

THE METRO SOUTH ASSOCIATION OF REALTORS® (“MSAR”), INC.

“POLICIES AND PROCEDURES MANUAL”

*Adopted by the Board of Directors on December 9, 2008,
Manual Amended on April 28, 2009,
October 12, 2010, February 12, 2012,
June 11, 2013 & September 10, 2013
June 7, 2017*



Mission Statement

The Metro South Association of REALTORS® advocates, protects and enhances REALTOR® interests; promotes professionalism and integrity; upholds the REALTOR® Code of Ethics; and safeguards equal housing opportunity and private property rights.

“MSAR Vision Statement – Maximize REALTOR® Profitability”

1671 Adamson Parkway, Suite 100, Morrow, GA 30260-1755
www.msar.org

*In the event there is a conflict between the Policies and Procedures
And the Constitution and Bylaws, the Bylaws will always prevail.*

1. PROCEDURE USED FOR THE INITIAL ADOPTION OF THE METRO SOUTH POLICIES AND PROCEDURES MANUAL: (ADOPTED DECEMBER 9, 2008)

The proposed Policies 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 Policies and Procedures Manual shall be effective upon affirmative vote of the Board of Directors and remain in effect until modified or abolished.

2. PROCEDURES TO AMEND, CHANGE, MODIFY, OR DELETE ANY PART OF THE POLICIES AND PROCEDURES MANUAL:

Any addition, change, or deletion proposed must first be submitted in writing to the President of the Metro South Association. The President shall present the proposed matter to the Executive Committee; and 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 P&P Committee Chair shall update the Policies and Procedures Manual as changes/revisions occur and present to the Board of Directors for approval.

3. DISTRIBUTION OF THE POLICIES AND PROCEDURES MANUAL:

A copy of the Policies and Procedures Manual shall be made available to all Members of The Metro South Association of REALTORS®.

The Policies and Procedures Manual shall be given to all Officers, Directors, and Committee Chairs.

The Policies and Procedures Manual shall be made available to all Members by accessing the Association website, www.msar.org. **A notebook for the Policies and Procedures Manual shall be maintained in the MSAR Board Office.**

4. TERMINOLOGY:

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

- The Metro South Association of REALTORS®: MSAR, the Association, Board of Directors
- Executive Vice President: EVP or AE (Association Executive)
- Georgia Association of REALTORS®: GAR, the Georgia State Association
- National Association of REALTORS®: NAR, the National Association

TABLE OF CONTENTS

	<u>PAGE(S)</u>
Agreement to Serve & Confidentiality and Non-Disclosure	4
Association (Board) Attorney/Education, Events and Contracts	4
Conflict of Interest	5
Association Antitrust Compliance	6
Record Retention	7
Payment of Member Financial Obligations	8
Board of Directors	9
Executive Committee	10
President	11-12
President-Elect	13-14
Immediate Past President	15
Vice President of Finance	16
Vice President of Governance	17
Vice President of Governmental Affairs and Community Services	18
Vice President of Member Services	19
Vice President of Professional Development	20
Local (MSAR) Directors	21
State (GAR) Directors	22
NAR Director	23
Association Executive	24-25
<u>Board Committees</u> (Standing and Special)	26
Administration and Operations Committee (A&O) subject to be removed	27
Budget and Finance Committee	28
Circle of Excellence	29
Communications/Public Relations Committee	30
Community Services and Special Social Functions	31
Constitution and Bylaws/Policies and Procedures Committee	32
Education and Orientation Committee	33
Equal Opportunity/Cultural Diversity Committee	34
GAMLS Liaison	35
GAR Grievance & Professional Standards Committee	36
Legislative and Government Affairs Committee	37
Membership Committee	38
Nominating Committee	39
Programs Committee	40
REALTOR® of the Year Committee	41
REALTORS® Political Action Committee (RPAC)	42
Special Awards Committee	43
Sponsorship (“Partnership”) Committee	44
Strategic Planning Committee	45
Young Professionals Network (YPN)	46
MSAR “Board of Directors Organizational Chart”	Appendix “A”
MSAR SOCIAL MEDIA POLICY – To be signed by leader	Appendix “B”
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT	
STATEWIDE PROFESSIONAL STANDARDS AGREEMENT	

AGREEMENT TO SERVE AND CONFIDENTIALITY & NON-DISCLOSURE:

Members of the Metro South Association of REALTORS® nominated and/or elected to serve in a leadership position representing the Metro South Association of REALTORS® and members will be given a leadership packet which will include:

- A copy of the leadership role in which they have been nominated for, or elected to
- A copy of the current Code of Ethics and Standards of Practice
- A copy of the current Policies & Procedures for the Metro South Association of REALTORS®
- A copy of the current Constitution and Bylaws for the Metro South Association of REALTORS®
- A copy of the Calendar of Meetings and Events scheduled on behalf of the Metro South Association of REALTORS®

Individuals will also be required to sign an Agreement to Serve and a Confidentiality and Non-Disclosure Agreement showing the appropriate commitment level in which they are taking responsibility for. These documents:

- Will inform the individual of the level of responsibility a leadership role carries.
- Explains what is involved and expected with that particular role.
- Holds each individual representing the Association and the members in leadership accountable to the responsibilities of the role.

If the individual refuses to sign and submit the necessary required commitment documents, the individual will not be considered for the position.

BOARD ATTORNEY (USE OF LEGAL COUNCIL):

All contacts, of whatever nature, to the Board's Attorney must be made through the Association Executive or the President in all matters concerning the Board. Individual Members contacting the Board's Attorney, on their own behalf, will be responsible for any fees charged.

EDUCATION, EVENTS, AND CONTRACTS:

A Committee Chair or Member shall have authority for expenditure, if it is within the Committee's budget. If the Committee has no budget, the Committee Chair must have approval from the Executive Committee or Board of Directors.

Any and all expenses, e.g. speakers, meeting room deposits, contracts for events must be approved by the Executive Committee or Board of Directors and signed by the Association Executive to assure the monies are within the budget of the Committee.

The Association Executive shall receive approval of expenditure from the Executive Committee or Board of Directors if the expenditure is not in compliance with budget.

Metro South Association of REALTORS® Conflict of Interest Policy

In recognition of the IRS inquiry regarding the existence of a policy regarding conflicts of interest, and in support of good governance, this Association-adopted policy covers disclosure and processing of a Conflict of Interest:

- Defines conflicts of Interest
- Identifies classes of individuals within the organization covered by this policy
- Facilitates disclosure of information that may help identify conflicts of interest and
- Specifies procedures to be followed in managing conflicts of interest

1. Definition of conflicts. A conflict of interest arises when a person in a position of authority over the organization may benefit financially or directly from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. Individuals covered. Persons covered by this policy are the Metro South Association of REALTORS® officers, directors, committee members and staff.

3. Disclosure. Persons covered by this policy will annually disclose or update in writing to the Metro South Association of REALTORS® President of their interests that could give rise to conflicts of interest, such as a list of family members, membership and leadership in related organizations, substantial business or investment holding, and other transactions or affiliations with businesses and other organizations or those of family members.

4. Managing Conflicts. For each interest disclosed to the Association President, he or she will determine whether to:

- a. Take no action;
- b. Assure full disclosure to the Board of Directors and other individuals covered by the policy;
- c. Ask the person to recuse from participation in related discussions or decisions within the organization; or
- d. Ask the person to resign from his or her position in the organization or, if the person refuses to resign, become subject to possible removal in accordance with the organization's removal procedures. The organizations Association Executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

ASSOCIATION ANTITRUST COMPLIANCE:

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 are prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price; such as:
 - Cost of operations, supplies, labor or services;
 - Allowance for discounts;
 - Terms of sale including credit arrangements; and,
 - 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 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 him/herself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she 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

It is the Policy of The Metro South 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 (AE) 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.

Type of Document	Minimum Requirement
Accounts Payable Ledgers and Schedules	7 years
Bank Reconciliations	7 years
Bank Statements	7 years
Bills of Sale	7 years
Checks	10 years
Contracts (still in effect)	Length of contract plus 7 years
Correspondence (general)	2 years
Correspondence (with vendors)	7 years
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses/Expense Distribution Schedules	7 years
Insurance Policies, etc.	Length of policy plus 10 years
Internal Audit Reports	3 years
Inventories of Products, Materials, and Supplies	7 years
Invoices (to customers, from vendors)	7 years
Legal Opinions, Lawsuits and Correspondence Regarding Legal Matters	10 years
Membership Applications and Records	Permanently
Minute Books, Constitution and Bylaws, and Articles of Incorporation	Permanently
Notes and Deeds to Secure Debt	Length of 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

(Note: Policy provided by the Georgia Association of REALTORS®.)

PAYMENT OF MEMBER FINANCIAL OBLIGATIONS:

(Amended By Board of Directors on 04/28/09)

Purpose: The Association policy for non-payment of dues obligation is as found in Article X, Sections 3-4 of the Constitution and Bylaws. The Bylaws are quite specific and the procedures are intended to be the same for all financial obligations owed to The Metro South Association of REALTORS®.

