

# THE METRO SOUTH ASSOCIATION OF REALTORS® ("MSAR"), INC.

## "POLICIES AND PROCEDURES MANUAL"

*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, September 11, 2018 & August 20, 2019*

*November 4, 2021, April, 20, 2023*



### Mission Statement

Support the success of REALTORS® & protect property rights

*MSAR Vision Statement: "Maximize REALTOR® professionalism and consumer protection"*

*1671 Adamson Parkway, Suite 100, Morrow, GA 30260-1755*

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

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:**

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 (in person or by phone), standing vote, written vote or electronic vote i.e. Zoom, Skype etc. (See Article XIII Section 6b)

The matter shall be conducted by in an orderly and professional manner.

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. PROCEDURE 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 Policies and Procedures Committee Chair, or computer-literate Committee Member, shall update the Policies and Procedures Manual as changes/revisions occur and present such to the President/Chief Executive Officer for the Board of Director's approval.

**3. DISTRIBUTION OF THE POLICIES AND PROCEDURES MANUAL:**

The Policies and Procedures Manual shall be made available to all Members by accessing the Association website, [www.msarboard.com](http://www.msarboard.com). **A notebook for the Policies and Procedures Manual shall be maintained in the MSAR Board Office.**

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

**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
- Metro South Chief Executive Officer: MSAR, CEO
- Georgia Association of REALTORS®: GAR, the Georgia State Association
- National Association of REALTORS®: NAR, the National Association

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## **LEADERSHIP PACKET**

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 includes a copy of the following:

- A description of the leadership role in which they have been nominated for, or elected to;
- Current Code of Ethics and Standards of Practice;
- Current Constitution and Bylaws/Policies and Procedures for the Metro South Association of REALTORS®;
- Calendar of Meeting and Events scheduled on behalf of Metro South.
- Agreement to Serve and a Confidentiality and Non-Disclosure Agreement
- Confidentiality and Non-Disclosure Agreement
- Antitrust Agreement
- Current Social Media Policy for MSAR

All Executive Officers, Local Directors, State Directors, Committee Chairs and Committee Members will be required to sign the Leadership Packet showing the appropriate commitment level in which they are taking responsibility for. These documents will provide the following:

- Informs the individual of the level of responsibility a Leadership role carries;
- Explains what is involved and expected with that particular role; and
- Holds each individual, representing the Association and the Members in Leadership accountable to the responsibilities of the role

***Note: 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 Chief Executive Officer, the President, and the President Elect in all matters concerning the Board. Individual Members contacting the Board's attorney, on their own behalf, will be responsible for any fees charged. In the event of an unresolved conflict between one of the three (President, President Elect and/or CEO) then the Vice President of Governance shall act on behalf of said Position.

## **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 Board's Chief Executive Officer to assure the monies are within the budget of the Committee.

The Chief Executive Officer (CEO) 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 Internal Revenue Service inquiry regarding the existence of a Policy regarding conflict of interest, and in support of good governance, this Association-Adopted Policy covers disclosure and the 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 the 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 person(s).
  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 affiliation with businesses and other organizations or those of family members.
  4. **Managing Conflicts:** For each interest disclosed to the Association President and/or Immediate Past 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/her position in the Organization or, if the person refuses to resign, that person becomes subject to possible removal, in accordance with the Organization’s removal procedures. The Organization’s Chief Executive Officer 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.

## **PAYMENT OF MEMBER FINANCIAL OBLIGATIONS:**

*(Policy Amended By the General Membership on 10/16/18)*

**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 no later than August 31<sup>st</sup>.
- Unless a Member elects to participate in an MSAR “**Credit Card Authorization Installment Plan**” (\**See Appendix “E”*) running from October-December, all dues invoiced will be payable on or before December 31<sup>st</sup> (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 December 31<sup>st</sup>, a penalty of \$50.00 shall be due from January 1 – January 31 (whether or not said days are on a weekend), and a reinstatement fee 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, the following shall be imposed:
  - 1) A \$50.00 penalty for day 31 (whether or not said days are on a weekend).
  - 2) Additionally, a fine of \$25.00 shall be imposed for each 30-day period (or portion) late thereafter.
  - 3) Removal from access to GAR forms
- **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.

## **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 Chief Executive Officer (CEO) and/or the President 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 Chief Executive Officer.

The President and/or 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 Chief Executive Officer and/or President specifying the records not to be destroyed during this thirty (30) day period of time period.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts Payable Ledgers and Schedules	7 years
Bank Reconciliations	7 years
Bank Statements	7 years
Bills of Sale	7 years
Checks	10 years
Contracts (still in effect)	Length of contract plus 7 years
Correspondence (general)	2 years
Correspondence (with vendors)	7 years
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses/Expense Distribution Schedules	7 years
Insurance Policies, etc.	Length of policy plus 10 years
Internal Audit Reports	3 years
Inventories of Products, Materials, and Supplies	7 years
Invoices (to customers, from vendors)	7 years
Legal Opinions, Lawsuits and Correspondence Regarding Legal Matters	10 years
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
<b>(*Document Provided by the Georgia Association of REALTORS®.)</b>	

## **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 Executive Officers, 13 Local Directors that consist of twelve (12) REALTOR® Members, and one (1) Affiliate Member 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/President of the MSAR Education Foundation 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 & Chief Executive Officer (CEO), 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 of REALTORS®
- All check writing commitment/obligation will require two signatures being two of the three; CEO, President or Immediate Past President. If one of the three said position are vacated then the remaining two positions may appoint a previous Past President to be a check signer until position is filled.
- May employ, or empower the A&O Committee to seek out “Contract for Employment” through legal counsel for employment of a Chief Executive Officer (CEO) and may otherwise prescribe functions as 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®. The A&O Committee may employ legal counsel and address any terms of compensation for services rendered, if necessary
- 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**

**Removal of Officers and Directors:** As defined in the MSAR Bylaws Article XI, Section 6

- 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 Chief Executive Officer (CEO) 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®.

**Terms:** As defined in the MSAR Bylaws, Article XIV - Committees

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

**Restrictions:** All Executive Committee meetings will be closed except for the Chief Executive Officer (CEO), unless otherwise permitted by the President.

