

# Cobb Association of REALTORS®

## Policies & Procedures



Cobb Association of REALTORS®  
444 Manget Street, Suite 100  
Marietta, Georgia 30060

**The Bylaws are the rules that govern the internal management of the Association.**

**The Policies and Procedures interpret the governing documents and define, regulate and inform how the organization operates.**

**I. PROCEDURE FOR INITIAL ADOPTION OF A NEW POLICY AND PROCEDURES MANUAL**

The proposed Policy and Procedures Manual shall be made available to each Officer and Director attending the Board of Directors meeting. The President shall preside at the meeting. A motion will be made and seconded for adoption and sufficient time will then be made available for discussion. Motions and seconds for changes to the document will be accepted, discussed and voted. Any and all proposed changes will be voted on prior to voting on the document itself. A majority vote shall determine the matter. The President may elect to call for a voice vote, standing vote or written vote. The matter shall be conducted according to Robert's Rules of Order's latest edition. Upon adoption, the Policy and Procedures Manual shall be effective upon affirmative vote of the Board of Directors and remain in effect until modified or abolished.

**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 Executive Committee of the Cobb Association of REALTORS®. The President or the Chair of the Bylaws Committee shall recommend changes to the Executive Committee. Upon approval by the Executive Committee, the matter will then be presented to the Board of Directors. If approved by the Board of Directors, the matter shall be considered adopted.

Note: The Chief Executive Officer shall update the Policy and Procedures Manual as changes occur and are approved by the Board of Directors.

**III. DISTRIBUTION OF THE POLICY AND PROCEDURES MANUAL**

A copy of the proposed Policy and Procedures Manual shall be made available to all members of the Cobb Association of REALTORS®.

Upon adoption, the Policy and Procedures Manual shall be given to all current and subsequent Officers, Directors, and Committee Chairs.

The Policy and Procedures Manual shall be made available to all members by accessing the Association website, [www.cobbrealtors.com](http://www.cobbrealtors.com).

**Note:** A notebook shall be kept in the Board Office for the Policy and Procedures Manual. The notebook shall be available to Association members

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# COBB ASSOCIATION OF REALTORS®

## Vision

*“REALTORS® Working Together to Serve Cobb County”*

## MISSION STATEMENT

*The Cobb Association of REALTORS®, Inc. is committed to:*

- *promoting the highest level of ethical and professional standards to its members,*
- *protecting private property rights,*
- *enhancing the field of real estate,*
- *with a unified voice to support the needs of the changing industry.*

### **COMPOSITION OF THE CAR BOARD OF DIRECTORS:**

The Board shall consist of the following voting members:

*(\*denotes Executive Committee member / ^denotes non-voting member)*

- \*PRESIDENT
- \*PRESIDENT ELECT
- \*IMMEDIATE PAST PRESIDENT
- \*VICE PRESIDENT OF ADMINISTRATION & FINANCE
- \*VICE PRESIDENT OF MEMBER SERVICES
- \*VICE PRESIDENT OF GOVERNMENTAL RELATIONS
- \*VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT
- ^CHIEF EXECUTIVE OFFICER

### **STATE ASSOCIATION’S INVOLVEMENT WITH THE COBB ASSOCIATION OF REALTORS®, INC.**

The number of State Directors is determined by the formula set by the State Association and the Membership count of the Association as of July 31 of the preceding year. The State Directors shall be elected to serve two (2) years staggered terms. Their duties and responsibilities will be as set forth in the governing documents of the State Association.

**EXPECTED MEETING ATTENDANCE\*:**

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

Position	GAR Inaugural Meeting	GAR Annual Convention	GAR Leadership Development	NAR Midyear Meeting	NAR Conference & Expo	CAR BOD Leadership Training	NAR Leadership Summit	AE Regional Conference	AE Institute
President	X	X	X	X	X	X			
President-Elect	X	X	X	X	X	X	X		
Immediate Past President	X	X	X			X			
VP of Professional Development	X	X	X			X			
VP Government Relations	X	X	X			X			
VP Admin & Finance	X	X	X			X			
VP of Member Services	X	X	X			X			
CAR Local Directors	X	X	X			X			
GAR State Directors	X	X	X			X			
Chief Executive Officer	X	X	X	X	X	X	X	X	X
Director of Member Services						X			
Director of Admin & Prof Development			X			X			
RPAC Chair				X					

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

## **BOARD OF DIRECTORS**

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

**Composition, Terms & Limits:** As defined in the Bylaws Article 10.2

**Quorum:** Shall consist of Two Thirds of the Board of Directors.

### **Duties and Responsibilities:**

1. Responsible for the ultimate direction of the management of the affairs of the association. Have a fiduciary duty to the organization, including duties of care, loyalty and obedience

***NOTE: The Duty of Obedience**...forbids acts outside the scope of corporate powers. The governing board of the organization must comply with state and federal law, and conform to the organization's charter, articles of incorporation and bylaws.*

***The Duty of Loyalty**...dictates that officers and directors must act in good faith and must not allow their personal interests prevail over the interests of the organization.*

***The Duty of Care**...requires directors and officers to be diligent and prudent in managing the organization's affairs. The individuals charged with governing must handle the organizational duties with such care as an ordinary prudent person would use under similar circumstances.*

***Fiduciary Duty**... "Highest standard of Care" A Fiduciary is expected to be extremely loyal to the Association to whom he owes his duty. Must not put personal interest before the duty and must not profit from his position as a fiduciary.*

2. Shall be familiar with proper Parliamentary Procedures as set out in Roberts Rules of Order. Parliamentarian shall be present for votes as deemed necessary by Executive Committee.
3. Shall administer the finances of the Cobb Association of REALTORS® and shall have authority to appropriate expenditures of the Association.
4. 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 Cobb Association of REALTORS®

**Removal of Officers and Directors:** See Bylaws Article 10, Section 10.8.

The Board of Directors may employ and discharge or may empower the President to employ and discharge a Chief Executive Officer. The Board of Directors may employ legal counsel and a Certified Public Accountant and fix the terms of compensation for services rendered. No employee of the Association shall be a REALTOR Member, or the current employee of a REALTOR Member.

Shall have full power in establishing the amount of bond to be furnished by the person or persons entrusted with the funds of the Cobb Association of REALTORS®. All members of the Board of Directors, Chairs, and staff shall be covered under general liability insurance through NAR Errors & Omission.

Absence from-two consecutive regular meetings shall be construed as resignation.

## **EXECUTIVE COMMITTEE**

**Purpose:** The Executive Committee shall serve as the policy review and steering committee and shall be responsible to the Directors for the effective conduct of the affairs of the Cobb Association of REALTORS®. Additionally, the Executive Committee shall recommend the formulation of Association missions, goals, objectives and related policies and within that framework plan, organize, coordinate, and direct the programs and activities of the Cobb Association of REALTORS®.

### **Composition:**

**Number of Committee:** Seven (7) (Set by Bylaws Article 10.1)

**Chair:** President

**Vice Chair:** President-Elect

**Makeup:** President, President-Elect, Immediate Past President, Vice President of Administration and Finance, Vice President of Member Services, Vice President of Government Relations & Vice President of Professional Development

**Restrictions:** All committee meetings will be closed except to committee members and appropriate staff unless otherwise permitted by the committee

**Term:** One (1) year for the President, the President-Elect, the Immediate Past President, and the Vice Presidents.

**Quorum:** Shall be a simple majority, consisting of 4 of the 7 members of the Executive Committee. Any ties shall be broken by the President in accordance with the Bylaws.