- Dues invoicing will occur during the months of July and August.
- Unless a Member elects to participate in an MSAR “*Membership Credit Card Payment Plan and Agreement*” – see Appendix “B”, all dues invoiced will be payable on or before September 30 (due dates that fall on either a Saturday or Sunday shall become due on the first Monday following the actual due date.
- **Penalties for Renewing Members:** If Board dues are not paid on or before September 30, a penalty of \$50.00 shall be due from October 1 - October 31 (whether or not said days are on a weekend), and an additional penalty of \$25.00 shall be imposed for each month (or portion) late thereafter.
- **Penalties for New Members:** If Board dues are not paid within 30 days of Membership to a Member Firm or Brokerage Company, a penalty of \$50.00 shall be imposed for day 31 (whether or not said days are on a weekend). Additionally, a fine of \$25.00 shall be imposed for each 30-day period (or portion) late thereafter.
- **Administrative Fee for New Members:** If within 72 hours of applying for membership and paying dues a **new** Member elects to leave MSAR, the Member shall receive a full refund. After 72 hours and up to thirty (30) days thereafter, a **new** Member requesting a refund shall be charged an administrative fee of \$50.00; and the fee shall be subtracted from the amount paid to MSAR.
- The right to waive late fees associated with dues or other administrative fees shall be at the discretion of the Board of Directors.

BOARD OF DIRECTORS:

As prescribed in the Constitution and Bylaws of this Association, the Board of Directors serves as the governing body of The Metro South Association of REALTORS[®], Inc. and consists of the Elected Officers and twelve (12) REALTOR[®] Members of the Board. Additionally, MSAR Members, serving as State Directors of the Georgia Association of REALTORS[®], serve on the MSAR Board in a non-voting capacity. The Officers and the Immediate Past President of the Board shall serve on the Executive Committee as voting Members of the Board of Directors.

Purpose: The Board of Directors, vested with all corporate powers, shall approve changes to the Constitution and Bylaws and establish the Policies and Procedures for The Metro South Association of REALTORS[®].

Composition, Terms & Limits: As defined in the MSAR Bylaws Article XI-Officers, Directors & Association Executive, Sections 1-6, and Article XII, State (GAR) Directors.

Quorum: As defined in the MSAR Bylaws, Article XIII-Meetings, Section 5, Quorums.

Duties and Responsibilities:

- All corporate powers shall be vested in the Board of Directors who shall also establish Policies and Procedures of The Metro South Association of REALTORS[®].
- Shall administer the finances of The Metro South Association of REALTORS[®] and shall have authority to appropriate money.
- 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 Metro South Association.

Removal of Officers and Directors: As defined in the MSAR Bylaws Article XI, Section 5.

- May employ, or may empower the President to employ, an Association Executive and may otherwise prescribe functions of the Executive Vice President. The Board of Directors may also authorize the employment of such other persons as may be deemed necessary to properly conduct the activities of The Metro South Association of REALTORS[®] and may employ legal counsel and fix the terms of compensation for services rendered.
- Shall have full power in establishing the amount of bond to be furnished by the person or persons entrusted with the funds of The Metro South 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 (2) consecutive or three (3) cumulative meetings of the Board, *without an excuse deemed valid by the Board of Directors*, shall constitute automatic resignation; and the Member shall be notified by e-mail and letter.

Note: It shall be the duty of the Association Executive to designate an individual to keep the records of the Association and to carry on all necessary correspondence by e-mail and letter with the National Association of REALTORS[®] and the Georgia Association of REALTORS[®].

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 Metro South 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, control, and direct the staff, programs, and activities of The Metro South Association of REALTORS®.

Composition & Terms: As defined in the MSAR Bylaws, Article XIV - Committees.

Restrictions: All Executive Committee meetings will be closed except for the Association Executive, unless otherwise permitted by the President.

Quorum: More than fifty percent.

Reporting: To the Board of Directors.

Duties and Responsibilities:

- Is empowered by the Bylaws to act on behalf of the Board of Directors between meetings of the Board, except that the Committee may not amend the Association's Constitution and Bylaws.
- Meets at the call of the President or Association Executive.

PRESIDENT:

Purpose: The President shall be the Chief Elected Officer of The Metro South Association of REALTORS® and shall have general and active management of the business of The Metro South Association of REALTORS®, shall see that all orders and resolutions of the Board of Directors are carried into effect, and shall have the power and duties usually vested in the office of President of a corporation.

Term: One (1) Year.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Serves as the Chair of the Board of Directors.
- Serves as the Chair of the Executive Committee.
- Serves as the Chair of all Special Meetings and General Membership Meetings.
- Appoints a Chair for Broker Council events who shall interview and select the speakers.
- Serves as the Chair of the Strategic Planning Committee and shall hold Committee meetings on an as-needed basis.
- Appoints a Chair for the Standing Committees of the Metro South Association (see Committee descriptions re the selection of the Committee Members and Vice-Chairs), and may appoint, with the approval of the Board of Directors, such other Committees and Task Force Groups as needed. (Task Force Groups are appointed to evaluate, develop and recommend courses of action on specific subjects. Those Task Force Groups will normally expire after one year unless a longer period of time is needed.)
- Serves as a Member of the Administration and Operations (A&O) Committee and as an ex-officio non-voting Member of all Standing and Special Committees, except the Nominating, Regional Leadership Development, and Special Awards Committees.
- Coordinates a “Local Leadership Training Program” to which all Members of the Board of Directors, Committee Chairs, Vice-Chairs, and potential new Leaders will be invited. As part of the Local Leadership Training Program, shall distribute and review the Association’s Constitution and Bylaws, Policies and Procedures Manual, and Strategic Plan.
- Makes appointments to fill any vacancies in offices and vacancies in the Board of Directors.
- Serves as the official spokesperson for The Metro South Association of REALTORS® and can, at the President’s discretion, appoint a spokesperson for the Association.
 - Is encouraged to become a Member of the Metro South Chapter, Women’s Council of REALTORS®.

PRESIDENT: (Continued)

- Attends the Association’s “*New Member Orientation*” programs or assigns a Member of the Leadership Team to attend each Orientation.
- Attends the Annual GAR Professional Standards Training (mandatory).
- Performs such other duties as directed by the Executive Committee or the Board of Directors.
- **Depending upon the current budgeted finances of the Association:**
Attends the Georgia Association of REALTORS® Conventions and other meetings authorized by the Board of Directors and attends the GAR Leadership Development Training.
- At the year-end General Membership Luncheon, the *outgoing* President may select and present on behalf of the Association, the recipient of *The J.L. Christian Memorial Award* (this Award is presented to a REALTOR® Member who most exemplifies the REALTOR® Spirit); the *President’s Award*; and an appropriate recognition award or gift to all Officers, Directors, and Committee Chairs who served with the President during the current year. (The cost of the awards is to be budgeted at the annual Budget and Finance Committee meeting.)
- Serves as Vice-Chair of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

President’s General Refundable Expenses:

***Depending upon the current budgeted finances of the Metro South Association,** the President shall attend and be reimbursed for the Georgia Association of REALTORS® Conventions and the GAR Leadership Development Training:

Expenses: Convention/Meeting Registration
Airfare or Car Mileage - Allowance as Used by the IRS
Tips, Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(*For total amount allowed, refer to the Annual Budget approved by the Board of Directors. To be reimbursed, complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

PRESIDENT-ELECT:

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

Term: One (1) Year

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

Duties and Responsibilities:

- Serves as Vice-Chair of the Board of Directors.
- Serves as Vice-Chair of the Executive Committee.
- Serves as Vice-Chair of the Strategic Planning Committee.
- Chairs the Programs Committee. Duties include interviewing and selecting speakers for the–General Membership events and selecting musical entertainment for the year-end business meeting.
- Serves as a Member of the Nominating Committee.
- Chairs the Sponsorship (“Partnership”) Committee.
- Serves as a Member of the Budget and Finance Committee.
- Is encouraged to attend Broker Council events.
- Serves as an ex-officio non-voting Member of all other Standing and Special Committees, except the Regional Leadership Development and Special Awards Committees.
- Cooperates with the Board Committee Chairs in selecting their respective Vice-Chairs.
- Attends the Annual GAR Professional Standards Training (mandatory).
- **Depending upon the current budgeted finances of the Association, attends:** The National Association of REALTORS® “*Leadership Summit*”, the National Association of REALTORS® Annual Conference & EXPO, and other meetings authorized by the Board of Directors, including the GAR Leadership Development Training.
- Performs such other duties as directed by the President, Executive Committee, or the Board of Directors.

PRESIDENT-ELECT: (Continued)

- Serves as a Trustee of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

President-Elect Refundable General Expenses:

The President-Elect is encouraged to attend the NAR “*Leadership Summit*” usually held in Chicago, IL; and, ***depending upon the current finances of the Metro South Association**, shall attend the NAR Annual Conference & EXPO.

Expenses: Convention/Meeting Registration
Airfare or Car Mileage - Allowance as Used by the IRS
Tips/Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(*For the total amount allowed, refer to the Annual Budget approved by the Board of Directors. To be reimbursed, complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

IMMEDIATE PAST PRESIDENT:

Purpose: To support and advise the President and Board of Directors. In the absence of the President and President-Elect, shall discharge the duties of the President and performs such other duties as directed by the President, Executive Committee or the Board of Directors.