**Quorum:** Simple Majority refer to Bylaws and Constitution Article XIII Section 5.

**Reporting:** To the Board of Directors.

### **Duties and Responsibilities:**

- 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 Chief Executive Officer (CEO).

## **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
- May serve as the Chair of all Special Meetings and General Membership Meetings
- Serves as the Chair of the Strategic Planning Committee and shall hold Committee meetings on an as-needed basis
- May assist the Vice President of Professional Development to appoint a Chair for the Association's Broker's Council events who shall interview and select the speakers
- May appoint a Chair for the Standing Committees of the Metro South Association (see Committee descriptions regarding the selection of the Committee Members and Vice-Chairs)
- 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 an ex-officio member of the Administration and Operations (A&O) Committee
- Serves as an ex-officio non-voting Member of all Standing and Special Committees, (except: the Nominating, Georgia Association of REALTORS® Leadership Development Conference, and the Special Awards Committees)
- 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 Women's Council of REALTORS®
- Participates in the Association's "New Member Orientation" Programs or assigns a Member of the Leadership Team to participate in the program

**PRESIDENT** (Continued)

- Performs such other duties as directed by the Executive Committee or the Board of Directors
- 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
- Serves as a voting member of the Reginald McCrary Scholarship Committee
- **\*Depending upon the current budgeted finances of the Metro South Association of REALTORS®, the President shall attend and be reimbursed for the Georgia Association of REALTORS® Conventions/Conferences, GAR Leadership Development Training, the National Association of REALTORS® (NAR) Annual Conference & EXPO, and other meetings authorized by the Board of Directors**

**\*President's General Refundable Expenses:**

Annual GAR/NAR registrations may be paid by The Association's company credit card issued to CEO. If registration fees are paid by the Association credit card then a reimbursement will not be allowed

**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 the appropriate "Travel Expense" form that will be emailed by the Chief Executive Officer and is fillable/writable. (See Copy: Appendix "G"). Then submit back to the Chief Executive Officer (CEO), along with a copy of the original receipts. Reimbursement form to be completed within 30 days of returning from conventions/conferences.**

## **\*PRESIDENT-ELECT**

*(\*This position carries a three-year commitment by the Leader, selected by the Nominating Committee and approved by the Board of Directors, to the Metro South Association in the following positions: The President-Elect, the President, the Immediate Past President, and the MSAR Education Foundation President.)*

**Purpose:** The President-Elect shall, in the absence of the President, or at any time when requested to do so by the President, carry out the duties of the President. The President-Elect succeeds to the Office of President, then the President of the Foundation. Organizes social functions/events and develops camaraderie among REALTOR®/Affiliate members

**Term:** \*One (1) Year

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

### **Duties and Responsibilities:**

- Attends the Georgia Association of REALTORS® Leadership Development Conference
- Assist the Vice President of Professional Development 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, Strategic Plan, Conflict of Interest, and Association Antitrust documents
- 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
- Serves on the A&O Committee
- Serves as a Member of the Nominating Committee
- Serves as a Member of the Budget and Finance Committee
- Serves as Chair of Communications/Public Relations Committee
- Encouraged to attend the Association’s Broker’s Council events
- Serves as an ex-officio non-voting Member of all other Standing and Special Committees, except the Special Awards Committee
- Cooperates with the Vice President’s in selecting their respective Vice-Chairs
- Chairs the Programs Committee and coordinates the meeting location, menu, expense, speaker(s), entertainment, and promotional material for all General Membership meetings/Year-End Meeting
- Performs such other duties as directed by the President, Executive Committee, or the Board of Directors
- Serves as a Trustee of The Metro South Association of REALTORS® EDUCATION FOUNDATION
- Serves as a voting member on the Reginald McCrary Scholarship Committee

## **PRESIDENT-ELECT** (Continued)

- Chairs the Sponsorship (Partnership) Committee
- Attends the Associations Broker's Council

**Depending upon the current finances of the Metro South Association** The President-Elect is encouraged to attend and be reimbursed for the National of REALTORS® “*Leadership Summit*” usually held in Chicago, IL; President-Elect shall attend and be reimbursed for the Georgia Association of REALTORS® Conventions/Conferences, GAR Leadership Development Training, the National Association of REALTORS® Annual Conference & EXPO, and other meetings authorized by the Board of Directors

### **President-Elect “Refundable General Expenses”:**

**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 the appropriate “*Travel Expense*” form that will be emailed by the Chief Executive Officer and is fillable/writable. (See Copy: Appendix “G”). Then submit to the Chief Executive Officer (CEO), along with a copy of the original receipts.). Reimbursement from to be completed within 30 days of returning from conventions/conferences

## **IMMEDIATE PAST PRESIDENT**

**Purpose:** To support and advise the President and Board of Directors. In the absence of the President and President-Elect, shall carry out 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
- Performs other duties as directed by the Board of Directors
- Encouraged to attend the Association's Broker's Council events
- Serves as the President of the Metro South Association of REALTORS® EDUCATION FOUNDATION
- Serves as the Chair for the Reginald McCrary Scholarship Committee

## **VICE PRESIDENT OF FINANCE**

**Purpose:** The Vice President 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
- Obtain all committee meeting minutes from said Chair(s) for submission to the Board of Directors meetings
- 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
- 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 timeframe, 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 Georgia Association of REALTORS® Leadership Development Conference
- Attends the Metro South Association Annual Leadership Development Training
- Selects the most qualified members to serve as the Vice-Chairs of said committees
- Encourage to attend the Association's Broker's Council
- 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
- Serves as a voting member on the Reginald McCrary Scholarship Committee

## **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 between the Administration and Operations (A&O) Committee, Constitution and Bylaws, the Policies and Procedures Committee, and the Metro South Association's MLS Liaison