**Reporting:** Board of Directors

### **Duties and Responsibilities:**

1. Shall meet prior to Board of Director meetings
2. Shall review and submit to the Board of Directors any proposed changes in the Constitution and Bylaws and the Policies and Procedures of the Cobb Association of REALTORS®
3. All action items brought forth by the executive committee to the BOD shall recommend either:
  - a) approval of the motion
  - b) amendment of the motion
  - c) defeat of the motion
4. Shall review and submit the proposed annual budget of the Cobb Association of REALTORS® from the Finance Committee to the Board of Directors
5. Shall, in the event of a rare situation, a decision or action is required between meetings of the Board of Directors on matters which the Board of Directors has not established a policy or guideline, be authorized to take action and make decisions as necessary to carry out the objectives and purposes of the Cobb Association expressed in the Constitution and Bylaws
6. Shall perform such other duties as directed by the Board of Directors or the President
7. Shall sign Confidentiality Agreement and Conflict of Interest Acknowledgement
8. Shall specify the job requirements of the Chief Executive Officer, set hours of work, establish salary, and determine holidays and vacation schedules for the Chief Executive Officer.



## **PRESIDENT**

**Purpose:** Perform such duties as are usual to the office. He/she shall also serve as Chairman of the Board of Directors and the Executive Committee. The President, by virtue of his/her office, shall also be a two (2) year Director to the board of directors of the State Association. The first year of such service shall begin with his/her term as President. Bylaws Article 10.5.

**Term:** One (1) Year

**Reporting:** Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves as Chairman of the Board of Directors and the Executive Committee.
2. Serves as official spokesperson for CAR
3. Serves on the Finance Committee
4. Shall see that all policies as set by the Board of Directors are carried out. Direct the board of directors in formulating policies and programs that will further the goals and objectives of the association according to the strategic plan.
5. Shall perform such duties as directed by the Board of Directors or the Executive Committee
6. Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
7. Shall be familiar with proper Parliamentary Procedures to conduct the meetings as set out in Roberts Rules of Order
8. 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
9. Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
10. Shall conduct the annual Association Chief Executive Officer review in conjunction with the Admin and Operation (A&O) Committee as outlined in the policies and procedures
11. Shall assist the CEO in preparing Agenda for BOD meetings
12. Shall set the agenda, select the speakers and make assignments for presentations for the Membership Meetings
13. May appoint an ad hoc committee which is created to perform a specific task and is dissolved when the task is completed, and the final report is given.
- ~~14.~~ Shall attend the CAR Board of REALTORS® Leadership Training Retreat
15. Shall attend the GAR Leadership Development Conference
16. Shall attend all meetings at GAR and NAR relating to the business of the Board as a representative of the CAR Association and report to the BOD at the next meeting.
17. Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval

18. Shall support and enforce the Bylaws/Policies of the CAR, GAR and NAR
19. Shall appoint all Chairs of committees, unless specifically specified otherwise. The President may remove or replace any Committee Chair.
20. Shall actively support the activities of the Association (i.e. RPAC, Community Service, General Membership Meetings, Educational Classes, Golf Tournament)
21. Shall keep the membership and the board of directors informed on the conditions and operations of the association and the real estate industry, and encourages their involvement in the association
22. Shall serve as a State Director (per GAR Bylaws) at the GAR Inaugural Meeting and Annual Meeting
23. Shall be responsible for reviewing the GAR Board of Directors Package prior to the vote, be in attendance at the Regional Caucus held prior to the GAR Board of Directors meeting and shall be in attendance for the vote at the GAR BOD Meeting
24. Shall appoint alternates for GAR meetings from among members currently registered to attend the GAR meeting
25. Shall give seven (7) days' 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
26. Shall be available to review and sign checks for payment of CAR expenses/obligations

## **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 as President. Bylaws Article 10.5(b).

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves as Vice Chairman of the Board of Directors
2. Serves as Vice Chairman of the Executive Committee
3. Serves on the Finance Committee
4. Shall serve as liaison to the four Vice Presidents
5. Shall appoint vice chairs for all committees, unless specifically specified otherwise.
6. Facilitates new member information for volunteering.
7. Attend New Member Orientations.
8. Make sure committees have reports ready for Board of Directors.
9. Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
10. 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
11. Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
12. Shall assist the President with the annual Association Chief Executive Officer review in conjunction with the A&O Committee as outlined in these policies and procedures
13. Shall attend and present the NAR REALTORS® Leadership Training in conjunction with the CEO
14. Shall attend the CAR Board of REALTORS® Leadership Training Retreat
15. Shall attend the GAR Leadership Development Conference
16. Shall attend the annual GAR Professional Standards Training
17. Shall support and enforce the Bylaws/Policies of the CAR, GAR and NAR
18. Shall actively support the activities of the Board (i.e. RPAC, Community Service, General Membership Meetings, Educational Classes, Golf Tournament)
19. Shall serve as a State Director at the GAR Inaugural Meeting and Annual Meeting

20. Shall give seven (7) days' 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
21. Shall represent the Board at the following meetings in addition to the GAR meetings:
  - a. NAR Mid-Year Meeting – Washington DC
  - b. NAR Leadership Summit – Chicago, IL
  - c. NAR Convention – location varies
22. Shall attend all meetings at GAR and NAR relating to the business of the Board and report to the BOD at the next meeting
23. Shall be responsible for reviewing the GAR Board of Directors Package prior to the vote, be in attendance at the Regional Caucus held prior to the GAR Board of Directors meeting and shall be in attendance for the vote at the GAR BOD Meeting
24. Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
25. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
26. Shall be available to review and sign checks for payment of CAR expenses/obligations

## **IMMEDIATE PAST PRESIDENT**

**Purpose:** The Immediate Past President shall assist the President and the President Elect and help them to uphold the terms of the office. Bylaws Article 10.5(c).

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
2. Shall be familiar with proper Parliamentary Procedures as set out in Roberts Rules of Order
3. 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
4. Shall, upon notification, make every attempt to attend "called", "emergency" or "executive session" meetings
5. Shall conduct the annual Association Chief Executive Officer review in conjunction with the Admin and Operation (A&O) Committee as outlined in the policies and procedures
6. Shall attend the Cobb Association of REALTORS® Leadership Training
7. Shall attend the GAR Leadership Development Conference
8. Shall support and enforce the Bylaws/Policies of the CAR, GAR and NAR
9. Shall actively support the activities of the Board (i.e. RPAC, Community Service, General Membership Meetings, Educational Classes, Golf Tournament)
10. Shall attend the CAR Board of REALTORS® Leadership Training Retreat
11. Shall attend the GAR Leadership Development Conference
12. Shall be responsible for reviewing the Annual Proposed Budget prior to submitting to the BOD for review and approval
13. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
14. Shall serve as the chair of the Nominating Committee, defined herein.

## **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

**Purpose:** To supervise the financial activities of the Association, Association Investment, and Fiscal Policies and Procedures. The Vice President of Administration and Finance shall perform the duties set forth in Article 10, Section 10.5(c) of the Bylaws, and serve as a liaison to Affiliate/Partnership Committee and Scholarship Committee.

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves as Chief Financial Officer and Secretary-Treasurer
2. Serves as Chairman of the Finance Committee
3. Serves on the Executive Committee
4. Serves on the Board of Directors
5. Shall cause to be kept full and accurate accounts of the receipts and disbursements of the funds of the Association.
6. Shall be available to review and sign checks for payment of CAR expenses/obligations.
7. Shall conduct quarterly meetings of the Finance Committee for review of budget and bank statements to be presented at the following Board of Directors meeting
8. An annual review shall be performed following each fiscal year by a CPA, approved by the Board of Directors. The results of this review shall be presented by to the Board of Directors on or before the last day of October.
9. Shall present the Association's financial statements to the Executive Committee and the Board of Directors at their regularly scheduled meetings.
10. Reviews and recommends changes as necessary to Financial Policies and Procedures.
11. May also be known as Secretary/Treasurer

## **VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT**

**Purpose:** The Vice President of Professional Development shall perform the duties set forth in Article 10, Section 10.5(e) of the Bylaws, support and promote the activities of the Association, and serve as liaison between the Awards Committee, Education/Orientation Committee, Leadership Development Committee, Technology Committee, Jeanne Linden Scholarship Committee, and YPN.