Term: One (1) Year.

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

Duties and Responsibilities:

- Serves on the Board of Directors.
- Serves on the Executive Committee.
- Serves on the Strategic Planning Committee.
- Is encouraged to attend the Association's Broker Council events.
- Attends Annual GAR Professional Standards Training (mandatory).
- Serves as the Chair of the Association's "Leadership Committee" (to annually train incoming Leadership).
- Performs other duties as directed by the Board of Directors.
- Serves as the Chairman of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

VICE PRESIDENT OF FINANCE: *(Elected Position)*

Purpose: The VP of Finance shall be the Chief Financial Officer of The Metro South Association of REALTORS® and shall serve as a liaison between the Budget and Finance Committee, the Executive Committee, and Board of Directors.

Term: One (1) Year.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee and the Board of Directors.
- Serves as Chair of the Budget and Finance Committee.
- Serves on the Administration and Operations (A&O) Committee.
- Serves on the Strategic Planning Committee.
- Maintains accurate accounts of the receipts and disbursements of the funds of The Metro South Association of REALTORS®.
- Insures that all monies and other valuable effects of the Association are maintained in such depository as may be designated by the Board of Directors and shall cause proper vouchers for such disbursements to be deposited.
- Insures a detailed record of income and expenses and renders a statement of The Metro South Association of REALTORS® accounts to the Board of Directors.
- Insures that accounting procedures of The Metro South Association of REALTORS® are aligned, as much as possible, with the Committees of the Association.
- Prepares the Annual Budget of the Metro South Association to consist of the anticipated income by accounting category, the anticipated expenses by accounting category and time-frame, the authority to obligate funds by Officer and Committee, and the frequency of that authority. Such budget to be approved by the Board of Directors.
- Renders to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of The Metro South Association of REALTORS®.
- Attends the Metro South Association Annual Leadership Development Training and the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as the Treasurer of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

VICE PRESIDENT OF GOVERNANCE:

Purpose: The Vice President of Governance shall be the Secretary of The Metro South Association of REALTORS®, and shall serve as a liaison between the Board of Directors and the Administration and Operations (A&O) Committee, Constitution and Bylaws/Policies and Procedures Committee, and the Metro South Association's MLS Liaison.

Term: One (1) Year.

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

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors as the Secretary of the Association.
- Serves on the Strategic Planning Committee.
- Records (or shall cause to be recorded) the minutes of all proceedings of the Board of Directors and of the Members in regular meetings.
- Issues (or shall cause to be issued) proper notice of all meetings of the Board of Directors.
- Keeps and authenticates the records of the Association and records of the Board of Directors and carries on all necessary correspondence with the National Association of REALTORS® and the Georgia Association of REALTORS®.
- Attends meetings of assigned Committees as frequently as possible and serves as an adviser.
- In the absence of the respective Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends the Metro South Association of REALTORS® Annual Leadership Development Training.
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as Secretary of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

VICE PRESIDENT OF GOVERNMENTAL AFFAIRS AND COMMUNITY SERVICES:

Purpose: The Vice President of Governmental Affairs and Community Services shall serve as a liaison between the Board of Directors and the Government Affairs/Legislative Committee, the REALTORS® Political Action Committee (RPAC), the Communications/Public Relations Committee, and the Community Affairs Committee.

Term: One (1) Year.

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

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors.
- Serves on the Strategic Planning Committee.
- Participates in monthly Government and Community Affairs meetings, as an “Ambassador” for the Metro South Association, in those areas in which the Association serves.
- Keeps abreast of local political issues and the local representatives of the areas in which the Metro South Association serves.
- Attends meetings of assigned Committees as frequently as possible and serves as an advisor.
- In the absence of the respective Committee Chairs, reports the activities of said Committees or Director to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training.
- Attends Annual GAR Professional Standards training (mandatory).
- Attends the Association’s Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

VICE PRESIDENT OF MEMBER SERVICES:

Purpose: The Vice President of Member Services shall serve as a liaison between the Board of Directors and the Membership Committee, Circle of Excellence Committee, Special Awards Committee, the REALTOR® of the Year Committee, the MLS Liaison, and the Young Professionals Network (YPN).

Term: One (1) Year.

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

Duties and Responsibilities:

- Serves on the Executive Committee and the Board of Directors.
- Serves on the Strategic Planning Committee.
- Attends meetings of assigned Committees as frequently as possible and serves as an adviser.
- Along with the Membership Committee, entertains Member concerns and/or requests and presents them to the Board of Directors, together with recommendations for resolving such issues.
- In the absence of the other respective Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training.
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT:

Purpose: The Vice President of Professional Development shall serve as a liaison between the Board of Directors, the Education Committee, and Equal Opportunity/Cultural Diversity Committee.

Term: One (1) Year.

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

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors.
- Serves on the Strategic Planning Committee.
- Attends meetings of assigned Committees as frequently as possible and serves as an adviser.
- In the absence of the Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training.
- Assists the Immediate Past President plan and implement the Association's Regional Leadership Training Program (to train incoming Leadership).
- Attends the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

LOCAL (MSAR) DIRECTORS (Votes on Local Metro South Association issues)

Purpose: See MSAR Constitution and Bylaws, Article XI, Sections 3-5.

Term: See Bylaws.

Duties and Responsibilities:

The Local Director shall serve as a liaison between the Membership of The Metro South Association of REALTORS® and the Board of Directors and is responsible for and accountable to the General Membership to:

- Be knowledgeable about The Metro South Association of REALTORS® Constitution and Bylaws, Policies and Procedures, Strategic Plan, budget, programs and services;
- Attends meetings of the Board of Directors, participates in discussions of agenda items (remembering that they are representing the Membership as a whole), and reports on real estate-related situations;
- Be familiar with proper parliamentary procedure (Robert's Rules of Order);
- If appointed, serves as a liaison to a Committee or Task Force of The Metro South Association, be conscientious in attendance and in advising the Board of Directors of any pertinent matter;
- Be available to meet with the Board on its programs and educational conferences;
- Encourages REALTOR® Members to develop their professional skills and to enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS®; and
- Be available to serve as the Board's representative at meetings of allied organizations.
- Attends the Association's Broker Council events.
- Attends Annual GAR Professional Standards Training (mandatory).

STATE (GAR) DIRECTORS: (See Constitution and Bylaws, Article XII, Sections 1-6)

Duties and Responsibilities:

The State Director shall serve as a liaison between the Membership of The Metro South Association of REALTORS® and the Membership of the Georgia Association of REALTORS®, and is responsible for and accountable to the membership of both organizations to:

- Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies and Procedures, Strategic Plan, programs and services;
- Attends meetings of the Region Caucuses and the GAR Board of Directors, participates in discussions of agenda items (remembering that they are representing the Georgia Association as a whole) and reports on real estate-related situations within the Member's Board or Region;
- Be familiar with proper parliamentary procedure (Robert's Rules of Order);
- If appointed to serve as a liaison to a Committee or Task Force of the Georgia Association of REALTORS®, be conscientious in attendance and in advising the Board of Directors of any pertinent matters;
- Be available to meet with GAR on its programs and educational conferences; and
- Encourages Members to participate in all Georgia Association meetings and conventions, as well as any National Association or Georgia Association educational seminar being conducted within the proximity of The Metro South Association of REALTORS®.
- State Directors are encouraged to attend the Metro South Association's Board of Directors meetings and Broker Council events.

ATTENDANCE AT STATE CONVENTIONS:

State Directors shall attend the GAR Conventions. If attendance is not possible, notice shall be given to the MSAR Association Executive to allow time for an alternate Director to be named for purposes of voting representation for the Metro South Association. Metro South Association State Directors must register for the meetings. ***Depending on the current budgeted finances of the Metro South Association**, the Board shall reimburse each State Director for expenses incurred at each GAR Convention.

*To be eligible for reimbursement, the following criteria must be met:

- Must attend the closing GAR Board of Directors meeting.
- Complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

NAR DIRECTOR: (See note below regarding eligibility)

Purpose: The NAR Director of The Metro South Association of REALTORS® shall serve as a liaison between the Membership of The Metro South Association of REALTORS® and the Membership of the National Association of REALTORS®.

Term: One (1) Year – Appointed by the President.

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

Duties and Responsibilities:

- Must be a current or past Member of The Metro South Association of REALTORS® Board of Directors.
- Attends The Metro South Association of REALTORS® Annual Local Leadership Training Program.
- Attends the National Association of REALTORS® Conventions as a “voting Member” representing the Board of Directors of The Metro South Association of REALTORS®.
- Presents a verbal report at the MSAR Board of Directors meetings.
- Encouraged to attend the Association’s Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

Note: The National Association of REALTORS® Constitution states that local Boards with a Membership of 2,000 or more Members shall be entitled to a Director. The NAR Constitution requires that yearly July 31 Membership counts be used to calculate NAR Director Entitlement.