**Term:** One (1) Year  
And

**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 and the Association's EDUCATION FOUNDATION
- Serves on the Strategic Planning Committee
- Records (or shall cause to be recorded) the minutes of all proceedings of the Executive Committee and Board of Directors
- As frequently practical, as possible attends meetings of assigned Committees and serves as an advisor
- Obtain all committee meeting minutes from said Chair(s) for submission to the Board of Directors meetings
- In the absence of the respective Committee Chairs, reports the activities of said Committees to 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®
- Assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs of said committees
- Selects the most qualified members to serve as Chairs of said committees
- Attends the Georgia Association of REALTORS® Leadership Development Conference
- Selects the most qualified members to serve as the Chairs of said committees
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors
- Serves as GAMLS Liaison by acting as a communicator between the Association Board of Directors and GAMLS by funneling concerns of the leadership to GAMLS personnel
- Acts as a liaison or source of contact between the Association and the Georgia Multiple Listing Service
- Funnels any Georgia Multiple Listing concerns of the leadership to Georgia Multiple Listing Service Corporate personnel
- Serves as an A&O Committee member
- Serves as voting member on the Reginald McCrary Scholarship Committee



## **VICE PRESIDENT OF GOVERNMENTAL AFFAIRS & COMMUNITY SERVICES**

**Purpose:** The Vice President of Governmental Affairs and Community Services shall serve as a liaison between the Board of Directors and the Governmental 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
- As frequently and practically as possible, attends meetings of assigned Committees and serves as an advisor
- Obtain all committee meeting minutes from said Chair(s) for submission to the Board of Directors meetings
- In the absence of the respective Committee Chairs, reports the activities of said Committees or Director to the Board of Directors
- Selects the most qualified members to serve as the Chairs of said committees
- Assists the Committee Chairs and/or President-Elect in selecting the most qualified members to serve as the Vice-Chairs of said committees
- Selects the most qualified members to serve as Chairs of said committees
- Attends the Georgia Association of REALTORS® Leadership Development Conference
- Serves a voting member on the Association’s EDUCATION FOUNDATION
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training
- Attends the Association’s Broker’s Council events
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors
- Serves as a voting member on the Reginald McCrary Scholarship Committee

## **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, 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
- As frequently and practical as possible, attends meetings of assigned Committees and serves as an advisor
- Obtain all committee meeting minutes from said Chair(s) for submission to the Board of Directors meetings
- 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
- Assist in the New Member 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
- In the absence of the other respective Committee Chairs, reports the activities of said Committees to the Board of Directors
- Assists the Committee Chairs and/or President-Elect, in selecting the most qualified members to serve as the Vice-Chairs of said committees
- Selects the most qualified members to serve as Chairs of said committees
- Assists the Committee Chairs and/or President-Elect in selecting the most qualified members to serve as the Vice-Chairs of said committees
- Serves a voting member on the Association’s EDUCATION FOUNDATION
- Attends the Georgia Association of REALTORS® Leadership Development Conference
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training (to train incoming Leadership)
- Attends the Association’s Broker’s Council events
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors
- Serves as a voting member on the Reginald McCrary Scholarship Committee

## **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, Brokers' Council, and the 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
- As frequently and practical as possible, attends meetings of assigned Committees and serves as an advisor
- Obtain all committee meeting minutes from said Chair(s) for submission to the Board of Directors meetings
- In the absence of the Committee Chairs, reports the activities of said Committees to the Board of Directors
- Selects the most qualified members to serve as Chairs of said committees
- Assists the Committee Chairs and/or President-Elect, in selecting the most qualified members to serve as the Vice-Chairs of said committees
- Attends the Georgia Association of REALTORS® Leadership Development Conference
- Coordinates with assistance from the President-Elect plan and implement the Association's Annual Leadership Training Program (to train incoming Leadership) of said committees
- Attends the Association's Broker's Council events
- Serves a voting member on the Association's EDUCATION FOUNDATION
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors
- Serves as a voting member on the Reginald McCrary Scholarship Committee

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

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

**Term:** See Bylaws

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

### **Duties and Responsibilities:**

- 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®
- Be available to serve as the Board's representative at meetings of allied organizations
- Attends the Association's Broker Council events

## **STATE (GAR) DIRECTORS**

**Purpose:** 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: (See Constitution and Bylaws, Article XII, Sections 1-6)

**Term:** See MSAR Constitution and Bylaws Article XII Section 3

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

### **Duties and Responsibilities:**

- 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
- Encourages Members to participate in all Georgia Association meetings and Conferences, as well as any National Association or Georgia Association educational seminar being conducted within the proximity of The Metro South Association of REALTORS®
- Encouraged to attend the Metro South Association's Board of Directors meetings
- Encouraged to attend the Association's Broker's Council

### **ATTENDANCE AT STATE CONFERENCES:**

State Directors shall attend the GAR Conferences. If attendance is not possible, notice shall be given to the MSAR Chief Executive Officer 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 'standard registration fee' (late registration not included) incurred at each of the GAR Conferences.

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

- Must attend the closing GAR Board of Directors meeting.
- Complete a Reimbursement Request (See Appendix "F") form and submit to the Chief Executive Officer, along with a copy of the original receipts.
- Reimbursement form to be completed within 30 days of returning from conventions/conferences

**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® Conferences 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
- 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 Reimbursement Request (Appendix “G”) form and submit to the Chief Executive Officer, along with a copy of the original receipts.)

## **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  
Equal Opportunity/Cultural Diversity  
Legislative and Government Affairs Membership  
Membership  
\*Professional Standards and Grievance  
Programs  
REALTORS® Political Action ("RPAC")  
Sponsorship (Partnership)  
Strategic Planning  
Young Professionals Network ("YPN")

### **Special Committees of the Board:**

Broker's Council  
CarePAC ("Prayer & Action")  
Circle of Excellence ("COE")  
Community Services/Special Social Functions  
Nominating  
Past Presidents' Advisory Council  
REALTOR® of the Year  
Special Awards

- With the exception of the Executive and the GAR Statewide Grievance and Professional Standards Committees, the President has authority to appoint all Committee Chairs. The Chairs shall select the Committee Members, with the approval of the Vice Chairs and/or the President. The Chairs, in cooperation with the President-Elect, has authority to 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.**
- *\*Metro South Association of REALTORS® participates in the GAR Statewide Grievance and Professional Standards Enforcement Agreement. See Appendix "J".*

## **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 Governance

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

**Composition:** The Committee consists of the Chair, Vice President of Finance, Vice President of Governance, President-Elect, a minimum of two (2) other REALTOR® Members and the President as a non-voting ex-officio member

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

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member, appointed by the Vice President of Governance and/or the President
- The Chair selects the Committee Members, with the approval of the Vice President of Governance and/or President-Elect
- The Chair, in cooperation with the President-Elect, Vice President of Governance, and VP of Finance selects the Vice-Chair
- 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 current staff or hiring of future staff for The Metro South Association of REALTORS®
- Prepares, or causes to prepare, 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 Chief Executive Officer (CEO) in interviewing and selecting Staff Employees
- Is encourage to attend the Board of Directors meetings
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting



## **BROKER'S COUNCIL**

**Purpose:** Provide Broker education, provide broker to broker resource network, and encourage participation of members and recruitment of non-members

**Term:** None

**Composition:** The Vice Chair may be appointed by the Chair and/or President-Elect and the desired number of at-large REALTOR® and Affiliate Members.