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves on the Executive Committee
2. Serves on the Finance Committee
3. Serves on the Board of Directors
4. Shall attend meetings of the respective committees as often as possible and act as an advisor/liaison
5. Shall contact all the chairs of their committees for minutes/reports to present to the Board of Directors
6. Shall report to the BOD the activities of the Committees assigned
7. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **VICE PRESIDENT OF MEMBER SERVICES**

**Purpose:** The Vice President of Member Services shall perform the duties set forth in Article 10, Section 10.5(d) of the Bylaws, support and promote the activities of the Association, and serve as liaison to the Awards Committee, Membership Committee, International Network Awareness Council (INAC), Community Care Committee, Golf Committee and the Multi-Million Dollar Committee.

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves on the Executive Committee
2. Serves on the Finance Committee
3. Serves on the Board of Directors
4. Shall attend meetings of the respective committees as often as possible and act as an advisor/liaison
5. Shall contact all the chairs of their committees for minutes/reports to present to the Board of Directors
6. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President



## **VICE PRESIDENT OF GOVERNMENT RELATIONS**

**Purpose:** The Vice President of government Relations shall perform the duties set forth in Article 10, Section 10.5(f) of the Bylaws, Support and promote the activities of the Association, and serve as liaison between the Political Affairs Committee, and REALTORS® Political Action Committee.

**Term:** One (1) Year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Serves on the Executive Committee
2. Serves on the Finance Committee
3. Serves on the Board of Directors
4. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
5. Shall attend all RPAC and Political Affairs Committee meetings & functions.
6. Shall contact all the chairs of their committees for minutes/reports to present to the Board of Directors.
7. Shall attend RPAC training at GAR.
8. Attend Mid-Year NAR Washington DC trip in May.

## **CAR LOCAL DIRECTORS**

**Purpose:** Serve as ambassador for the CAR membership and support and promote activities of the Cobb Association of REALTORS® Bylaws Article 10.2

**Term:** To serve for the term for which he/she was elected.

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Shall attend all regularly scheduled Board meetings as designated by the Board of Directors
2. Shall have full voting rights on Board of Directors
3. Shall be familiar with proper Parliamentary Procedure as set out in Roberts Rules of Order
4. Two (2) unexcused absences will constitute resignation from the Board as outlined in the Bylaws)
5. 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
6. Shall, upon notification, make every attempt to attend "called" or "emergency" meetings
7. Shall attend the CAR Association of REALTORS® Leadership Training
8. Shall attend the GAR Leadership Development Conference
9. Shall support and enforce the Bylaws/Policies of the CAR, GAR and NAR
10. Shall actively support and encourage members to participate in all the activities of the Association (i.e. RPAC, Community Service, General Membership Meetings, Educational Classes, Golf Tournament)
11. Shall serve on a CAR committee
12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
13. Shall sign Confidentiality Agreement and Conflict of Interest Acknowledgement

## **CHIEF EXECUTIVE OFFICER:**

**Purpose:** The Chief Executive Officer, hired by the Board of Directors, shall be the chief administrative officer of the Association. The Chief Executive Officer shall have the authority to hire, supervise, evaluate and terminate other staff, if any, and shall perform such other duties as prescribed by the Board of Directors from time to time. It shall be the particular duty of the Chief Executive Officer to cause the records of the Board of Directors to be kept in a secure location within the Association offices. The Chief Executive Officer shall also handle all necessary correspondence with the National Association and the State Association.

**Term:** In accordance with the Employment Agreement executed in accordance with its terms.

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

1. Leads the staff in accomplishing the work of the association
2. Supports the work of the volunteer committees and works closely with volunteer leadership in carrying out the goals of the association
3. Reports to Executive and is accountable for the associations' finances, programs and functions
4. Required to attend all regularly scheduled Executive & Board meetings as designated by the Board of Directors and shall either take minutes personally or shall cause a designated Association employee to take the same.
5. 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
6. Shall attend "called", "emergency" or "executive session" meetings
7. Shall coordinate with the President Elect the presentation of the CAR Leadership Training Retreat
8. Required to attend the GAR Leadership Development Conference
9. Shall support and enforce the Bylaws/Policies of the Cobb Association of REALTORS®, GAR and NAR
10. Shall actively support the activities of the Board (i.e. RPAC, Community Care, General Membership Meetings, Educational Classes, Golf Tournament)
11. Shall represent the Board at the GAR Inaugural meeting and the GAR Annual meeting
12. Shall complete or cause to be completed all forms required by GAR for application for the Association Service Award prior to the deadline set by GAR
13. Shall represent the Board at the following meetings in addition to the GAR meetings:
  - a) NAR AE Institute
  - b) NAR Mid-Year Meeting in May – Washington, DC
  - c) Regional AE Conference in July
  - d) NAR Leadership Summit in August – Chicago, IL
  - e) NAR Convention
14. Shall attend all meetings at GAR and NAR relating to the business of the Board and provide a report to the BOD at the next meeting
15. 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.

16. Shall be responsible for the daily operations of the association's office, including the responsibility to hire, train, supervise, coordinate, and terminate the professional staff of the association.
17. 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
18. Shall perform all other duties and responsibilities as defined in the CEO job description in the employee manual
19. Shall Prepare A&O insurance requirements
20. Shall conduct a new member orientation on a monthly basis

## **STATE DIRECTORS**

**Purpose:** To represent the Cobb Association of REALTORS® at the State Association Meetings

**Number of GAR Directors:** Varies according to allotted number of State Directors by GAR (refer to Article 10.4)

**Composition:** Officers and State Directors of the Cobb Association of REALTORS® as elected by the membership and any additional as appointed by the President.

**Term:** Each State Director shall serve a two (2) year term. Each year one half of the State Directors shall be elected for he/she two (2) year term so that at least one half of the State Directors will remain in this position each year.

**Reporting:** Executive Committee and Board of Directors

**Duties and Responsibilities:**

1. Shall attend the Cobb Association of REALTORS® Leadership Training
2. Shall attend the GAR Leadership Development Conference
3. Shall support and enforce the Bylaws/Policies of the CAR, GAR and NAR
4. Shall actively support the activities of the Board (i.e. RPAC, Community Care, General Membership Meetings, Educational Classes, Golf Tournament)
5. Inform Association members of State and National services, meetings and encourage involvement.
6. Shall serve as a State Director at the GAR Inaugural meeting and the GAR Annual meeting and attend GAR State Directors Caucuses as needed
7. Shall be responsible for reviewing the GAR Board of Directors Package prior to the vote, be in attendance at the Regional Caucus held prior to the GAR Board of Directors meeting and shall be in attendance for the vote at the GAR BOD Meeting
8. Shall encourage members to participate in all Georgia Association meetings and conventions, as well as any National Association or Georgia Association educational seminars being conducted within the proximity of the Members Association, and to volunteer to serve on State committees.
9. Shall give seven (7) days' 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
10. Shall attend all meetings at GAR relating to the business of the Board and provide a report to the BOD at the next meeting
11. Shall be assigned by BOD to attend one 'committee meeting' on behalf of the CAR during GAR / NAR meetings
12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

NOTE: State Directors to attend the two GAR annual Directors meetings. If attendance is not possible, notice shall be given to the Chief Executive Officer to allow time for an alternate Director to be named for purposes of voting representation for the Association. Cobb Association State Directors must register for the meeting. An Alternate may be appointed to serve as a State Director at the GAR Inaugural and Annual meetings by the President. The Alternate will receive the budgeted stipend for the event.

## COMMITTEE CHAIRS

**Purpose:** Committee Chairs shall serve as a liaison between his or her committee/workgroup and the appropriate Vice President.

