EMBOR Political Candidate Support Policy (Approved 3.16.16)**

- EMBOR will not promote any Political Candidate in any election.
- EMBOR will not financially support any Candidate with local dues money. Any financial support will come from the Georgia Association of REALTORS® (GAR) RPAC fund.
- EMBOR will not ask for RPAC funds for any Candidate in a primary election this includes a run- off election
- The Vice President of Governmental Affairs will research candidate(s) on election year or if a special election is held. They will bring any suggestions to the Executive Committee for consideration of requests for RPAC funds for candidate(s). The Executive Committee has the right to request the candidate(s) to speak at a membership meeting and request membership feedback. The Vice President must make all request to the Executive Committee by June 15<sup>th</sup> on Election Years. Special election request will be considered within 30 days of the Governor declaring a special election.

# **EMBOR RECORD RETENTION POLICY**

## **Policy**

It is the policy of the East Metro Board of REALTORS® that the following records shall be maintained for at least the periods of time set forth below.

No employee, officer or director of the Association shall destroy any of the below referenced records without following the procedures set forth herein. The Association Executive shall be responsible for periodically reviewing the records of the Association for compliance with this policy. No records of the Association shall be destroyed except under the supervision of the Association Executive.

Any officer of the Association shall have the right to suspend the destruction of any records of the Association for thirty (30) days upon written notice to the Association Executive specifying the records not to be destroyed during this thirty (30) day period of time.

<b>Type of Document</b>	<b>Minimum Requirement</b>
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 Analyses/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
Invoices (to customers, from vendors)	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

## **STRATEGIC PLANNING POLICIES AND PROCEDURES**

- **FUTURE PLANNING:** Strategic Planning will allow the Board to plan for future budgeting needs, equipment up-grades, major purchases, educational offerings, membership benefits, inflation (i.e., salary, rent, office expenses) and educational travel as related to the GAR and NAR Conferences.
- **FINANCIAL PLANNING:** The EMBOR Staff, in conjunction with the BOD, will pursue ways to accomplish the above goals via fundraising, redirection of funds, sponsorships, increased affiliate memberships, investments and monitoring dues revenue.

## **RPAC FUNDS REMITTANCE POLICY**

The Board Staff shall remit RPAC funds on a weekly basis to the Georgia Association of REALTORS®.

## **EMBOR WHISTLEBLOWER POLICY**

### ***1. Policy***

It is the policy of the East Metro Board of REALTORS® that its financial affairs be managed professionally, honestly, and in accordance with sound accounting practices and the requirements of its Bylaws. All directors, officers, employees and other persons who are entrusted with receiving, managing, safeguarding, spending or disposing of the funds and other property of the Association shall be responsible for complying with this policy.

### ***2. Reporting Violations***

It is the responsibility of all directors, officers and employees to report violations or suspected violations.

Any employee of the Association who suspects that the above-referenced policy is being violated, or suspects other financial irregularities or wrongdoing, shall immediately report the same to his or her supervisor or to the Association Executive ("AE"). If the employee is uncomfortable raising these issues with either of these persons for any reason whatsoever, the employee shall report the same to the director of the Association designated by the Board of Directors as the "Compliance Director."

It is the responsibility of any director and officer who suspects that the above-referenced policy is being violated or suspects other financial irregularities or wrongdoing, to report the same to the Board of Directors or to any Executive Committee of the Board of Directors.

### ***3. No Retaliation***

No adverse or retaliatory action shall be taken against any person reporting alleged or possible violations of this policy by others.

## **CONFLICT OF INTEREST POLICY**

### **Purpose**

The purpose of the conflict-of-interest policy is to protect East Metro Board of REALTORS ® interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of EMBOR or might result in possible excess benefit transaction, or when a familial interest of an officer or member might result in an impermissible conflict. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest to nonprofit and charitable organizations.

### **Definitions**

**Interested Person** Any director, principal officer, or member of a Task Force, who has a direct or indirect financial interest or a familial interest, as defined below, is an *interested person*.