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Chaired by a Broker Member of the Association, appointed by the Vice President of Professional Development
- The Chair selects the Vice Chair
- Organize quarterly broker educational programs
- Get brokers involved
- Awareness of the great resource MSAR provides with broker network
- Shall not seek partnership funding from the Partnership Committee or any Partner of the Metro South Association of REALTORS®

## **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

**Composition:** The Committee consists of the Chair and a minimum of six (6) other REALTOR® Members to include the President and President-Elect, Chair of the Administration and Operations (A&O) Committee, and three (3) at-large REALTOR® Members selected by the Chair, plus any additional Members as shall be determined/approved by the President

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

### **Duties and Responsibilities:**

- Chaired by the Vice President of Finance of The Metro South Association of REALTORS®
- 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 timeframe, 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 prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **CarePAC – PRAYER & ACTION COMMITTEE**

**Purpose:** To encourage and lift up the Association’s Members through cards and prayer during difficult, challenging times, and hardships

**Term:** One (1) Year

**Composition:** Varies - Minimum of Three (3) Members

**Reporting:** To the President, Board of Directors, and the Vice President of the Membership Committee

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member or Affiliate Member, appointed by Vice President of Member Services and/or President.
- Write, Mail, or Hand Deliver words of encouragement through cards and/or small gifts to our “*Members in Need*”
- To promote good will to the Members of the Association
- Monetary gift limit to \$50 and limited to serving the Association Members
- The Chair prepares, if any (or causes to prepare) the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Meetings may be in person or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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

**Composition:** The Committee consists of the Chair and a minimum of at least five (5) REALTOR® being that no more than two (2) REALTORS® from the same brokerage company allowed and Affiliate Members

**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 Vice President of Member Services and/or President
- The Chair selects the Committee Members, with the approval of the VP of Member Services
- The Chair, in cooperation with the VP of Member Services and/or President-Elect, selects the Vice-Chair
- Meetings are scheduled by the Chief Executive Officer, 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 the Board of Directors meetings
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Performs such other duties as directed by the President or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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 President-Elect

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

**Composition:** The Committee consists of the Chair, the President-Elect, and the desired number of at-large REALTOR® and Affiliate Members

**Reporting:** To the President-Elect, President, and the Board of Directors,

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member, appointed by the President-Elect and/or President
- The Chair selects the Committee Members, with the approval of the VP of Governmental Affairs and Community Services and/or President
- The Chair, in cooperation with the VP of Governmental Affairs and/or President-Elect, selects the Vice-Chair
- Meets on an "as needed basis" to assist the Chief Executive Officer 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 the Association programs to the Members of the Metro South Association
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- 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
- Performs such other duties as directed by the President or the Board of Directors
- Meetings may be in person or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **COMMUNITY SERVICES AND 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

**Composition:** The Committee consists of the Chair, and the desired number of at-large REALTOR® and Affiliate Members

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

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member, appointed by the Vice President of Governmental Affairs and Community Services and/or 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
- Contacts Affiliate Members by electronic means/telephone to request sponsorship at events other than the General Membership meetings
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Prepares and promotes annual trade show(s)/EXPO
- Performs such other duties as directed by the President or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **CONSTITUTION AND BYLAWS/POICIES & 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

**Composition:** 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

**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 Vice President of Governance and/or President
- The Chair selects the Committee Members, with the approval of the VP of Governance and/or President
- The Chair, in cooperation with the VP of Governance and/or President-Elect, selects the Vice-Chair
- 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 prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- The Chair attends Board of Directors meetings
- Performs such other duties as directed by the President or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **EDUCATION 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

**Composition** The Committee consists of the Chair and a minimum of five (5) other Members, three (3) 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

**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 Vice President of Professional Development and/or President
- The Chair selects the Committee Members, with the approval of the VP of Professional Development and/or President
- The Chair, in cooperation with the VP of Professional Development and/or President-Elect, selects the Vice-Chair
- Suggests instructors and classes relevant to the real estate industry
- Assists with schedules and implements programs
- Plans topics for such classes, obtains the speakers, 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
- Schedule Affiliate Members with the opportunity to offer an education event/class for REALTOR® Members
- Notify the CEO of any Education Awards to be ordered
- The Chair attends Board of Directors meetings and presents the Education Report. Encourages peers to attend upcoming events at the General Membership meetings
- Encourages peers to attend the Association's Broker's Council
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Performs such other duties as directed by the Education Foundation, President or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting



## **IDEA (Inclusion, Diversity, Equity, and Action 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

**Composition:** The Committee consists of the Chair and a minimum of three (3) REALTOR® and two (2) Affiliate Members

**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 Vice President of Professional Development and/or President
- The Chair selects the Committee Members, with the approval of the Vice President of Professional Development and/or President
- The Chair, in cooperation with the Vice President of Professional Development and/or President-Elect, selects the Vice-Chair
- 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
- Encourages to attend the Association's Broker's Council
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- 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
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **GRIEVANCE & PROFESSIONAL STANDARDS COMMITTEES**

**(SEE APPENDIX “J” FOR COPY OF “GAR AGREEMENT TO ESTABLISH STATEWIDE PROFESSIONAL ENFORCEMENT” EXECUTED BY METRO SOUTH ASSOCIATION ON 02/08/2011...MSAR PARTICIPATES IN THE JOINT COMMITTEE)**

**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.

Reference: The Associations Bylaws Article VII

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 GOVERNMENTAL 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