**Term:** One (1) Year

**Appointed By:** President

**Reporting:** To the appropriate Vice President

**Duties and Responsibilities:**

1. Shall know the purpose and scope of the committee
2. Shall attend the annual Leadership Training (retreat is recommended) of the Cobb Association of REALTORS®
3. Shall plan and conduct effective meetings to be held at the Cobb Office
4. Shall establish goals and objectives for the committee and report the progress in achieving those goals and objectives
5. Shall inform the committee members of the goals and objectives of the committee and the responsibilities and expectations of individual committee members
6. Shall create an environment that encourages maximum committee member participation
7. Shall prepare the agenda in advance of each meeting and, whenever possible, distribute it to the members of the committee prior to the meeting.
8. Committee Chairs are to write or cause to be written minutes and/or reports at the end of each committee meeting and turn into staff liaison at that time.
9. Shall participate in the ongoing work of the committee
10. Shall stay abreast of current events affecting his or her committee
11. Shall create and implement programs consistent with the Strategic Plan
12. Shall identify and train future committee leadership
13. Shall report actions of the committee to the appropriate Vice President for approval and for submission to the Executive Committee
14. Shall be familiar with proper Parliamentary Procedure
15. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President.
16. Committee Chairs are to present committee reports/motions to the appropriate Vice President for reporting at each BOD meeting.
17. All committee meetings **MUST BE SCHEDULED** through your staff liaison at 770-422-3900. All notices for committee meetings will be prepared and sent by CAR in advance of committee meetings. All meetings will be held at the Cobb Association of REALTORS®.

18. Committee Chairs may remove any member of a Committee. The President may remove and replace any Committee Chair.

**NOTE:** The Vice-Chair shall perform the duties of chairman in the absence of chairman. The position of Vice-Chair does not automatically mean becoming the Chair the following year.

## **ADMINISTRATIVE AND OPERATIONS COMMITTEE (A&O)**

**Purpose:** The function of this committee is to establish and review Board Operation Policies and serve as liaison between the CEO and the Board of Directors; to review office policies and procedures and to review and approve staff job descriptions; to review and present the total administration and operational financial needs to the Board of Directors; to review and give recommendations for specific expenditures pertaining to the operation of the Association office/building not included in the budget. All actions of this committee require approval of the Board of Directors.

**Composition:** This committee shall consist of nine (9) members including the President, who shall serve as Chairperson, President-Elect who shall serve as Vice-chair, VP of Government Relations, VP of Administration and Finance, VP of Professional Development and VP of Member Services, the two Immediate Past Presidents most willing and able to serve and one past President, willing and able to serve, to be appointed by the President.

**Term:** One (1) Year

**Quorum:** At least five (5) members of the committee. All voting ties shall be broken by the President.

**Reporting:** Board of Directors

### **Meeting to be Closed to Committee Members Only**

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. To review CEO's job performance as conducted by Past President, President and President-Elect, employment contract, job description, and office policy annually prior to October 31.
2. Makes recommendations to Finance Committee for bonus, pay or any other benefits for CEO
3. To review office space, facilities and equipment necessary for efficient office operation and maintenance on an annual basis.
4. To review all applicable insurance including facility, contents, workman's comp and errors and omissions on an annual basis.
5. To keep record of historical documents, awards, photos
6. Records: The Committee Chairperson shall cause to have a notebook containing copies of the Association's Bylaws and Policies and Procedures Manual. Notebook will be available to incoming Chairperson of this committee. Minutes are to be taken at all meetings and a copy is to be given to Committee Chair to remain in notebook, as well as a copy to be given to CEO to be kept in Board office as a permanent record of all committee meetings. Confidential employee contracts between the Board and the CEO, staff evaluations, copies of insurance policies, rental contracts, current list of all office equipment and furniture and other receipts, documents pertinent to office operations will be kept in the Association Office.
7. Shall Sign Confidentiality Agreement



## **AFFILIATE/PARTNERSHIP COMMITTEE**

**Purpose:** This committee is charged with soliciting new affiliate members and planning and implementing benefits and promotional opportunities that will raise the level of recognition for those affiliate members who choose to participate in the Partners program.

**Composition:** Minimum of (5) five members. Open to REALTOR® (minimum of two) and Affiliate members.

**Chair:** Appointed by the President

**Term:** One (1) year

**Quorum:** At least three (3) of the five (5) committee members. In the event a tie is created by vote, the committee member who was not present shall break the tie.

**Reporting:** VP of Administration and Finance

**Staff Liaison:** Chief Executive Officer

### **Duties and Responsibilities:**

1. Solicit new affiliate members to correspond with financial goals as set out in the approved budget
2. Obtain commitments for Partner Program participation from affiliate members
3. Shall review the Partnership Program and submit recommendations for improvement to the Board of Directors
4. Shall make recommendations regarding recruitment of new Affiliate members to the Executive Committee/BOD
5. Shall refer to and support the established goals of the Association
6. Shall Sign Confidentiality Agreement

## **AWARDS COMMITTEE**

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

**Composition:** Two (2) past presidents, the last two (2) REALTOR® of the Year recipients, and three (3) active REALTOR® members

**Restriction:** All committee meetings will be closed except to committee members and appropriate staff unless otherwise permitted by the committee.

**Term:** One (1) Year

**Quorum:** At least four (4) members of the committee. All ties created by taking a vote shall be broken by the Chair.

**Reporting:** Vice President of Member Services

**Staff Liaison:** As appointed by the Chief Executive Officer.

### **Duties and Responsibilities:**

1. This committee shall be responsible for establishing the criteria for each Association Awards and selecting whatever is suitable for presentation to recipients of awards and shall present or cause to be presented, all such awards. Association Awards are as follows:
  - a. President's Award Plaque. Recipient to be selected by the retiring President, if he/she wishes, and be presented at the Recognition Luncheon
  - b. Retiring President's plaque and gift presented at the Recognition Luncheon
  - c. REALTOR® of the Year to be presented at the Recognition Luncheon
  - d. Other award to be determined by the committee to be presented at the Recognition Luncheon
  - e. GAR Realtor of the Year Nominee.
2. Shall inform President of Award Recipients prior to Holiday Awards Program
3. Shall Sign Confidentiality Agreement

## **BUDGET & FINANCE COMMITTEE**

**Purpose:** The Finance Committee working with the CEO shall monitor income and expenditures, prepares budget and recommends necessary adjustments as needed to the Board of Directors

**Composition:**

**Number of Committee:** nine (9)

**Chair:** Vice President of Administration and Finance

**Vice Chair:** Appointed by President-Elect

**Makeup:** President, President-Elect, Immediate Past President, Vice President of Finance, Vice President of Professional Development, Vice President of Member Services, Vice President of Government Relations and two (2) REALTOR® members (these may be Directors).

**Restriction:** All committee meetings will be closed except to committee members and appropriate staff unless otherwise permitted by the committee.

No contributing members.

**Term:** One (1) Year

**Quorum:** Five (5)

**Reporting:** Vice President of Administration and Finance, Executive Committee, Board of Directors

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Shall consider and recommend ways and means to finance Cobb Association of REALTORS®
2. Shall prepare a budget of estimated incomes and expenses to be submitted to the Executive Committee and Board of Directors on the first day of the month prior to the upcoming fiscal year
3. Reviews as necessary requests for unbudgeted expenditures or changes to the budget, and submits approved requests and budget changes to Executive committee and Board of Directors.
4. Suggests changes to Fiscal Policy and Procedures for approval by the Board of Directors
5. Reviews all financial reports
6. Reviews bank statements on a quarterly basis
7. Establish and maintain a reserve fund for the building. Repairs and maintenance budget that is unused in a fiscal year should go into the Building Reserve Fund.
8. Shall perform such duties as directed by the Board of Directors, the Executive Committee or the President.
9. Prepare monthly report for Board of Directors.
10. Review proposed expenses, & motions for any financing ramifications.
11. Shall Sign Confidentiality Agreement

## **BYLAWS AND POLICY COMMITTEE**

**Purpose:** The Bylaws and Policy Committee shall prepare such revisions or amendments to the Constitution and Bylaws and the Policy and Procedures Manuals of the Cobb Association of REALTORS® and shall prepare official resolutions and proclamations as directed by the President, the Executive Committee or the Board of Directors.