*Depending upon the current budgeted finances of the Metro South Association, the NAR Director shall be reimbursed for attendance at the NAR Conventions – see Annual Budget for amount.

*To be eligible for reimbursement, the following criteria must be met:

- Must attend the closing NAR Board of Directors meeting.
- Complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

ASSOCIATION EXECUTIVE: (See MSAR Bylaws, Article XI, Section 6)

Purpose: Shall be an employee hired by the majority consent of the Executive Committee, subject to final approval by the Board of Directors, and shall be the Staff liaison between the President, the Executive Committee, and the Board of Directors.

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

Duties and Responsibilities:

(The below is not inclusive and is an abbreviated list of duties. The Association Executive's job description is outlined in a "Contract of Employment" currently on file.)

- Responsible for the day-to-day operations of The Metro South Association of REALTORS®.
- The Association Executive shall maintain the records of the Association and attend to all necessary correspondence, including NAR & GAR. In accordance with the job description currently on file, the Association Executive is responsible for and accountable to the Board to:
- Present all communications received to the President first and then to the Board;
- Prepare schedules of meetings and events for the year and notify all Board Members of regular and special meetings, and prepares the Association's Newsletter publications;
- Prepare agenda and minutes for the Executive Committee, Education Foundation, and Board of Directors;
- Insure that proceedings of meetings of Members and Directors, all correspondence received, books, reports, and documents are properly kept and filed;
- Maintain books, records, papers and seal of the corporation, and affix the seal where necessary under the direction of the Vice President of Administration or as delegated by the Board;
- Maintain, **or cause to be maintained**, revisions to the governing documents, including but not limited to, the Constitution and Bylaws, Policies and Procedures Manual, Strategic Plan, and Committee Structure, and publish and distribute such revisions to the proper agencies (i.e. NAR, IRS, Board Accountant);
- Receive all monies due the Board, from all sources, providing a full account to the Treasurer at the earliest practicable time;
- Insure that Member companies holding Non-Member (Salesperson) licensees are compliant with Membership requirements;
- Insure that the Articles of Incorporation and the Constitution and Bylaws of the Board are recorded or filed, as notice to the public, when State law permits or requires such recording or filing; and

ASSOCIATION EXECUTIVE Duties and Responsibilities: *(Continued)*

- Insure that the provisions of the Constitution and Bylaws are followed and inform the Board of Directors of any inappropriate operation contrary to the Bylaws.

ASSOCIATION EXECUTIVE GENERAL EXPENSES:

***Depending upon the current budgeted finances of the Association**, the Association Executive shall be **reimbursed** for attendance at the GAR Conventions, GAR AE meetings, NAR AE Institute, the NAR “*Leadership Summit*”, and the NAR Conference & EXPO. Any other Association meetings will require approval of the Executive Committee.

Expenses: Convention/Meeting Registration
Airfare or Car Mileage (Allowance as Used by the IRS)
Tips/Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(*For the **total amount allowed** for all of the above functions, refer to the Annual Budget approved by the MSAR Board of Directors. **To be reimbursed, the AE shall complete a Request for Reimbursement (Expense Statement) form for each event attended, along with a copy of the original receipts, which documents shall be reviewed by the Board President and Treasurer.**)

Board Committees

Standing Committees are prescribed in the Association's Constitution and Bylaws. The President has the authority to appoint Special Committees, as deemed necessary, subject to confirmation by the Board of Directors.

Standing Committees of the Board:

Administration and Operations (A&O)
Budget and Finance
Communications/Public Relations
Constitution and Bylaws/Policies and Procedures
Education and Orientation
Equal Opportunity/Cultural Diversity
Legislative and Government Affairs
Membership
Programs
REALTORS® Political Action (RPAC)
Sponsorship ("Partnership")
Strategic Planning
Young Professionals Network (YPN)

The Metro South Association of REALTORS® participates in the GAR Statewide Professional Standards which is responsible for:

Professional Standards
Grievance

Special Committees of the Board:

Annual Trade Show & Expo
Circle of Excellence (COE)
Community Services/Special Social Functions
GAMLS Liaison
Nominating
REALTOR® of the Year
Special Awards

- With the exception of the Executive, Nominating, Programs, Sponsorship Committees and the GAR Statewide Grievance and Professional Standards Committees, the President shall appoint all Committee Chairs. The Chairs shall select the Committee Members, with the approval of the President. The Chairs, in cooperation with the President-Elect, shall select the Committee Vice-Chairs.
- The President and the Vice Presidents are accountable for the work of the Committees and shall be notified of Committee meetings.
- **Each Committee Chair is encouraged to attend the Board of Directors meetings and be prepared to report to the Board on the activities of their Committee. If the Chair is unable to attend, the Chair shall communicate the Committee's activities to their respective Vice President in a timely manner to allow the Vice President sufficient time to prepare the Committee report.**

*** Appointments to the Grievance and Professional Standards Committees shall be consistent with the GAR Statewide Professional Standards Enforcement Agreement, to which this Association is a party.**

ADMINISTRATION AND OPERATIONS COMMITTEE (A&O):

Purpose: The Administration and Operations Committee of The Metro South Association of REALTORS® shall advise the Board of Directors concerning personnel policies, administrative policies and **fixed assets** through the Vice President of Administration.

Term: One (1) Year for the Chair and Vice-Chair.

Reporting: To the President, Treasurer, and Board of Directors.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
 - The Chair selects the Committee Members, with the approval of the President.
 - The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
 - The Committee consists of the Chair and a minimum of two (2) other REALTOR® Members.
 - Prepares, or causes to be prepared, the budget for the Administration and Operations Committee that shall consist of the wages, bonuses and other costs as inherent expenses of such wages of the Staff of The Metro South Association of REALTORS®.
 - Prepares, or causes to be prepared, the budget for the Administration and Operations Committee that shall consist of the general fixed operating income/expenses of the Real Assets and fixed/variable costs of operations of The Metro South Association of REALTORS®.
- Assists the AE in interviewing and selecting Staff Employees.
- The Chair attends Board of Directors meetings and is encouraged to attend the Association's Broker Council events.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by the President or the Board of Directors.

BUDGET AND FINANCE COMMITTEE:

Purpose: The Budget and Finance Committee prepares the Annual Budget for submission to the Board of Directors.

Term: One (1) Year.

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

Duties and Responsibilities:

- Chaired by the Vice President of Finance for The Metro South Association of REALTORS®.
- The Committee consists of the Chair and a minimum of six (6) other REALTOR® Members to include the President and President-Elect, and three (3) at-large REALTOR® Members selected by the Chair, plus any additional Members as shall be determined/approved by the President.
- Prepares a detailed record of income and expenses and renders a statement of The Metro South Association of REALTORS® budget proposal to the Board of Directors at the requested scheduled meeting.
- Prepares the accounting procedures of The Metro South Association of REALTORS® to be aligned, as much as possible, with the Committees of the Association.
- Prepares the Annual Budget of The Metro South Association of REALTORS® to consist of the anticipated income by category, the anticipated expenses by category and time-frame, and the authority to obligate funds by Officer and Committee and the frequency of that authority.
- Prepares such other reports as directed by the President, the Executive Committee, or the Board of Directors.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

CIRCLE OF EXCELLENCE COMMITTEE (COE):

Purpose: To function as an Applications Committee charged with the responsibility of qualifying Members for the award in accordance with established guidelines through the Vice President of Member Services.

The rules, qualifications, categories, type of awards, the awards venue, and the admission fees are recommended by the COE Committee and approved by the Board of Directors.

This Committee is self-sustaining, developing its own budget with the approval of the Board of Directors.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Member Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of at least five (5) REALTOR® and Affiliate Members.
- Meetings are scheduled by the AE, at the request of the Chair.
- The purpose of the meetings is to organize the schedule, including dates for submission of applications, applications review, the awards ceremony, and to develop a budget and fund-raising strategies.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's Broker Council events.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by the President or the Board of Directors.

COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE:

Purpose: This Committee shall be responsible for coordinating information for publications in the Association's Newsletter; i.e. educational seminars, Circle of Excellence, educational designations, quarterly meeting program information, articles by the President, etc. Also, responsible for promoting the Association and the REALTOR® image to the general public by supplying information of public interest to the outside media through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair, the Vice President of Governmental Affairs and Community Services, and the desired number of at-large REALTOR® and Affiliate Members.
- Meets on an "as needed basis" to assist the Association Executive plan and review material for the Association's Newsletter and media releases, and reviews the Newsletter draft prior to publication.
- Solicits input from various Committees and promotes participation in Association programs to the Members of the Metro South Association.
- Promotes the REALTOR® image to the general public.
- Encourages Members to submit articles for possible publication in the Georgia REALTOR® magazine and/or publications of the National Association.
- The Chair attends Board of Directors meetings and is encouraged to attend the Association's Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors.

COMMUNITY SERVICES AND SPECIAL SOCIAL FUNCTIONS:

Purpose: To conduct all Metro South Association-sponsored Community Service activities and Social functions, as approved by the Board of Directors and in accordance with its Strategic Plan, through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair.