**Composition:** 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

**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 Vice President of Governmental Affairs and Community Services and/or President
- The Chair selects the Committee Members, with the approval of the VP of Governmental Affairs and Community Services and/or President-Elect
- The Chair, in cooperation with the VP of Governmental Affairs and Community Services and/or President-Elect, selects the Vice-Chair
- 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
- Encouraged to attend the Association's Broker's Council
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Performs such other duties as directed by the President and Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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

**Composition:** 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

**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 Vice President of Member Services and/or President
- The Chair selects the Committee Members, with the approval of the VP of Member Services and/or President.
- The Chair, in cooperation with the VP of Member Services and/or President-Elect, selects the Vice-Chair
- 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
- Encouraged to attend the Association's Broker's Council
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- The Chair attends Board of Directors meetings
- Performs such other duties as directed by the President or Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## 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. To review only application received. Any unfilled positions shall not be discussed or determined and President-Elect shall appoint any unfilled position beginning January 1.

**Term:** One (1) Year

**Composition:** (1) Active Past-President and five (5) Active REALTOR® Members to serve the committee. The Chair of the Nominating Committee will be selected via vote by the appointed Committee Members. The President-Elect serve as a Committee Member, not as Chair

**Reporting:** To the Board of Directors and General Membership

### **Duties and Responsibilities:**

- During the first week of March the Association's CEO to send (or causes to send) by electronic means, The Officer Application form (Exhibit "K") to all membership. All application forms shall be received by electronic means, in-person, or mail by April 15<sup>th</sup> at 11:59pm.
- At the April Board of Directors meeting, if applicable; otherwise by electronic means as necessary; the President appoints the Nominating Committee (as a Special Committee), subject to the approval of the Board of Directors
- During the month of May, the Nominating Committee shall meet for review of application so as to select a "Slate of Nominees". 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 Chair shall secure (or causes to secure) the permission of the candidates prior to their name being presented to the Board of Directors and published via the Association's newsletter/website. Once secured, the Chair shall present the "Slate of Nominees" to the President**
- The Slate of Nominees will be presented to the Board of Directors at the June meeting, if applicable, otherwise by electronic means as necessary. The Board of Directors may not change the Slate of Nominees
- **Notification and Election** - No later than the August newsletter, the "*Slate of Nominees*" will be published in the Association's official Newsletter publication and/or on the Association's website
- 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 workday in September. Notice of additional Nominees to the General Membership is not required.
- The Election shall take place at the "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 to be elected by majority vote of REALTOR® Members present and entitled to vote. The Chair will ask for a second 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**

## **NOMINATING COMMITTEE** (continued)

- 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
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

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

## **PAST PRESIDENTS' ADVISORY COUNCIL**

**Purpose:** The Past Presidents shall offer advice and wise counsel to the current Association President and to the Metro South Association of REALTORS<sup>®</sup> Board of Directors

**Term:** One (1) year

**Composition:** A minimum of at least three (3) but no more than five (5) Past Presidents; at the discretion of the current President, may include the President-Elect; selected by the current Association President, who are willing and able to serve. Current President shall be chair of Council

**Reporting:** To the President

### **Duties and Responsibilities:**

- Shall meet in person or by electronic means as necessary on an “as needed” basis at a confidential location to be determined (i.e., a restaurant) that’s in a convenient location for all the Council Members, etc
- Past Presidents of the Association serve on council shall be apprised of the current activities of the Board of Directors and of the Metro South Association
- Shall refer to and seek to support the established Goals, the Vision and Mission Statements, and the current Strategic Plan of the Metro South Association of REALTORS<sup>®</sup>
- Shall submit recommendations to the Board of Directors on current matters that are in the best interests of the Metro South Association
- Meetings may be in person or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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.

**Term:** One (1) Year.

**Composition:** The committee consists of the President-Elect as the Chair. Vice-Chair to be appointed by the President-Elect, with approval of the President and the desired number of at-large REALTOR® and Affiliate Members.

**Reporting:** To the President and the Board of Directors.

### **Duties and Responsibilities:**

- Assists the President-Elect/CEO 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.

**Term:** The Committee Chair term will be for a period of one 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 31st of the same calendar year.

**Composition:** The current REALTOR® of the Year as Chair and five (5) REALTOR® Members (and one Alternate REALTOR® Member to be used in the event that one of the original five Members cannot meet their obligations). Committee Members may not be related to, President or be the Broker of any Nominee (the term “related” is defined by blood or professionally).

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

### **Duties and Responsibilities:**

- In March, Committee Members will be appointed by the current REALTOR® of the Year and approved by the Vice President of Member Services and/or current President.
- Based upon 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.
- Performs such other duties as directed by the President or the Board of Directors.
- Causes to prepare by electronic means to send out the nomination and application forms for consideration period of April 1-April 30
- Receives, reviews and approves all award applications and determines award recipient for submission by May 15<sup>th</sup>
- Upon receipt of the ROTY Nominations and prior to the Committee meeting, the Chair shall confirm with the CEO to verify that the Nominees have not been disciplined by the GREC and 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; and the Chief Executive Officer will verify the application prior to the Committee Meeting.
- 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 contributions to the Metro South Association
- No one Member can be awarded the ***REALTOR®, Managing Broker or Affiliate of the Year Award*** more than once in a three-year period
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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.

**Composition:** 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,

**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 Vice President of Governmental Affairs and Community Services and/or President
- The Chair selects the Committee Members, with the approval of the Vice President of Governmental Affairs and Community and/or President
- The Chair, in cooperation with the Vice President of Governmental Affairs and Community and/or President-Elect, selects the Vice-Chair
- 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 prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- The Chair attends Board of Directors meetings
- Performs such other duties as directed by the President or the Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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

**Composition:** The Committee consists of the Chair and a minimum of four (4) REALTOR® Members from various companies. No more than two (2) REALTORS® from the same brokerage