**Composition:**

**Number on Committee:** minimum five (5)

**Chair:** Appointed by President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Minimum five (5) active REALTOR® members

**Restrictions:** N/A

**Term:** One (1) Year

**Quorum:** Three (3)

**Reporting:** Executive Committee, Board of Directors

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Shall draft, in proper form, revisions or amendments to the Constitution and Bylaws of the Cobb Association of REALTORS® as directed by the President, the Executive Committee or the Board of Directors
2. Shall draft, in proper form, revisions or amendments to the Policy and Procedures of the Cobb Association of REALTORS® as directed by the President, the Executive Committee or the Board of Directors
3. Shall draft, in proper form, official resolutions and proclamations of the Cobb Association of REALTORS® as directed by the President, the Executive Committee or the Board of Directors
4. Shall draft, proper form, documents expounding policy position or expression of the Cobb Association of REALTORS® as directed by the President, the Executive Committee or the Board of Directors
5. Shall insure that proposed changes to the Constitution and Bylaws are mailed at least thirty (30) days prior to the meeting when they will be voted on by the Board of Directors as stated in Bylaws Article 13.1
6. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
7. Shall Sign Confidentiality Agreement

## **COMMUNITY OUTREACH COMMITTEE**

**Purpose:** To recommend and implement member requests for community projects, to enhance the REALTOR® image. When a request for a community service project is presented to this committee, they will follow duties and responsibilities below.

### **Composition:**

**Number on Committee:** Minimum of six (6) members

**Chair:** Appointed by President

**Vice Chair:** Appointed by President-Elect

**Makeup:** Minimum of six (6) members

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Professional Development

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Review all requests from groups wishing support from this Association, financial and individual's involvement, and select. It is the function of this committee to establish and implement the procedure for fund raising for each project
2. Prepare monthly report for Board of Directors, after any committee meeting
3. Shall Sign Confidentiality Agreement

## **EDUCATION/ORIENTATION COMMITTEE**

**Purpose:** To provide educational programs as a benefit of membership in the Cobb Association of REALTORS®. To develop programs addressing timely issues, matters of concern and industry issues. Courses offered should encourage additional educational pursuit for designations (such as GRI, CRS, CRB, ABR, etc.).

**Composition:**

**Number on Committee:** minimum of six (6)

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** minimum six (6) active members (REALTOR® and/or Affiliates)

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Professional Development

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Shall schedule classes by working with Association Staff and their calendar
2. Shall determine courses to offer to insure the membership is receiving updated, quality real estate education
3. Shall determine the methods of presentation, review and evaluation of all courses
4. Consideration shall be given to continuing education credit, professional development and approval of courses from the Georgia Real Estate Commission
5. Shall act as a continuing review committee for all Cobb Association professional development courses and instructors
6. All requests for funds in excess of approved budget are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
7. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President.
8. Prepare monthly report for Board of Directors, after any committee meeting
9. Shall Sign Confidentiality Agreement

## **EQUAL OPPORTUNITY/CULTURAL DIVERSITY COMMITTEE**

**Purpose:** The Equal Opportunity Committee shall develop and recommend policy promoting equal opportunity in housing and diversity within the real estate industry.

**Composition:**

**Number on Committee:** Six (6)

**Chair:** Appointed by President

**Vice Chair:** Appointed by President-Elect

**Makeup:** Six (6) members

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Member Services

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Shall address the REALTOR® response to growing cultural diversity
2. Shall coordinate the Cobb Association's activities to increase diversity within the real estate profession and the CAR membership
3. Shall identify the concerns and needs of minority members and to assist in the development of actions to address those concerns and needs
4. Shall encourage fair housing cultural diversity education programs for the membership
5. Shall encourage the adoption and implementation of the Fair Housing Partnership Agreement with public and private fair housing agencies and other organizations in the housing community
6. Shall encourage cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of the fair housing laws to insure equal opportunity for all people
7. All requests for funds in excess of approved budget are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
8. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President.
9. Prepare monthly report for Board of Directors.
10. Shall Sign Confidentiality Agreement

## **GOLF TOURNAMENT COMMITTEE**

**Purpose:** The Golf Tournament Committee shall serve as the steering committee for planning, organizing and running of the annual golf tournament.

**Composition:** Eight (8)

**Chair:** Appointed by the President

**Vice Chair:** Appointed by President- Elect

**Term:** One (1) year

**Quorum:** Shall be a simple majority, consisting of 5 of the 8 members of the Committee

**Reporting:** VP of Administration & Finance

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Shall set the date, time, location, fees and sponsorship guidelines
2. Shall recruit volunteers to assist in all the aspect of the tournament
3. Shall provide timely and up-dated information to the Chief Executive Officer for publication
4. Shall follow-up with written acknowledgements of donations and services by Affiliates, members and contributors
5. Shall be self-supporting and expenses shall be a non-funded line item in the budget
6. Shall refer to and support the established goals of the Association in planning and implementing the annual tournament
7. Shall Sign Confidentiality Agreement



## **GOVERNMENTAL AFFAIRS & ACTION COMMITTEE**

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

**Composition:** RPAC Chairperson, Vice President of Government Relations, and interested, politically involved Association members

**Number on Committee:** Minimum of six (6)

**Chair:** Appointed by President

**Vice Chair:** Appointed by Vice-President

**Makeup:** RPAC Chair, VP of Government Relations, interested and politically involved members of the association.

**Term:** One (1) year

**Quorum:** Four (4)

**Reporting:** Vice President of Government Relations, Executive Committee and Board of Directors upon request

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. When the Georgia Legislature is in session, the Committee reports to the Board of Directors. Other times, when applicable.
2. Review and be acquainted with any and all legislation that in any way affects the real estate industry.
3. Know the public officials and attend preset related meetings affecting the real estate industry including the Georgia Association of REALTORS® Legislative meetings (Monday meetings at GAR) when the Georgia General Assembly is in session and at County Commission Meetings.
4. Provide updates at membership meetings and at Board of Directors meetings.
5. Shall have a representative present at the Marietta City Council meetings, Cobb County Commission meeting, and Cobb County school board. After attending meetings, report to Board of Directors.
6. Goal to Enroll 100% of all managing brokers/owners into the NAR Broker political involvement program.
7. Shall Sign Confidentiality Agreement

## **MEMBERSHIP COMMITTEE**

**Purpose:** Set goals to increase and maintain membership.

**Composition:** **Number on Committee:** minimum of six (6) members

**Chair:** Appointed by President

**Vice Chair:** Appointed by President-Elect

**Makeup:** minimum of six (6) members

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Member Services

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Prepare and disseminate promotional materials to stimulate membership
2. Plan communication with Brokers and offer opportunity to get involved
3. A list of all new applicants is to be presented to the Board of Directors at the monthly BOD meetings.
4. Invitation to new members for their installment at general membership meetings
5. Chair to present and install all new members at general breakfast meeting
6. Continually pursue additional services for the Association and its members
7. Organize and create programs for general membership meetings.
8. Shall Sign Confidentiality Agreement

## **MULTI-MILLION DOLLAR CLUB COMMITTEE**

**Purpose:** This committee will function as an Admissions Committee charged with the responsibility of verifying the satisfaction of the requirements for membership for Multi-Million Dollar Club in accordance with current rules for admission.

### **Composition:**

**Number on Committee:** minimum of six (6) members

**Chair:** Appointed by President

**Vice Chair:** Appointed by President-Elect

**Makeup:** The incoming President shall appoint at least one Director and two Life Members of the Multi-Million Dollar Club.