Reporting: To the President, Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- In accordance with the Association's Strategic Plan, conducts all Metro South Association-sponsored Community Service projects (i.e. "Coats for Kids") and Social functions, as approved by the Board of Directors.
- Works in conjunction with the Communications/Public Relations Committee and this Committee's submission of media releases that result in favorable publicity for the Association.
- The Chair (Liaison) attends Board of Directors meetings.
- The Chair (Liaison) is encouraged to attend the Association's Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors.

CONSTITUTION AND BYLAWS/ POLICIES AND PROCEDURES COMMITTEE:

Purpose: This Committee shall prepare revisions or amendments to the Constitution and Bylaws and the Policies and Procedures Manual of The Metro South Association of REALTORS® and shall prepare official resolutions and proclamations as directed by the Executive Committee or the Board of Directors through the Vice President of Governance.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, Vice President of Governance, and the General Membership (Constitution and Bylaws).

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR® Members. One of the three REALTOR® Members shall be appointed as the Parliamentarian of the Association. The Parliamentarian shall attend the meetings of the Board of Directors and advise the President on matters of the Constitution and Bylaws and Parliamentary Procedures.
- Drafts revisions or amendments to the *Constitution and Bylaws* of The Metro South Association of REALTORS® as directed by the Board of Directors and/or the National Association of REALTORS®.
- Drafts revisions to the *Policies and Procedures Manual* of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Drafts official resolutions and proclamations of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Drafts documents expounding policy position or expression of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Insures that proposed changes to the Bylaws are published as required in the Constitution and Bylaws, Article XVIII – Amendments.
- The Chair Attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors.

EDUCATION AND ORIENTATION COMMITTEE:

Purpose: To work in partnership/cooperation with the MSAR Education Foundation, make recommendations to the MSAR Board of Directors concerning the education program of the Association, and conduct the education program of the Association through the Vice President of Professional Development.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and the Vice President of Professional Development.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of ten (10) other Members, six of which must be REALTOR[®] Members. (Members should reflect the diversity of the Association, its Societies, and Councils (including Women's Council) and also reflect the varied size offices.
- Suggest instructors and classes relevant to the real estate industry.
- Assists with schedules and implements programs.
- Consideration shall be given to providing continuing education credit, professional development and approved courses of the Georgia Real Estate Commission.
- Classes shall be provided at a minimal cost to the Members of The Metro South Association of REALTORS[®]. A higher fee shall be charged to Non-Members, providing there is space available.
- Conducts the Orientation Program of the Association in accordance with the Directives of the National Association of REALTORS[®] and keeps the Board of Directors informed of any changes in the directives.
- Notifies the AE of any Educational Awards to be ordered and presented; notifies the Membership Committee when each Member has completed the Orientation Program.
- The Chair attends Board of Directors meetings and presents the Education Report.
- Encourages peers to attend upcoming classes at the Metro South Association's Broker Council events, and at the General Membership meetings.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings which are submitted to the VP of Professional Development.
- Performs such other duties as directed by the Education Foundation, President or the Board of Directors.

EQUAL OPPORTUNITY/CULTURAL DIVERSITY COMMITTEE:

Purpose: To create opportunity for positive exchange among diverse groups through community outreach, education and cultural diversity awareness through the Vice President of Professional Development.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and the Vice President of Professional Development.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR® and two (2) Affiliate Members.
- Meets as necessary with representatives of the Department of Housing and Urban Development (HUD), the State Human Rights Agency, and representatives of the Community Housing Resources Board to assess progress.
- Hosts Fair Housing/Equal Opportunity education programs, cultural proficiency training session, Affordable Housing Specialist designation class for the Leadership Team and Membership
- Encourages cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of the Fair Housing laws to insure equal opportunity for all.
- Promotes initiatives among Membership, i.e. networks with other Boards (EO/CD), contacts local ethnic/diverse organizations, and obtains list of bi-lingual Members.
- Conducts Community Outreach.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's Broker Council events.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by the President or the Board of Directors.
- Determines funding needs and sources, i.e. Submission of the Grant Application to NAR annually, Sponsorships, and Producing Income Events.

GAMLS LIAISON:

Purpose: Acts as a communicator or the source of contact between the Metro South Association of REALTORS® Board of Directors and the Georgia Multiple Listing Service. As there are no physical meetings held between the Liaison and GAMLS, the Liaison funnels concerns of the leadership to GAMLS Corporate personnel.

Term: One (1) Year.

Reporting: To the President, the Board of Directors, and the Vice President of Governance.

Duties and Responsibilities:

- The Liaison shall be a REALTOR® Member, appointed by the President.
 - Attends meetings of the Metro South Board of Directors and reports ongoing activities.
- Encouraged to attend the Association's Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors or the Vice President of Administration.

GRIEVANCE & PROFESSIONAL STANDARDS COMMITTEES:

(SEE ATTACHED “GAR AGREEMENT TO ESTABLISH STATEWIDE PROFESSIONAL ENFORCEMENT” EXECUTED BY METRO SOUTH ASSOCIATION ON 02/082011)

Purpose: The purpose of the Agreement shall be to create a Statewide Professional Standards Enforcement providing for the appointment of Mediation Officers and the establishment of a **Joint Grievance Committee, Professional Standards Committee**, and an Appeal Panel comprising members from each signatory Board/Association for enforcement of the Code of Ethics, including mediation of disputes, the conduct of ethics and arbitration hearings involving members of the signatory Boards/Associations to ensure impartial and unbiased Hearing Panels in an efficient and effective basis to better serve the members.

Authority: The authority for the establishment and utilization of the Statewide Professional Standards Enforcement Procedures shall be established by the Agreement approved by the GAR Board of Directors.

Geographic Area:

The geographic area served by this Agreement shall be the area of the combined territorial jurisdiction assigned by the National Association of REALTORS® to the Boards/Associations which are signatories to this Agreement.

See <http://www.garealtor.com/LawEthics/StatewideProfessionalStandards/> for information on the following subjects:

Statewide Professional Standards 
Steps for Filing an Ethics Complaint
Participating Boards/Associations
Before You File an Ethics Complaint
Steps for Filing an Arbitration Request
Arbitrable Issues
Code of Ethics
Arbitration
Mediation

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE:

Purpose: To keep The Metro South Association of REALTORS® Members abreast of Legislative, Local, State, and National Issues through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and is to include: the Vice President of Governmental Affairs and Community Services, the RPAC Chair, and other at-large politically-involved Members from the MSAR Association.
- Reviews and is acquainted with legislation that in any manner affects the real estate industry.
- Acquainted with elected public officials and attends meetings affecting the real estate industry, including the Georgia Association of REALTORS® Legislative meetings (when the Georgia General Assembly is in session), and County Commission meetings within the areas which Metro South Association serves.
- Publishes information to the Membership in the Association's Newsletter publication.
- The Chair attends and provides updates at the Board of Directors meetings.
- The Chair is encouraged to attend the Association's Broker Council events.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by the President and Board of Directors.

MEMBERSHIP COMMITTEE:

Purpose: To set goals to increase and maintain Membership through the Vice President of Member Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and Vice President of Member Services.

Duties and Responsibilities: (Enumerated in Article IV – Membership of the MSAR Constitution and Bylaws.)

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR® and two (2) Affiliate Members. The make-up of the Committee should comprise a balanced representation of Brokers and Agents.
- The Committee is encouraged to meet on a monthly basis.
- Along with the Vice President of Member Services, entertains Member concerns and/or requests and presents them to the Board of Directors, together with recommendations for resolving such issues.
- Communicates with Brokers to increase Membership. A list of all new applicants will be presented to the Board of Directors for its approval. The list will be published in the Association's Newsletter publication.
- Promotes and creates additional benefits of Membership for the Members.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's Broker Council events.
- Performs such other duties as directed by the President or Board of Directors.

NOMINATING COMMITTEE:

Purpose: The Nominating Committee shall be responsible for annually nominating a slate of Officers and Directors to serve The Metro South Association of REALTORS[®], and the GAR State Directors.

Composition:

Chair: The Chair of the Nominating Committee will be selected via vote by the appointed Committee Members (President Elect may serve as a committee member, NOT as Chair)
Makeup: Two (2) Active Past Presidents, and Four (4) Active REALTOR[®] Members.

Term: One (1) Year

Reporting: To the Board of Directors and General Membership.

Duties and Responsibilities:

- At the May Board of Directors meeting, the President appoints the Nominating Committee (as a Special Committee), subject to the approval of the Board of Directors.
- The Nominating Committee selects one candidate for each office (except President and Immediate Past President) and one candidate for each position to be filled on the Board of Directors and the State Directors. **The Committee secures the permission of the candidates prior to their name being placed on the List of Nominees.**
- The Slate of Nominees will be presented to the Board of Directors at the June meeting. The Board of Directors may not change the Slate of Nominees.
- **Notification and Election** - No later than the third Friday of August, the Slate of Nominees will be published in the Association's official Newsletter publication and on the Association website; and the Slate of Nominees will be emailed to each Association Member concurrently.
- Additional Nominations may be made by Petition. The Petition must be signed by a minimum of 25 Active REALTOR[®] Members in good standing. The petition must be received at the Association office no later than the first MSAR Staff work day in September. Notice of additional nominees to the General Membership is not required.
- The Election shall take place at the Annual "General Membership Meeting". The Chair of the Nominating Committee will read the list of Nominees for all uncontested positions to be filled and move that the nominees be elected by majority vote of REALTOR[®] Members present and entitled to vote. The Chair will ask for a 2nd to the motion and a voice vote. **For all positions that have more nominees than positions to be filled, a written ballot will be used.** The ballots will be counted by an Election Committee composed of three (3) REALTOR[®] Members appointed by the President. **No proxy votes will be allowed.**
- In the event that no additional candidates for offices are nominated from the Membership, the Election of Officers and Directors shall be by affirmation upon a motion made and seconded to accept the candidates selected by the Nominating Committee and voted on by a majority of all REALTOR[®] Members present whether or not a quorum is present.