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

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member, appointed by the Vice President of Member Services
- The Chair selects the Committee Members, with the approval of the VP of Member Services and/or President
- The Chair, in cooperation with the VP of Member Services and/or President-Elect, selects the Vice-Chair
- Causes to prepare by electronic means to send out the nomination and applications forms to REALTORS®/Affiliate Members
- Receives, reviews and approves all award **nominations** submitted to the Association for: **1) Administrator of the Year 2) Affiliate of the Year 3) Good Neighbor of the Year 4) Managing Broker of the Year, 5) Rookie REALTOR® of the Year**
- Receives, reviews and approves the **applications**, submitted to the Association for **1) Affiliate of the Year 2) Managing Broker of the Year**
- Reviews, approves and determines the award recipients of all nominations/applications within 30 days prior to presenting the awards
- Presents, or causes to present, the awards to the recipients at the appropriate function; typically at the Circle of Excellence.
- If presenting awards at the Circle of Excellence then said committee to work closely and in conjunction with the Circle of Excellence committee on getting dates submitted for brochure/event
- Determines the method of presentation and the type of awards for all the Committee's awards
- The Chair attends Board of Directors meetings
- Performs such other duties as directed by the President or the Board of Directors
- Determine if the Association has a member that may be selected for REALTOR® Emeritus Award. If so, follow-up with the Emeritus member's application status and determine the appropriate award to be presented.
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **SPONSORSHIP/PARTNERSHIP COMMITTEE**

**Purpose:** The 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.

**Term:** One (1) Year

**Composition:** The committee consists of the President-Elect as the Chair. Vice-Chair to be appointed by the President-Elect, with approval of the President and the desired number of at-large REALTOR® and Affiliate Members

**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
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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

**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

**Composition:** Eleven (11) REALTOR® Members, The President (Chair), President-Elect (Vice-Chair), Immediate Past President, the four (4) Vice Presidents, and a minimum of four (4) current REALTOR® Members currently serving the Association. Members shall be chosen by the sitting President. The Chief Executive Officer shall be a non-voting member of the Committee

**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
- Chief Executive Officer prepares Committee meetings by using said forms in Appendices herein and submits to Board of Directors
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

## **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

**Composition:** The Committee consists of the Chair, and the desired number of at-large REALTOR® and Affiliate Members

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

### **Duties and Responsibilities:**

- Chaired by a REALTOR® Member, appointed by Vice President of Member Services and/or President
- 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, and 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
- The Chair prepares, or causes to prepare, the Minutes of Committee meetings by using said forms in Appendices herein and submits to the said Vice President
- Meetings may be in person and/or virtual. Virtual meetings by electronic means are permitted at the discretion of the Chair based on the scope of the meeting and agenda. Electronic means shall also constitute participation for the purpose of voting

# **APPENDICES “A – L”**

**APPENDICES “A-D” ARE TO BE SIGNED BY ALL MSAR LEADERS**

***Appendix “A”***

Appendix A1  
Appendix A2  
Appendix A3  
Appendix A4

**Agreement to Serve**

Agreement to Serve as an Officer  
Agreement to Serve as a Local Director  
Agreement to Serve as a State Director  
Agreement to Serve as a Chair/Committee Member

***Appendix “B”***

**Confidentiality and Non-Disclosure Agreement**

***Appendix “C”***

**Antitrust Compliance**

***Appendix “D”***

**Social Media**

***Appendix “E”***

**Credit Card Payment**

***Appendix “F”***

**State Director GAR Reimbursement Form**

***Appendix “G”***

**Travel Expense Report Form**

***Appendix “H”***

**Committee Meeting Minutes**

***Appendix “I”***

**Meeting Sign-in Sheet**

***Appendix “J”***

**GAR Professional Standards Agreement**

***Appendix “K”***

**MSAR Organizational Chart**

# APPENDIX A1

## “Agreement to Serve as an Officer”

I, \_\_\_\_\_ acknowledge that I have been nominated, *and if elected*, to serve as an **OFFICER** of the Metro South Association of REALTORS® (MSAR) for a one-year term beginning January 1, \_\_\_\_\_.

I fully understand that this position requires that I serve the Members of the Board and that I represent the Members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the MSAR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the Bylaws of the National Association of REALTORS®, the Georgia Association of REALTORS®, and the Metro South Association of REALTORS®.

Recognizing that I cannot adequately represent the views of the Membership if I am not present at meetings, I pledge to attend every meeting of the Board of Directors and agree that my signature below constitutes a resignation if I am absent from more than two (2) consecutive, or three (3) cumulative scheduled meetings of the Board of Directors, without an excuse deemed valid by the Board of Directors, during the Board’s calendar year.

I will, to the best of my ability, serve as an example of this Association’s Code of Ethics in all my actions, both as an **OFFICER** of the Local Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the METRO SOUTH ASSOCIATION OF REALTORS® and will abide by the Standards of Conduct.

I certify that my Primary Board of Membership is MSAR, and I pledge to maintain MSAR as my Primary Board of Membership throughout the term of my office. Should I change my Primary Membership to another Local Board/Association during my term of office, my signature below will serve as my immediate resignation from my elected office.

I acknowledge that any failure by me to abide by this Agreement may result in action by the Board, including, but not necessarily limited to, removal from office.

*Officer Signature*

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# Appendix A2

## “Agreement to Serve as a Local Director”

I, \_\_\_\_\_ acknowledge that I have been nominated, to serve as a **Local Director** of the METRO SOUTH ASSOCIATION OF REALTORS® (MSAR) for a one or two-year term beginning January 1, \_\_\_\_\_ .

I fully understand that this position requires that I serve the Members of the Board and that I represent the Members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the MSAR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, the GEORGIA ASSOCIATION OF REALTORS®, and the METRO SOUTH ASSOCIATION OF REALTORS®.

Recognizing that I cannot adequately represent the views of the Membership if I am not present at meetings, I pledge to attend every meeting of the Board of Directors and agree that my signature below constitutes a resignation if I am absent from two (2) consecutive or three (3) cumulative meetings of the Board of Directors of the METRO SOUTH ASSOCIATION OF REALTORS®, INC. without an excuse deemed valid by said Board of Directors. State Directors do **not** have voting rights on the Board of Directors of the METRO SOUTH ASSOCIATION OF REALTORS®, INC.

I will, to the best of my ability, serve as an example of this Association’s Code of Ethics in all my actions, both as a **Local Director** of the Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the METRO SOUTH ASSOCIATION OF REALTORS® and will abide by the Standards of Conduct.