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Professional Development and VP of Budget and Finance

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. This committee will function as an Admissions Committee charged with the responsibility of verifying the satisfaction of the requirements for membership for the Multi-Million Dollar Club in accordance with current rules for admission
2. This committee annually reviews the rules for admission for possible revision. Said rules shall be approved by the Board of Directors.
3. Select the place, date and format of the Multi-Million Dollar Club Awards Presentation
4. Responsible for selecting and ordering the awards for the MMDC
5. Review applications and contact applicants for clarification as needed
6. Plan the Agenda and select speaker/presenter for the awards ceremony
7. Responsible for coordinating with the local newspaper to have a publication of award winners
8. Responsible for maintaining a record containing the criteria, approved by BOD, for admission to MMDC along with a record of the members each year, indicating how many years the candidate has been a member and what type of membership the candidate currently holds
9. Responsible for keeping record of pertinent names, awards vendors, income and expenses for the planning of the MMDC awards event to be passed on to succeeding Chair
10. Shall prepare budget to be presented to Finance Committee for approval/recommendations
11. Shall Sign Confidentiality Agreement

## **NOMINATING COMMITTEE**

**Purpose:** The Nominating Committee shall be responsible for annually nominating a slate of Officers and Directors of the Cobb Association and CAR's Directors for the Georgia Association of REALTORS®

**Composition:**

**Number on Committee:** Six (6)

**Chair:** ~~Past President twice removed~~ Immediate Past President

**Vice Chair:** None

**Makeup:** At least ninety (90) days before the annual election a Nominating Committee of five (5) REALTOR® Members shall be appointed by the President with the approval of the Board of Directors. The members shall consist of Past Presidents plus one current director and two REALTOR® members of the Cobb Association. The immediate Past President shall serve as Chairman and if the immediate past President cannot serve, the President will appoint the Chairman.

**Term:** One (1) Year for the Past President

**Quorum:** Four (4)

**Reporting:** Executive Committee, Board of Directors

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Select qualified candidates for Association Officers and for the positions of the Board of Directors.
2. The positions to be nominated are President, President-Elect, Vice President of Administration and Finance, Vice President of Professional Development, Vice President of Government Relations, Vice President of Member Services, four (4) CAR Directors and GAR Directors in accordance with the GAR Bylaws.
3. This committee shall advise the Board of Directors of its nominations. The Board of Directors approval of the nominees is not required
4. The report of the nominating committee shall be mailed or, electronically transmitted to each member eligible to vote at least ~~three (3)~~ four (4) weeks preceding the election.
5. The election of officers and directors shall take place at the annual meeting or electronically per Bylaws Article 10.3
6. Shall Sign a Confidentiality Agreement

## **PAST PRESIDENTS ADVISORY COMMITTEE**

**Purpose:** The purpose of the President's Advisory Council is for all Past Presidents to be apprised of the activities of the Board of Directors and CAR. And for the Past Presidents to offer advice and counsel to the Board of Directors

**Composition:** All past Presidents

**Chair:** Immediate Past President

Term: One (1) Year

Quorum: Majority

Reporting: Executive Committee

**Staff Liaison:** CEO

### **Duties and Responsibilities:**

1. Shall submit recommendations from a majority of Past Presidents to the Board of Directors on matters in the best interest of CAR
2. Shall refer to and seek to support the established goals of CAR
3. Shall meet bi-annually

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

**Purpose:** To encourage all active members to become involved on some level in their Association by learning how it functions and to cultivate new leadership.

**Composition:**

**Number on Committee:** minimum of six (6) members

**Chair:** Appointed by the President

**Vice Chair:** Appointed by President-Elect

**Makeup:** Minimum of six (6) members

**Term:** One (1) Year

**Quorum:** Four (4)

**Reporting:** Vice President of Professional Development

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

7. Planning and coordinating the six (6) classes required for the Leadership Development Course and Graduation. This includes course materials, instructors and sponsors.
8. Attend and lead all course meetings.
9. Adopt a Mission Statement @ leadership retreat in conjunction w/Mission Statement of CAR.
10. Campaign to new members.
11. Prepare report for Board of Directors, after any committee meetings
12. Shall prepare Budget for Finance Committee Review/Approval
13. Shall Sign Confidentiality Agreement

## **REALTORS® POLITICAL ACTION (RPAC) COMMITTEE**

**Purpose:** The REALTORS® Political Action Committee shall be organized and operated primarily for the purpose of collecting contributions to support candidates for state and local political office in the State of Georgia. (Note: REALTOR® Political Action Committee has final authority to make contribution recommendations to GARPAC Trustees on a state level and make contributions for local campaigns and issues.)

**Composition:** **Number of Trustees:** Ten (10)

**Chair:** Appointed by President

**Vice Chair:** Appointed by President-Elect

**Makeup:** Four (4) active REALTOR® members including at least one (1) member from each Congressional District (either office or home)

**Term:** One (1) Year

**Quorum:** seven (7)

**Reporting:** Vice President of Government Relations

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Shall do any and all things necessary to accomplish such purposes consistent with the Federal Election Campaign Act of 1971, as amended, and consistent with the Georgia Ethics in Government Act (O.C.G.G. ch. 21-5)
2. Chair shall attend the GAR RPAC Training
3. Shall promote and strive for the improvement of government by encouraging and stimulating members and others to take a more active and effective part in government affairs
4. Shall encourage members and others to understand the nature and actions of their government as they relate to other important political issues and become informed concerning the records of office holders and candidates for elective office
5. Shall assist members and others in organizing themselves for more effective political action and in carrying out their civic responsibilities
6. Shall support candidates for election to legislative and executive offices of the State of Georgia
7. Shall present the RPAC Awards at the Installation Meeting
8. Shall submit a report of its activities to the Executive Committee and Board of Directors at each of the regularly scheduled meetings of the Cobb Association
9. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

10. Chair or designee shall attend Mid-Year NAR conference in Washington D.C.

11. Shall Sign Confidentiality Agreement



## **SCHOLARSHIP COMMITTEE**

**Purpose:** To promote and review scholarship applications received by the association and determine awardees and amounts to be awarded to applicants.

**Composition:**

**Number on Committee:** minimum of five (5) members

**Chair:** Appointed by the President

**Vice Chair:** Appointed by President-Elect

**Makeup:** Minimum of five (5) members

**Term:** One (1) Year

**Quorum:** Three (3)

**Reporting:** Vice President of Administration and Finance

**Staff Liaison:** As appointed by the Chief Executive Officer

**Duties and Responsibilities:**

1. Administer the scholarship program for the Association by reviewing applications and making recommendations concerning the distribution of funds.
2. Delineate the application process, selection criteria, awarding timetable, and duties and regulations applicable to recipients, which will be approved by the committee.
3. Shall complete all assigned tasks.
4. Shall Sign Confidentiality Agreement.

## **STRATEGIC PLANNING COMMITTEE**

**Purpose:** The purpose of this committee is to assure that future decisions made by the Association revolve around the vision and mission statement and the goals set by the committee. This committee is responsible to 1) set the short and long-term strategy for the Association, 2) guide the implementation of the Strategic Plan, and 3) develop future leadership for the Association.

**Composition:** President, President-Elect (Chair), the immediate past President, minimum of 3 Vice presidents, minimum of 2 current members of Board of Directors, 2 members from the general membership, 2 members either current Vice Presidents or members of current Board of Directors. Members shall be chosen by the sitting President. The Association Executive shall be an ex-officio member of the committee.

**Number on Committee:** Twelve (12)

**Chair:** President-Elect

**Vice Chair:** Immediate Past President

**Makeup:** Twelve REALTOR® members approved by the Board of Directors

**Term:** 3 years; New members shall be appointed prior to the fall Strategic Planning Retreat and begin their term in January. Vacancies filled by appointment by CAR President with approval of Board of Directors. Terms of President and President-Elect shall be extended automatically through their term of office.