**Financial Interest** A person had a *financial interest* if the person, has directly or indirectly, through business, investment or familial interest.

- a. An ownership or investment interest in any entity with which EMBOR has a transaction or arrangement.
- b. A compensation arrangement with EMBOR or with any entity or individual with which EMBOR has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with , any entity or individual with which EMBOR is negotiating a transaction or arrangement

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. For purposes of this policy, the procedures set forth in the following section shall determine when a conflict on interest exists.

### **Familial Interest**

A person had a *familial interest* if the transaction in question involves a *direct familial interest relation*, or if the office or position in question involves a *direct familial relation*. For purposes of the policy, a *direct familial relation* exists when the person seeking to determine a conflict (“primary party”) is related to the secondary party as spouse, parent, sibling, child, domestic partner or the secondary party resides in the primary party’s household or primary or secondary party’s work together under a single brokerage. To avoid conflicting familial interests, the following policy shall apply:

- a. No member shall serve as an officer of the Association when another member having a direct familial relation is serving as an officer of the Association

- b. No member shall serve as a Task Force Chair or Task Force Vice Chair of the Association when another member having a direct familial relation is serving as President or President – Elect of the Association
- c. No member shall serve on the Association’s Operations Task Force when another member having a direct familial relation is serving as an officer of the Association.
- d. No member shall serve on the Association’s Selection Task Force when another member having a direct familial relation is serving as an officer or director of the Association or is being considered for nomination to serve as an officer or director of the Association.
- e. No member shall serve on any Task Force considering an award, honor or recognition when another member having a direct familial relation is being considered as a candidate for such award, honor or recognition.

## Procedures

### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest or familial relation and be given the opportunity to disclose all material facts to the Association Executive Officer and/or member of the Executive Committee considering the proposed situation, transaction or arrangement

### Determining Whether a Conflict of Interest Exist

After disclosure of the financial interest or familial relation and all material facts, and after any discussion with the interest person(s), the Association Executive Officer shall make a determination of whether a conflict exists. If, in the discretion of the Association Executive Officer, a question exists which should be submitted to the Executive Committee which shall be presented by the Association Executive Officer to the Executive Committee which shall consider a determination by vote taken in closed session. In the event the party in question is aggrieved by the decision by the Association Executive Officer and the Association Executive Officer does not submit the question to the Executive Committee for determination, the aggrieved party may, within ten (10) days of the determination announced by the Association Executive Officer, petition in writing the Chairman of the Executive Committee for review of the Association Executive Officer’s determination and final determination of the question. In any case, the determination of the Executive Committee shall be final.

### Procedures of Addressing the Conflict of Interest

- a. When a familial conflict of interest is found to exist, the members having the direct familial relation creating the conflict may voluntarily resolve the conflict by withdrawal or refusal to serve of one (1) of them as to the position creating the conflict. In the event that a prohibited familial relation is determined to exist that has not been resolved voluntarily, the Association Executive Officer, in association with the disinterested voting members of the Executive Committee shall take such steps as may be necessary to eliminate the conflict; in such event, the interested member of the Executive Committee shall not be present for any deliberation or action considered or taken by the Executive Committee relating to such potential or actual conflict.



- b. Once a financial conflict of interest is determined, the Association Executive Officer shall, if appropriate, appoint a disinterested person or Task Force made up of disinterested persons to investigate alternatives to the proposed transaction or arrangement
- c. After exercising due diligence with regard to investigation of a financial conflict, the Association Executive Officer, or the person or Task Force appointed to investigate the matter, shall determine whether EMBOR can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a financial conflict of interest, the Association Executive Officer, or person or Task Force appointed to investigate the matter, shall determine whether the transaction or arrangement is in EMBOR's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Association Executive Officer shall make the decision as to whether to enter into the transaction or arrangement. In such event, the Executive Committee, by majority vote of its disinterested voting members, shall ratify the decision of the Association Executive Officer.