Installation – The Elected Officers, and Directors shall take office on the first day of January.

PROGRAMS COMMITTEE:

Purpose: To provide The Metro South Association of REALTORS® Members with the best possible programs for the General Membership meetings. Organizes social functions and events, and develops camaraderie among Members.

Composition:

Number on Committee: Varies

Chair: The President-Elect

Vice-Chair: Appointed by the President-Elect, with approval of the President.

Term: One (1) Year.

Reporting: To the President and the Board of Directors.

Duties and Responsibilities:

- Assists the President/AE in planning the Metro South Association's General Membership meetings.
- Properly displays the American Flag.
- Coordinates with the Staff including, but not limited to, meeting location, menu, expenses, speaker and promotional materials.
- Assists with social functions as directed by the President and performs such other duties as directed by the President or the Board of Directors.

REALTOR® OF THE YEAR COMMITTEE:

Purpose:

This Award is presented to a REALTOR® Member based on the criteria published by the Georgia Association of REALTORS®. The recipient is selected by the Metro South Association REALTOR® of the Year Committee.

Composition:

The Immediate Metro South Association Past REALTOR® of the Year as Chair and 5 REALTOR® members and 1 alternate REALTOR® member (to be used in the event that one of the original 5 cannot meet their obligations). Committee members may not be related to, or be the broker of any nominee (the term “related” is defined by blood or professionally). Committee members will be appointed by the President and approved by the Board of Directors after receipt of all applications.

Reporting:

To the President, the Board of Directors, and the Vice President of Members Services.

Term:

The Committee Chair term will be for a period of 1 calendar year. The Committee Members term shall begin once assigned by the President and approved by the Board of Directors, and shall end on December 31 of the same calendar year.

Responsibilities:

- Based on the merits and qualifications of each Nominee, the Committee may, at its discretion, select a Past Local MSAR REALTOR® of the Year as the Nominee for the State Award. The recipient selected will participate in the GAR State REALTOR® of the Year competition.
- If applicable, the Committee may also select, at its discretion, a “*Managing Broker Member of the Year*” and an “*Affiliate Member of the Year*” for outstanding service and contribution to the Metro South Association.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- Performs such other duties as directed by directed by the President or the Board of Directors.
- Upon receipt of the ROTY Nominations and prior to the Committee meeting, the Chair shall confirm the AE has verified the nominees have not been disciplined by GREC, that their board dues and Code of Ethics are current.
- All ROTY nominees who complete the ROTY Application packet must have the application certified by their broker and submitted by the deadline specified. If they are a broker and nominated, they are to submit the application packet and the AE will verify the application prior to the Committee Meeting.
- No one can be awarded the REALTOR®, *Managing Broker* or *Affiliate* of the Year Award more than once in a 3 year period.

REALTORS® POLITICAL ACTION (“RPAC”) COMMITTEE:

Purpose: To achieve designated financial goals through fundraising and direct solicitation of funds. The RPAC goal for the Association is established by the Georgia Association of REALTORS® based on Membership.

Term: One (1) Year or as Appointed by the President.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR® Members and three (3) at-large Affiliate Members selected by the Chair, plus any additional Members as approved by the President.
- RPAC raises voluntary funds for use in making campaign contributions to political candidates at the Federal, State, and Local levels, as well as supporting issues of concern to the real estate industry. Close coordination with the State Affairs and Legislative/Political Affairs Committees is essential.
- The Chair Attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors.

SPECIAL AWARDS COMMITTEE:

Purpose: The Special Awards Committee, a self-sustaining Committee, shall be responsible for the criteria, development and presentation of Awards for The Metro South Association of REALTORS® through the Vice President of Member Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and Vice President of Member Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of four (4) REALTOR® Members from various companies.
- Reviews and approves all award nominations submitted to The Metro South Association of REALTORS® for presentation to the Members.
- Determines the winners for the **New Homes and Resale (Individual and Team) Agents of the Month**, the **Commercial ((Individual and Team) Agents of the Month**, and the **Rookie Agent of the Month**. Awards shall be presented at the appropriate functions.
- Determines the winners of the “Silver Box Award”, an award that recognizes extraordinary civic and volunteer work (non-real estate related) by Members of the Metro South Association...
- Receives and reviews the annual applications for the “**Rookie REALTOR® of the Year Award**” and presents the award to the recipient at the appropriate function.
- Receives and reviews the annual applications for the “**Office Professionals of the Year Award**” and presents the awards to the recipients at the appropriate function.
- Determines the method of presentation and the type of awards for all the Committee’s awards.
- The Chair prepares, or causes to be prepared, the Minutes of Committee meetings.
- The Chair Attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s Broker Council events.
- Performs such other duties as directed by the President or the Board of Directors.

SPONSORSHIP/PARTNERSHIP COMMITTEE:

Purpose: To Partnership Committee shall secure individual and corporate funding for those projects, publications and meetings for The Metro South Association of REALTORS® to help offset expenses.

Composition:

Number on Committee: Varies – minimum of three (3)

Chair: The President-Elect

Vice-Chair: Appointed by the President-Elect

Term: One (1) Year

Limits: No limits

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

Duties and Responsibilities:

- Develop criteria for partnership categories for the Metro South events.
- To reach each Affiliate member by e-mail or telephone to request funds to become a Sponsor/Partner.
- To promote good will between the Affiliates/Partners and the Association.
- To promote partnerships at association functions, the homepage of the website and the Newsletter.

STRATEGIC PLANNING COMMITTEE:

Purpose: To assure that future decisions made by the Association revolve around the Association's "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 (planning to include but not be limited to Membership and Staffing objectives, as well as Member services and benefits), 2) guide the implementation of/or revise the Association's Strategic Plan (for adoption by the Board of Directors), and 3) develop future Leadership for the Association.

Composition: The President (Chair), President-Elect (Vice-Chair), Immediate Past President, Treasurer, the four (4) Vice Presidents, and a minimum of four (4) current Members of the Board of Directors. Members shall be chosen by the sitting President. The Association Executive shall be a non-voting member of the Committee and maintain the minutes and appropriate documents of/or pertaining to the Committee.

Number on Committee: Twelve (12)

Chair: The President

Vice-Chair: The President-Elect

Makeup: Twelve REALTOR® Members, approved by the Board of Directors.

Term: **Rotating Term Appointment** - One to Three Years. Vacancies filled by appointment of MSAR President, with approval of Board of Directors. Terms of President and President-Elect shall be extended automatically through their term of office.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Meets on an "as-needed basis". Members are to attend all scheduled Committee meetings and the Annual Leadership Training.
- Completes all assigned tasks.
- Works together with other Board Committee Members to attain the Goals of the Strategic Plan, which fulfills the Mission Statement of the Association, and supports all of the decisions made by the Strategic Committee.
- If the Committee holds a Strategic retreat at an out-of-city location, members are required to sign a member participation commitment letter. **Members are also required to sign a Confidentiality and Non-Disclosure Agreement (attached).**

YOUNG PROFESSIONALS NETWORK (YPN):

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

Term: One (1) Year for Chair and Vice-Chair

Reporting: To the President, the Vice President of Member Services, and the Board of Directors.

Duties and Responsibilities:

- **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 that they feel passionate about.