**Quorum:** Seven (7)

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Chair or designee shall attend all scheduled meetings, including Strategic Planning Meeting and Annual Leadership Training.
2. Shall complete all assigned tasks.
3. Shall work together with other committee members to attain the goals which fulfill the Vision of our organization and to support all of the decisions made by the committee.
4. Shall sign commitment letters which includes confidentiality agreement.

## **TECHNOLOGY COMMITTEE**

**Purpose:** Keep the Cobb Association of REALTORS® up to date with the latest technology. Provide CAR members with information on emerging trends in technology that impacts their business and business operations and provides opportunities for members to share information with respect to new technologies and new business applications.

### **Composition:**

**Number on Committee:** Minimum of three (3)

**Chair:** Appointed by President

**Term:** One (1) year

**Quorum:** Majority

**Reporting:** Vice President of Member Services

**Staff Liaison:** As appointed by the Chief Executive Officer

### **Duties and Responsibilities:**

1. Recommend new technology for CAR
2. Monitor website and suggest updates and improvements
3. Shall make class recommendations to the Education Committee
4. Learn and Develop use of new technology for the CAR office
5. Committee members responsible to contribute REALTOR related info to Social media sites
6. Shall Sign Confidentiality Agreement

## YOUNG PROFESSIONALS NETWORK (YPN)

Purpose: To fulfill the YPN Mission Statement and to work within the guidelines as outlined below.

YPN helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas:

- **REALTOR® associations.** Attend REALTOR® conferences and pursue leadership roles with their local, state, and national associations.
- **Real estate industry.** Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.
- **Peers.** Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.
- **Community.** Become exceptional members of their community by demonstrating a high level of REALTOR® professionalism and volunteering for causes they feel passionate about.

### Guidelines for Networks

- 1. Connected to a local or state REALTOR® association.** The network should be operated by a local or state REALTOR® association. You may opt to have the network cover a region, in which several local REALTOR® associations may band together to form one network in your area.
- 2. Professionalism.** As a network of young professionals within the REALTOR® association, it's important to set high standards for your network's events and activities. Maintain professionalism in all of your communications—whether in person or via e-mail—and keep the focus of events on how to help members succeed in business.
- 3. Free to Members.** It is recommended that there be no additional fees or dues for members to join local and state networks. You might decide to cover event costs by charging for events or garnering sponsor support (*see page 19*).
- 4. No Age Restrictions.** While most members of YPN are under 40, there can be no age restriction whatsoever. Any REALTOR® who thinks he or she would benefit from membership is welcome to join.
- 5. Cross-promotion of YPN Events.** NAR will gladly promote your local or state events on its Web site and Facebook page, and, in turn, we hope you will promote NAR's YPN events through your regular communications with YPN members.
- 6. Responsible use of member e-mail addresses, contact info.** NAR can provide your association with the contact information of members in NAR's YPN database who your area. In return, we hope you will encourage your members to register with NAR's YPN as well. NAR upholds a policy of not selling member contact information to any third party, including event sponsors.
- 7. Be Active.** Networks should hold events on a regular basis, whether it's semiannually, monthly, or even weekly. We recommend that you plan at least two events a year (such as a networking event, meetings, education sessions, Webinars, etc.)
- 9. Apply for the Network of the Year award.** Get recognized for your network's efforts in connecting young real estate professionals and for getting them more involved within the industry. All networks are eligible to apply to this award each year (*see page 13*).
- 10. Further the YPN mission.** Your network should aim to further the mission of YPN, engaging members through their association, the real estate industry, with peers, and in their communities.
- 11. Be mindful of other networks (especially when naming your network).** Your network is part of the local or state REALTOR® association and its jurisdiction is the same as the assigned territorial jurisdiction of the association. If a neighboring association has formed a network, your association might decide to team up with a neighboring association to form one stronger YPN in your community.

**Composition :**

Number of Committee: minimum of three (3)

Chair: appointed by the President

Vice Chair: Appointed by the President-Elect

**Term:** One (1) Year

**Quorum:** Simple Majority

**Reporting:** Vice President of Member Services

**Staff Liaison:** As appointed by the Chief Executive Officer

Duties and Responsibilities:

1. Shall coordinate activities using the YPN Mission Statement and Networking Guidelines as outlined by the National Association of Realtors.

**COBB ASSOCIATION OF REALTORS®  
FINANCIAL POLICIES**

**I. FINANCIAL PROCEDURES:**

- A. Member request to review financial records of C.A.R.
  - 1. Members request to review financial records to be according to Official Code of Georgia (O.C.G.A.) 14-3-1602 b, c, d: 14-3-1602.
- B. Procedure for handling payments to CAR (cash, charges and checks payable to CAR)
  - 1. All payments shall be given to the Director of Admin and Professional Development or Director of Member Services for processing.
  - 2. Once received, the Professional Development Coordinator will input payments into the member records as required by LAMPS (Association Management Software Program), thus creating a permanent record of payment for each amount received.
  - 3. If at any time payments cannot be immediately handled, they will be secured in the building.
- C. Procedure for handling returned checks (dues)
  - 1. Contact by phone within 7 days, if total amount of bad check (plus\$30.00 bad check charge) is not made good within 7 days of verbal notification, a certified letter will go to the Designated REALTORS, with copy to REALTOR member, stating situation, pointing out Designated REALTOR's responsibility according to the Bylaws and giving him/her 30 days to clear the matter by cashier's check or money order only or the membership will be terminated as per Bylaws.
  - 2. Invalid credit card – Same as #2 above.
- D. Check Signing Policy
  - 1. All checks drawn upon an account of the Cobb Association of REALTORS shall have two (2) authorized signatures which may be any one of the following elected Officers: President, President-Elect or Vice President of Administration and Finance plus the Chief Executive Officer.
  - 2. Use of Signature Stamp
    - a. Checks under \$500.00 signature stamp (President, President-Elect or V.P. of Administration and Finance) and wet second signature (staff authorized to sign)
    - b. Checks \$500.00 to \$1000.00 signature stamp (President, President-Elect or V.P. of Administration and Finance) and wet second signature (staff authorized to sign) with written approval by fax or email of V.P of Administration and Finance or President.
    - c. Checks over \$1000.00, 2 wet signatures. All copies and back up to be reviewed on monthly basis.
- E. Credit Cards
  - 1. Credit Cards (Visa, MasterCard, American Express and Discover) will be accepted for payment of Association dues. They may be used for tickets, seminars, and general meetings.
- F. Accounting functions of the Association will be handled in house, with quarterly detailed review by Budget and Finance Committee, annual review and annual tax returns done by a CPA.
- G. Reserves
  - 1. CAR will strive to accumulate reserves to fund 6 months operating expenses, plus any future capital needs. Annually, the CEO shall present a Budget Vs Actual report to the Board of Directors showing current cash balance and expected year-end balance. This shall occur during the normal budget process.

- H. Chief Executive Officer, President, President-Elect may use the Associations credit card for travel approved by the Board of Directors. Staff may use the Associations credit card for purchase of office supplies as approved by the CEO.

## **II. POLICY FOR USE OF THE CLASSROOM:**

- A. Charges for use of the classroom for members and tenants are \$55.00 a day, plus a \$100.00 refundable deposit. Cost to include 4 pots of coffee. User to be responsible for set up and clean-up of room. Clean up to include emptying trash in outside dumpster, all cups, cans, etc. thrown away, coffee pots emptied and cut off. \$100.00 deposit will be refunded if room is left in proper order.
- B. Charge for non-members for use of classroom is \$110.00 for a half day and \$220.00 for a full day, plus refundable deposit of \$100.00. Cost to include 4 pots of coffee. User to be responsible for set up and clean-up of room. Clean up to include emptying of trash in outside dumpster, all cups, cans, etc. thrown away, coffee pots emptied and cut off. \$100.00 deposit will be refunded if room is left in proper order.
- C. Committees using the classroom for anything other than committee meetings are to be responsible for set up and clean up. Clean up includes emptying trash in outside dumpster, all cups, can, etc. to be thrown away, coffee pots emptied and cut off, registration tables to be moved to classroom, kitchen to be cleaned and all excess food to be put up or thrown away.