I certify that my Primary Board of Membership is MSAR, and I pledge to maintain MSAR as my Primary Board of Membership throughout the term of my office. Should I change my Primary Membership to another Local Board/Association during my term of office, my signature below will serve as my immediate resignation from my elected office.

I acknowledge that any failure by me to abide by this Agreement may result in action by the Board, including, but not necessarily limited to, removal from office.

*Local Director Signature*

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# Appendix A3

## “Agreement to Serve as a State Director”

I, \_\_\_\_\_ acknowledge that I have been nominated, *and if elected*, to serve as a **State Director** of the METRO SOUTH ASSOCIATION OF REALTORS® (MSAR) for a one or two-year term beginning January 1, \_\_\_\_\_.

I fully understand that this position requires that I serve the Members of the Board and that I represent the Members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the MSAR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, the GEORGIA ASSOCIATION OF REALTORS®, and the METRO SOUTH ASSOCIATION OF REALTORS®.

Recognizing that I cannot adequately represent the views of the Membership if I am not present at meetings, I pledge to attend every meeting of the Board of Directors and agree that my signature below constitutes a resignation if I am absent from two (2) consecutive or three (3) cumulative meetings of the Board of Directors of the METRO SOUTH ASSOCIATION OF REALTORS®, INC. without an excuse deemed valid by said Board of Directors. State Directors do **not** have voting rights on the Board of Directors of the METRO SOUTH ASSOCIATION OF REALTORS®, INC.

I will, to the best of my ability, serve as an example of this Association’s Code of Ethics in all my actions, both as a **State Director** of the Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the METRO SOUTH ASSOCIATION OF REALTORS® and will abide by the Standards of Conduct.

I certify that my Primary Board of Membership is MSAR, and I pledge to maintain MSAR as my Primary Board of Membership throughout the term of my office. Should I change my Primary Membership to another Local Board/Association during my term of office, my signature below will serve as my immediate resignation from my elected office.

I acknowledge that any failure by me to abide by this Agreement may result in action by the Board, including, but not necessarily limited to, removal from office.

*State Director Signature*

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# Appendix A4

## “AGREEMENT TO SERVE AS A COMMITTEE CHAIR/COMMITTEE MEMBER”

I, \_\_\_\_\_ acknowledge that I have been selected to serve as a **Committee Chair/Committee Member** of the METRO SOUTH ASSOCIATION OF REALTORS® (MSAR) for a one-year term beginning January 1, \_\_\_\_\_.

I fully understand that this position requires that I serve the Members of the Board and that I represent the Members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the MSAR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, the GEORGIA ASSOCIATION OF REALTORS®, and the METRO SOUTH ASSOCIATION OF REALTORS®.

Recognizing that I cannot adequately represent the views of the Membership if I am not present at meetings, I pledge to attend every Committee meeting and agree that my signature below constitutes a resignation if I am absent from two (2) consecutive or three (3) cumulative scheduled meetings of the Board of Directors of the METRO SOUTH ASSOCIATION OF REALTORS®, INC. without an excuse deemed valid by said Board of Directors during the year I am serving.

I will, to the best of my ability, serve as an example of this Association’s Code of Ethics in all my actions, both as a **Committee Chair/Volunteer** of the local Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the METRO SOUTH ASSOCIATION OF REALTORS® and will abide by the Standards of Conduct.

I certify that my Primary Board of Membership is MSAR, and I pledge to maintain MSAR as my Primary Board of Membership throughout the term of my office. Should I change my Primary Membership to another Local Board/Association during my term of office, my signature below will serve as my immediate resignation from my elected office.

I acknowledge that any failure by me to abide by this Agreement may result in action by the Board, including, but not necessarily limited to, removal from position.

*Committee Chair/Volunteer Signature*

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# Appendix “B”

## 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:**

<b>The Metro South Association of REALTORS®</b>	<b>MSAR Officer or Director</b>
Signature:	Signature:
Please Print:	Please Print:
Title: <b>PRESIDENT</b>	Title:
1671 Adamson Parkway, Suite 100	Street Address:
Morrow, GA 30260	City, State & Zip:

# Appendix “C”

## “ANTITRUST COMPLIANCE” METRO SOUTH ASSOCIATION

*(This Policy should be available as a handout or the President should read it aloud at all Membership Meetings of the Association.)*

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 shall 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. *Lastly, 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.*

---

Signature/Date

# Appendix “D”

## “SOCIAL MEDIA POLICY”

### 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 MSAR’s position of issues. Be sure it is clear that your opinion and view 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 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.

**(Social Media Policy Continued)**

- 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 full 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 Board's Association Executive. I understand that any violation this Policy could result in my removal from my leadership Position as per established by the Metro South Association of REALTORS® Policy.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Appendix "E"



**Metro South Association of REALTORS®**  
 1671 Adamson Parkway, Suite 100, Morrow, GA 30260  
 770.477.7579 [www.msarboard.com](http://www.msarboard.com) [msar@msarboard.com](mailto:msar@msarboard.com)



## Credit Card Authorization Installment Plan

**Member Information:** Please PRINT clearly, fill in all information, scan and email to [msar@msarboard.com](mailto:msar@msarboard.com)  
*If this document is not legible or complete, it will be returned to the agent.*

Name: \_\_\_\_\_ Company \_\_\_\_\_  
 Real Estate License #: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
**Please Select a Method of Payment:** Credit Card Type: AMX \_\_\_\_\_ DISC \_\_\_\_\_ MC \_\_\_\_\_ VISA \_\_\_\_\_  
 Card #: \_\_\_\_\_ Expiration Date \_\_\_\_\_

**NOTE: A \$5.00 service fee, payable to the bank-owned card, is added to each payment.**

MSAR Payment Plan	October 15 NAR	November 15 MSAR	December 16 GAR	Overall Total for Base Renewal	RPAC (Optional) To be added to the Final Payment
Initials: _____	\$185.00 + \$5.00	\$165.00 + \$ 5.00	\$98.00 + \$5.00	\$463.00	To accept, circle Y or N \$25.00

**TERMS:** I understand by signing this form, I give authorization to the Metro South Association of REALTORS®, to charge my debit/credit card account for my 20\_\_ Membership Renewal. All payments are non-refundable and will be charged to my card on the installment days specified or the next business day. I realize that if any account number(s) listed on this form changes, or if the expiration date ends, it is my responsibility to get the new card information in to the Board Office appropriately as this Agreement remains in effect. Members utilizing the Installment Options that are not paid in full by January 1, 20\_\_ will be inactivated, and the total amount will be due in full along with a \$50.00 late fee in order to be reactivated.