APPENDIX “A”

Metro South Association of REALTORS®

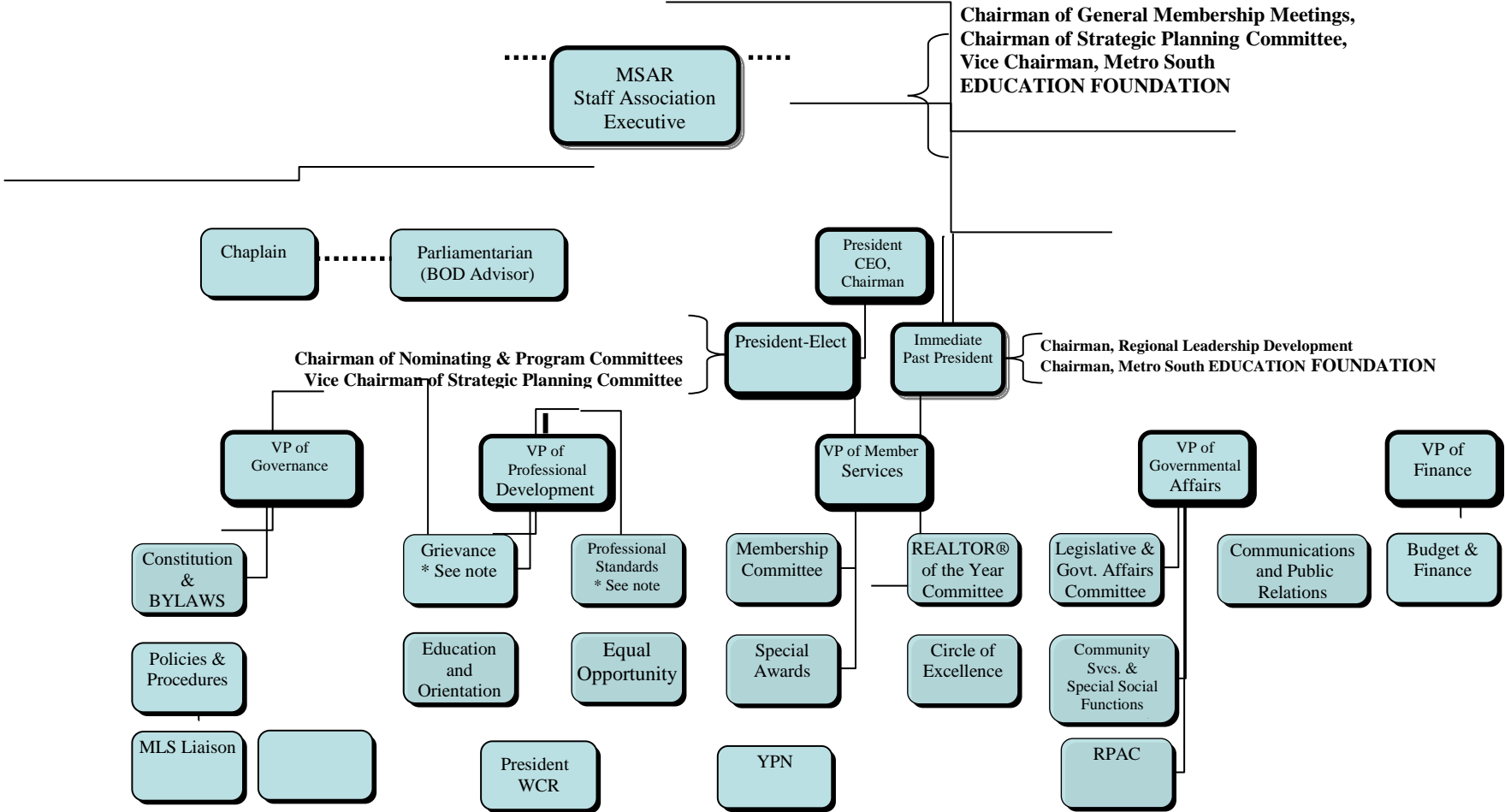
Board of Directors

“ORGANIZATIONAL CHART”

MSAR Board of Directors

The MSAR Board of Directors consists of: The President, President-Elect, Immediate Past President, 4 Vice Presidents, Treasurer, 12 Local Directors, who vote only on “Local Issues”, and “State” (GAR) Directors), who vote only on “State-Related Issues”.

* An MSAR Member, who serves on a GAR Statewide Committee, shall present, at MSAR BOD meetings, a report of the Committee’s activities



Provided MSAR has a Membership of 2,000 Members, One NAR Director shall be Elected for a Term of One Year – such Director would be Appointed by the Association President.

APPENDIX “B”

Social Media Policy

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

**GAR Agreement to Establish Statewide
Professional Standards Enforcement Agreement**

EACH TO BE SIGNED BY LEADER

Social Media Policy

for Metro South Association of REALTORS® Leadership

Metro South Association of REALTORS® (MSAR) values social media. Its proper use creates awareness of our purpose and mission. It is also a great communication and marketing tool. As a MSAR leader*, what you share on the Internet is (or may be interpreted to be) representative of MSAR and, in any event, must be approached with caution.

The written word is easily misunderstood and misinterpreted, especially in a leadership position as you are held to a higher standard by others. MSAR also respects your right to interact and communicate about non-association related matters using the Internet. In order to protect MSAR from the posting of comments and information that may have a harmful effect on its reputation and/or its employees, the following policy has been developed.

For the purpose of this policy, “engaging in social media” means posting or uploading content to any type of interactive electronic communication including but not limited to websites, blogs, social networks, discussion boards, and listservs.

- You assume any and all risks associated with engaging in social media.
- Before engaging in social media, know the MSAR’s position on issues. Be sure it is clear that your opinion and views expressed are yours alone and that any statements, opinions and beliefs do not necessarily reflect the views of the Association.
- When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to MSAR or to any third party that has disclosed information to us. This includes but is not limited to the use of Association trademarks and copyrighted material.
- Use caution when posting photos of leadership, staff and members from REALTOR® events.
- Since the Internet is public space, you must refrain from engaging in social media that may disparage or harm the image or reputation of MSAR or any of its employees.
- When engaging in social media, do not expect your comments to be private. Even comments posted in private groups can easily be shared publicly.

- When it comes to political advocacy and candidate campaigns, represent and conduct yourself online as a member of the Georgia REALTOR® Party, which supports real property rights regardless of political affiliation.
- RPAC investments should not be solicited in any online public forum.
- Do not share or publicly post any decisions that are confidential. This includes board matters, personnel, staffing, professional standards decisions, and financial information.

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

PRINTED NAME

DATE

SIGNATURE



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement (Agreement), dated as of ____ day of _____, 20____, is by and between The Metro South Association of REALTORS® (“MSAR”), a Georgia corporation, and _____, an Individual (“Recipient”). This Agreement shall govern the conditions of disclosure of information by MSAR to the Recipient of certain information considered to be confidential by MSAR relating to the Recipient’s participation on any MSAR Committee, Sub Committee or Task Force (the “Purpose”).

1. Confidential Information Defined. Confidential Information of MSAR shall include any information that is marked as “confidential” by MSAR, or is represented by MSAR as being 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, e-mail transmissions, fax transmissions and other sources of information of whatever kind regarding MSAR, 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 MSAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information of MSAR, Recipient shall: (a) immediately notify MSAR; (b) take all reasonably necessary steps to prevent further unauthorized access and/or use; and (c) cooperate with MSAR in its efforts to secure the Confidential Information and protect its rights therein.

3. Term. Confidential Information disclosed pursuant to this Agreement will be subject to the terms of this Agreement in perpetuity.

4. Return or Destruction. Recipient shall keep records of the tangible items of Confidential Information furnished to it by MSAR. Upon notice received from MSAR, 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. Breach of Agreement. In the event that the recipient fails to abide by the terms of this agreement, recipient shall be subject to discipline in accordance with the Constitution and Bylaws, rules and regulations of The Metro South Association of REALTORS®, Inc.

6. Entire Agreement and Amendment. This Agreement embodies the entire Agreement between the parties concerning the confidentiality of any information disclosed pursuant to the Purpose described above and no modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless in writing and signed by all parties.

Authorized representatives of each of the parties have executed and delivered this Agreement as evidenced by their respective signatures below:

The Metro South Association of REALTORS®	MSAR Officer or Director
Signature:	Company:
Please Print:	Email:
Title:	Contact #:
1671 Adamson Parkway, Suite 100	Street Address:
Morrow, GA 30260	City, State & Zip:

(Total # of Pages: 7)

**GAR Agreement to Establish Statewide
Professional Standards Enforcement Agreement**

1. Authority

The authority for the establishment and utilization of the Statewide Professional Standards enforcement procedures shall be established by the Agreement approved by the Georgia Association of REALTORS® Board of Directors.

2. Geographic Area

The geographic area served by this Agreement shall be the area of the combined territorial jurisdiction assigned by the National Association of REALTORS® to the Boards/Associations which are signatories to this agreement.

3. Purpose

The purpose of this Agreement is to create Statewide Professional Standards enforcement procedures providing for the appointment of Mediation Officers and the establishment of a joint Grievance Committee, Professional Standards Committee, and an Appeal Panel comprising members from each signatory Board/Association for enforcement of the Code of Ethics, including the mediation of disputes, the conduct of ethics and arbitration hearings involving members of the signatory Boards/Associations to ensure impartial and unbiased Hearing Panels in an efficient and effective basis to better serve the members.

4. Qualifications of Tribunal

a. Grievance Committee

- i. Members must have been a REALTOR® for a minimum of three years prior to serving.
- ii. Training – For each elected term on the Committee, members must attend a Professional Standards Training Seminar approved by the GAR President prior to becoming an active member on the committee. (Active is someone who has taken the approved GAR Professional Standards Training during their term).
- iii. Members must sign a confidentiality agreement prior to becoming an active member on the committee.

b. Professional Standards Committee

- i. Members must have been a REALTOR® for a minimum of five years prior to serving.
- ii. Training – For each elected term on the Committee, members must attend a Professional Standards Training Seminar approved by the GAR President prior to becoming an active member on the committee and being eligible to serve on a Hearing Panel.
- iii. Members must sign a confidentiality agreement prior to becoming an active member on the committee.