## **III. POLICY FOR CONVENTION REIMBURSEMENT**

### **A. REIMBURSEMENT REQUIREMENTS**

All expense reimbursement requests must be presented on the appropriate CAR Expense report form within 30 days of the date the expense was incurred, or within 30 days of the event for which the expense was incurred. Original receipts are required. The CAR Board of Directors must approve any exception to the 30-day submission.

### **B. TRANSPORTATION**

Transportation shall include costs for Coach or Economy Class air travel or ground travel to authorized meeting sites. Air travel must be booked a minimum of 15 days in advance of the meeting date and with the most cost-effective carrier. Should ground travel be more economical, mileage will be reimbursed at the minimum rate allowed by the IRS. Submission of MapQuest or AAA mileage chart must accompany request for mileage reimbursement. Expenses relating to parking, shuttle service or taxis to and from airport will be reimbursed.

### **C. LODGING**

Lodging for conferences for President and President-Elect shall be reimbursed based on double occupancy. President and Pres-Elect are required to share rooms and submit original receipts. If President or President-Elect chooses not to share a room, they will be responsible for any additional costs incurred by CAR for the member forced to single occupancy. Should there be an opposite sex President and President Elect, separate rooms will be allowed. CEO shall have a private room.

### **D. MEALS**

There will be a per diem amount of \$50.00/day for President, President –Elect and CEO for meals including travel days.

### **E. GAR DIRECTORS: GAR Directors will be reimbursed for the Early bird registration.**

Any planned Association outing while at conventions for Officers and Directors will be budgeted and approved prior to event.

F. CAR PRESIDENT, PRESIDENT-ELECT AND VP/DIRECTOR REIMBURSEMENT

The CAR President and President-Elect will be reimbursed for all GAR and NAR Convention Expenses. All other BOD Members will be reimbursed for these expenses up to \$500 per fiscal year. Expense reports for reimbursement requests must be submitted within 30 days of the event to be considered for reimbursement

#### IV. POLICY FOR MEMBERSHIP DUES

A. **Application fees** Application fees shall be waived for previous members of the CAR that are reapplying or for previous members of other local Boards/Associations in Georgia within the past 2 years.

B. **Orientation** the Orientation requirement shall be waived for previous members of the CAR that are reapplying or members of other local Boards/Associations that can show proof of attendance in a Board sponsored Orientation course.

C. **Dues Refunds**

1. **Renewing Members** - Dues may be refunded within 30 days of receipt during first quarter of the fiscal year – July 1 – September 30. After September 30, no dues refunds will be made regardless of the date payment was received.

2. **New Applicants** – Dues may be refunded within 30 days of the date of application. Dues will be refunded based on a proration of Local, State and National dues for the current month. No refunds for State and National dues shall be made if the money has already been transferred to the respective organization. The Application Fee is nonrefundable.

3. **DR Not Renewing** – Agents may receive a pro-rated refund on dues should their Designated REALTOR chooses to not renew their Board membership. Dues will be refunded in full for state & national if not already paid to GAR and NAR.

D. **Late Fees**

1. A late fee of \$25 will be charged to all members who have not renewed their membership as of July 1.
2. A late fee of \$50 will be charged to all members who have not renewed their membership as of August 1



## CONFIDENTIALITY AND NON-DISCLOSURE POLICY AND AGREEMENT

This Confidentiality and Non-Disclosure Agreement (Agreement), dated as of , is by and between the **Cobb Association of REALTORS®** (“CAR”), a Georgia corporation, and <insert full legal name of other entity>, an Individual (“Recipient”). This Agreement shall govern the conditions of disclosure of information by CAR to the Recipient of certain information considered to be confidential by CAR relating to the Recipient’s participation on any CAR Committee, Sub-Committee or Task Force (the “Purpose”).

**1. Confidential Information Defined.** Confidential Information of CAR shall include any information that is marked as “confidential” by CAR, or is represented by CAR 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 CAR, 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 CAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information of CAR, Recipient shall: (a) immediately notify CAR; (b) take all reasonably necessary steps to prevent further unauthorized access and/or use; and (c) cooperate with CAR 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 <insert name of committee, board 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 that becomes aware of the breach of confidentiality to the Administration and Operations Committee and shall be subject to discipline in accordance with the Policies and Procedures of the Cobb 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 CAR. Upon notice received from CAR, 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.

**Cobb Association of REALTORS®**  
**<insert name and position>**

**Signature:**

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## **CONFLICT OF INTEREST AND DISCLOSURE POLICY AND AGREEMENT**

### **Policy on Conflicts of Interest and Disclosure of Certain Interest**

This conflict of interest policy is designed to help directors, officers, committee members and employees of the Cobb Association of REALTORS® (CAR) identify situations that present potential conflicts of interest and to provide CAR 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 CAR officers, directors and committee members are required to complete and sign the Conflict of Interest and Non-Disclosure Statement each year. The Statement will be provided to all of the CAR officers, directors and committee members before Jan 1.

Failure to submit a signed Conflict of Interest/Disclosure Policy and 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/Disclosure Policy and 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 CAR.
- 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 CAR. The making of a gift to CAR 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 CAR and a Responsible Person or Family Member.
  - (ii) A Contract or Transaction between CAR 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 CAR in the rendering of services or in any other Contract or Transaction with a third party.

(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 CAR 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, CAR; or

(ii) has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from CAR;

(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 or activity of CAR.

### 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 boards 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 CAR, 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 CAR's participation in such Contract or Transaction.

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 the disclosure of which might be adverse to the interest of CAR. Furthermore, a Responsible Person shall not disclose or use information relating to the business of CAR 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 of a business that might provide goods or services to CAR. 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 Chief Executive Officer, 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.

## Conflict of Interest Policy

### Conflict of Interest/Disclosure Reporting Statement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as described in CAR's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should any other potential or real conflicts arise, I will disclose it to the Board prior to discussion and voting. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of CAR that is currently in effect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the term: January 1, \_\_\_\_\_ through December 31, \_

## **WHISTLEBLOWER POLICY**

The Association requires that its operations be managed professionally, honestly, and in accordance with sound practices and the requirements of its Bylaws, Policies and Procedures.

The purpose of this policy is 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 CAR conflict of interest policy; misappropriation or misuse of CAR 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 CEO 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 CAR 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 including dismissal from the volunteer position.

## **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 CEO, President, or a member of the Administration and Operations Committee.

### **AUTHORITY OF ADMINISTRATION AND OPERATIONS COMMITTEE AND HANDLING OF ALL REPORTED VIOLATIONS:**

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

The Administration and Operations Committee shall address all reported concerns. The CEO shall immediately notify the Administration and Operations Committee of any such report. The CEO will notify the sender and acknowledge receipt of the 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 A&O Committee, and appropriate corrective action will be recommended, if warranted by the investigation to an appointed panel of five (5) members from the Executive Committee, whom did not serve on the original investigation panel to be selected by the CAR 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 A&O and/or Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, or 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 CAR 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 GAR's Confidentiality and Non-Disclosure Policy and Agreement.

## **Antitrust Compliance Policies and Procedures**

It shall be the policy of the Association 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 of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a 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 mark ups provided this limitation shall not extend to discussions of methods of operation, 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 Association's 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 Association's 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 Association employees annually and that the same be read or understood at all meetings of the membership of the Association.



## RECORD RETENTION POLICY

### **Policy**

It is the policy of the Cobb Association of REALTORS® ("Association") 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 period.

<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
Active Membership applications and records	Permanently
Inactive Membership applications and records	3 years
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