#### Violations of the Conflict-of-Interest Policy

- a. If the Association Executive Officer or the Executive Committee has a reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the Association Executive Officer shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose
- b. If after hearing the members response and after making further investigation as warranted by the circumstances, the Association Executive Officer determines the member has failed to disclose an actual or possible conflict of interest, it shall direct the matter to the Executive Committee, whose disinterested members may take appropriate disciplinary and corrective action.

#### Records of Proceedings

The minutes of the Executive Committee and/ore any investigative Task Force involved in the handling of a potential or actual conflict of interest shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial or familial interest in connection with an actual or possible conflict or interest, the nature of the interest, any action taken to determine whether a conflict if interest was present, and the Association Executive Officer or Executive Committee decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the conflict, the content of the discussion, including any alternatives to the proposed transaction or arrangement in the event of a financial conflict, and a record of any votes taken in connection with the proceedings.

## Compensation

- a. A voting member of EMBOR governing board who receives compensation, directly or indirectly, from EMBOR for services is precluded from voting on matters pertaining to the member's compensation
- b. A voting member of any Task Force whose jurisdiction includes compensation matter and who received compensation, directly or indirectly, from EMBOR for services is precluded from voting on matters pertaining to that member compensation
- c. No voting member of the Executive Committee, the Board of Director or any Task Force whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from EMBOR, either individually or collectively, is prohibited from providing information to any Task Force regarding compensation.

## **COMMUNITY SERVICE TASK FORCE**

**PURPOSE:** This task force plans fundraisers and charity events throughout the year to benefit the community.

**COMPOSITION:** Members at large

**CHAIR:** Appointed by the President

**VICE CHAIR:** As elected annually by the Task Force

**SECRETARY:** As elected annually by the Task Force

**TERM:** One (1) year

**QUORUM:** Three members

**EXECUTIVE COMMITTEE LIAISON:** VP of Member Involvement

**STAFF LIAISON:** Association Executive

### **DUTIES & RESPONSIBILITIES:**

- Shall set the task force agenda, meeting schedule and guidelines to plan and execute community service events.
- Shall invite and inform the EMBOR President, President Elect, and Association Executive of all task force meetings
- Shall refer to and support the established goals of the Association

## **FINANCIAL OVERSIGHT COMMITTEE**

The Financial Oversight Committee will consist of 3 (three) members and shall be appointed by the Board of Directors via majority vote. Initial committee appointments shall be 1 appointment for 3 years, 1 appointment for 2 years, 1 appointment for 1 year and subsequent appointments shall be for 3 years. Committee members may be reappointed to serve additional 3 year terms as needed. Committee members shall have served as a member of the East Metro Board of Directors for at least 5 years and as a REALTOR® member for at least 10 years.

Financial Oversight Committee members shall be authorized signers on all checking accounts and certificates of deposit. All checks drawn upon any account of the East Metro Board of REALTORS® shall have original signatures. Checks shall only be signed by one of the 3 Financial Oversight Committee members appointed by the Board of Directors. New signature cards from each account will be signed with any change in the Financial Oversight Committee members. Staff shall get approval, in writing, from a minimum of 2 Financial Oversight Committee members for any payment that does not require a Financial Oversight Committee member to sign a check, including but not limited to electronic payments, debit card payments, or bank bill pay payments.

The three Financial Oversight committee members shall be the only members listed on the annual corporate registration with the GA Secretary of State. The annual registration shall be updated on an annual basis, if necessary, with the current Financial Oversight Committee members.

Monthly, and least 2 weeks prior to any Board of Directors meeting at least two Financial Oversight Committee members along with the First Vice President shall review the accounts of the East Metro Board of REALTORS® with the Association Executive, including but not limited to, all income and receipts, all expenses and debits, account reconciliations, bank statements and accounting programs.

Financial Oversight Committee members shall annually elect a chair, which shall be one of the 3 Financial Oversight Committee members. Chair shall have direct access with a unique username and password to all online banking, any payment processing or payment receipt system, bank statements, association management system, and accounting data.