5. Composition of Tribunals

a. Grievance Committee

- i. This agreement authorizes the establishment of a Statewide Grievance Committee. The Grievance Committee shall be composed of members in good standing from each signatory Board/Association on a basis of up to one (1) appointee for the first 1,000 members or portion thereof and up to one (1) additional member for each additional 1,000 members of a portion thereof as reported in the membership totals to the Georgia Association of REALTORS® as of July 31 of the previous year.

Signatory Commercial Boards may appoint up to 15 (fifteen) Grievance Committee members.

- ii. Members of the Grievance Committee from each signatory Board/Association shall be appointed by the Presidents of the respective Boards/Associations, subject to confirmation by the respective Boards of Directors, provided that the Presidents shall have the power to appoint, on a timely basis, and without necessity of confirmation by the Boards of Directors, a substitute member to the Committee for any member from their respective Boards/Associations who may become unable to serve for any reason.

The Chair and Vice Chair of the Grievance Committee shall be selected from the appointed Grievance Committee members by the GAR President and GAR President Elect respectively in accordance with the GAR Policies and Procedures.

iii. In order to review a complaint for alleged unethical conduct or a request for arbitration, the Grievance Committee will be split into 4 panels. There will be a Grievance Committee meeting scheduled twice a month with panels alternated. Each panel would then be invited to approximately 6 meetings per year.

1. The Commercial Board/Association Grievance Committee members will not be asked to serve on one of these 4 panels. Instead, when an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and a member of a Commercial Board/Association is the respondent, the GAR President or their designee, in consultation with the Commercial Board Presidents, shall appoint a panel consisting of Commercial Board/Association Grievance Committee members to review the complaint and/or arbitration request.

2. When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and the respondent is a member of a non Commercial signatory Board/Association, the GAR President, or their designee, shall appoint a panel consisting of either the Chair or Vice Chair of the Grievance Committee, 2 members of the Grievance Committee that are not members of a Commercial Board/Association and, in consultation with the Commercial Board President(s), 2 members of the Grievance Committee that are Commercial Board/Association members, to review the complaint and/or arbitration request.

3. When a dispute arises over a commercial transaction between two members of a signatory Board/Association that are not members of a Commercial Board/Association, the complainant may request a panel as set forth in either section 5 (a)iii(1) or 5 (a)iii(2).

b. Professional Standards Committee

i. This agreement authorizes the establishment of a Statewide Professional Standards Committee. The Professional Standards Committee shall be composed of members in good standing from each signatory Board/Association on a basis of up to six (6) appointees for the first 500 members or portion thereof and up to one (1) member for every additional 500 members or portion thereof as reported in the membership totals to the Georgia Association of REALTORS® as of July 31 of the previous year.

Signatory Commercial Boards may submit up to twenty (20) Professional Standards Committee members.

ii. The members of the Professional Standards Committee shall be appointed by the Presidents of the respective Boards/Associations, subject to confirmation by the respective Boards of Directors, provided that the Presidents shall have the power to appoint, on a timely basis, and without necessity of confirmation by the Boards of Directors, a substitute member to the Committee for any member from their respective Boards/Associations who may become unable to serve for any reason.

The Chair and Vice Chair of the Professional Standards Committee shall be selected from the appointed Professional Standards Committee members by the GAR President and GAR President Elect respectively in accordance with the GAR Policies and Procedures.

iii. In order to conduct a hearing for an ethics matter or an arbitration forwarded by the Grievance Committee, the President or their designee shall select a Hearing Panel from the Professional Standards Committee of at least five members.

1. When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and a member of a Commercial Board/Association is the respondent, the GAR President or their designee, in consultation with the Commercial Board/Association President(s), shall appoint a Hearing Panel consisting of Commercial Board/Association Professional Standards Committee members to hear the complaint and/or arbitration request.

2. When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and the respondent is a member of a non-Commercial signatory Board/Association, the GAR President, or their designee, shall appoint a Hearing Panel consisting of either the Chair or Vice Chair of the Professional Standards Committee, 2 members of the Professional Standards Committee that are not members of a Commercial Board/Association and, in consultation with the Commercial Board President(s), 2 members of the Professional Standards Committee that are members of a Commercial Board/Association, to hear the complaint and/or arbitration request.

3. When a dispute arises over a commercial transaction between two members of a signatory Board/Association that are not part of a Commercial Board/Association, the complainant may request a Hearing Panel as set forth in either section 5(b)iii(1) or 5(b)iii(2).

c. Members of the Grievance Committee and the Professional Standards Committee shall be appointed for three (3) year terms. Members of the committees shall be eligible for reappointment.

For the initial operation under this agreement, the GAR President shall appoint members to one (1), two (2) and three (3) year terms (one-third for each term).

d. Panels authorized by this agreement, i.e. Grievance, Hearing and Appeal, shall consist of an odd number of members.

e. This agreement also authorizes the appointment of Mediation Officers from the signatory Boards/Associations. Although utilization of the service of mediation shall be voluntary, and although the process is not defined as a tribunal, all parties to any requested arbitration shall be provided the opportunity to mediate a dispute arising out of a real estate transaction and their relationship as REALTORS® prior to the arbitration of the dispute.

6. Operation

a. Professional Standards hearings and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® as amended from time to time, and as adapted to conform to the provisions of applicable state law, along with the Areas of the Code of Ethics and Arbitration Manual requiring Board/Association Action; both of which are hereby agreed shall be considered as adopted and incorporated into the bylaws of each signatory Board/Association to this Agreement.

b. Appeals of the Grievance Committee's dismissal of an Ethics complaint or Arbitration request (or challenges to the classification of arbitration requests) shall be heard by at least five members of the Grievance Committee who did not serve on the original tribunal. An Appeal Panel shall be selected as called for in paragraph 5(a) iii above.

c. Appeal of an ethics determination rendered by the Statewide Professional Standards Committee shall be heard by at least five members of the Professional Standards Committee who did not constitute the original Hearing Panel. An Appeal Panel shall be selected as called for in paragraph 5(b)iii above.

1. Appeal is not provided from the decision of an arbitration panel established under this Agreement, except with respect to a claim by a party alleging deprivation of due process.

2. The Appeal Panel shall be selected as called for in paragraph 5(b)iii above and accompanied by a deposit in the sum of \$250 for Ethics appeals and \$500 for Requests for Procedural Review. Check to be made out to Georgia Association of REALTORS®.

d. The GAR Executive Committee or Tribunal consisting of at least five (5) members of the Executive Committee will review the decision of the Hearing Panels in accordance with Part Four, Section 23 of the NAR Code of Ethics and Arbitration Manual. In matters of alleged unethical conduct, any determination rendered by a Hearing Panel of the Statewide Professional Standards Committee, as is finally determined if appealed, will be provided to the respondent's Primary Board/Association for informational purposes only.

e. In matters involving arbitration, any determination rendered by a Hearing Panel of the Statewide Professional Standards Committee will be provided to each respective party's Primary Board/Association of original jurisdiction for informational purposes. In the event a party to an arbitration refuses to pay an award in arbitration, the Board/Association in which the award recipient holds membership shall advise the award recipient to seek judicial enforcement as set forth in Section 56, Part Ten, and in Appendix III, Part Ten, of the Code of Ethics and Arbitration Manual.

f. In the event a complaint alleges that the respondent has improperly refused to submit a dispute to arbitration, the allegation shall be brought before a tribunal of five (5) members selected from the Executive Committee by the GAR President or their designee. The procedure for notices, times of notices, and hearing prescribed for matters before a Hearing Panel shall apply. The sole question of fact to decide will be whether the party has refused to submit an arbitrable matter to arbitration in violation of Article 17. Upon determination that the member has refused to arbitrate a properly arbitrable matter, the Executive Panel may direct implementation of appropriate sanction(s), including suspension or expulsion of the member from the local Board/Association of REALTORS® and/or its MLS. The decision of the Executive Panel shall be final and binding and is not subject to further review by the signatory Board/Association.

g. This agreement authorizes the creation of the Statewide Professional Standards Committee and the Statewide Grievance Committee to oversee the Statewide Operating Agreement and to amend or adopt language necessary to complete the optional portions of the NAR Code of Ethics and Arbitration Manual. Decisions by the Committee will be subject to approval by the Georgia Association of REALTORS® Board of Directors.

7. Reservation of Rights

a. It is understood and agreed by the Boards/Associations signatory to this Agreement that each Board/Association reserves to itself all authority, rights and privileges as have been assigned to it by its Charter and agreement with the NATIONAL ASSOCIATION OF REALTORS® except as voluntarily modified by this agreement.

b. It is further understood and agreed that any Board/Association signatory to this Agreement may withdraw from the Agreement at any time provided the withdrawing Board/Association shall provide notice to GAR thirty (30) days in advance of the date of withdrawal.

Board Name: Metro South Association of REALTORS®

President's Name: _____

Board Approval Date: _____

President's Signature: _____

Association Executive Signature: s/s Christy Slaton_____

###

End of Agreement to Establish Statewide Professional Standards Enforcement -
Executed copy of Agreement on file with the Georgia Association of REALTORS®)