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

Broker Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

20\_\_ Dues Disclaimer / Non-Deductible Dues

**20\_\_ GAR DUES BILLING/ESTIMATED LOBBYING EXPENSE DEDUCTION ALLOWANCE:**

The portion of dues paid that is spent to lobby the State and Federal governments is not deductible for income tax purposes, and the IRS requires that all dues statements disclose this information. GAR has estimated that \$10.41 (10.62%) is the nondeductible portion of 20\_\_ GAR dues. The disclosure must include the words "NOT DEDUCTIBLE FOR INCOME TAX" and must be on the invoice in the same size type as other information. Omitting this required disclosure could result in liability for a proxy tax.

**RPAC Disclaimer**

Contributions to RPAC are voluntary and are used for political purposes. You may refuse to contribute without reprisal, and the National Association of REALTORS® or any of its State Associations or Local Boards will not favor or disfavor any Member because of the amount contributed. 70% of each contribution is used by your State PAC to support State and Local Political Candidates. Until your State PAC reaches its RPAC, 30% is sent to National RPAC to support federal candidates and is charged against your limits under 2 U.S.C.441a; after the State PAC reaches its RPAC goal, it may elect to retain your entire contribution for use in supporting State and Local Candidates.

20\_\_ NAR Dues Deductibility / NAR Dues Deductibility Information:  
<https://www.nar.realtor/narfininfo.nsf/pages/duestransmittalinfo?opendocument>



# Appendix "F"

Metro South Association of REALTORS®  
1671 Adamson Parkway  
Morrow, GA 30260  
Phone: 770.477.7579 Email: msar@msarboard.com

## State Director –GAR Conference Reimbursement Form

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

Date(s): \_\_\_\_\_

Early/Standard Conference Registration	\$
<b>TOTAL</b>	\$

Checks will be made payable to the individual:

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I understand that my reimbursement is depending on the current budgeted finances of the Metro South Association as stated in the Policies and Procedures. My signature verifies that I am not receiving reimbursement from another organization or entity for the conference indicated.

Signature \_\_\_\_\_

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

Note: Requests for reimbursement must be submitted within 30 days following conference.



# APPENDIX "G"



## Travel Expense Report

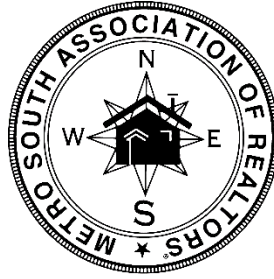
Name \_\_\_\_\_  
 Period \_\_\_\_\_  
 Reimbursement 0.56 \_\_\_\_\_  
 Total Reimbursement \_\_\_\_\_  
 Due \$0.00 \_\_\_\_\_

Note this rate will change yearly based on IRS guidelines.

Date Submitted \_\_\_\_\_ Department \_\_\_\_\_  
 Authorized by \_\_\_\_\_ Per Mile \_\_\_\_\_

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
								\$0.00		1	USD	\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
<b>Totals</b>								<b>\$0.00</b>				<b>\$0.00</b>

# Appendix “H”



## Meeting Sign-in Sheet (Board and Committees/Task Forces)

<p><b>ANTITRUST AVOIDANCE</b></p> <p>Meeting attendees are reminded that state and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that not such exchange or discussion will be tolerated during this meeting. These guidelines apply not only to the formal meeting sessions, but to informal discussions during breaks, meals and social gatherings.</p>	<p><b>CONFLICTS OF INTEREST</b></p> <p>There is a fiduciary duty to disclose any conflict or potential conflict of interest at the meeting. Should a conflict arise, please inform the chief elected officer and or chair.</p>	<p><b>CONFIDENTIALITY</b></p> <p>Meeting discussions and handouts are for the purpose of discussion and deliberation. Please respect confidentiality after the meeting and recognize that the chief elected officer/chair is the spokesperson for the board unless otherwise specifically indicated.</p>
--	--	--

**Meeting Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**MISSION STATEMENT**  
Support the success of REALTORS® & protect property rights

**Attendee Signatures (if virtual, signing in consents to your signature to above and that you are present for said meeting. Chair may write your name by printing it under signature line and notate your virtual attendance i.e. Jon Doe / Zoom)**

Name	Signature	Name	Signature

# Appendix “I”

## COMMITTEE MEETING MINUTES

\_\_\_\_\_ Committee

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

### ANTITRUST AVOIDANCE

Meeting attendees are reminded that state and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that not such exchange or discussion will be tolerated during this meeting. These guidelines apply not only to the formal meeting sessions, but to informal discussions during breaks, meals and social gatherings.

### CONFLICTS OF INTEREST

There is a fiduciary duty to disclose any conflict or potential conflict of interest at the meeting. Should a conflict arise, please inform the chief elected officer and or chair.

### CONFIDENTIALITY

Meeting discussions and handouts are for the purpose of discussion and deliberation. Please respect confidentiality after the meeting and recognize that the chief elected officer/chair is the spokesperson for the board unless otherwise specifically indicated.

### Committee Members

Quorum in Attendance: Yes \_\_\_\_\_ No \_\_\_\_\_

### Others Present:

### Staff Present:

	MOTION AND VOTE	DISCUSSION	FOLLOW-UP OR ACTION ITEM	DEADLINE
1. Adoption of Agenda				
2. Approval of Minutes				
3.				
4.				
5				
6.				
7. Wrap-Up				
Adjournment				

# **“GAR Agreement Establishing Statewide – Appendix “J” Professional Standards Enforcement Agreement”** *(Total of 5 pages)*

## **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).
- iv. 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).
- v. Panels authorized by this agreement, i.e. Grievance, Hearing and Appeal, shall consist of an odd number of members.

- vi. 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 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 arbitral matter to arbitration in violation of Article 17. Upon determination that the member has refused to



arbitrate a properly arbitral 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.

**Signatures**

Board Name:                     Metro South Association of REALTORS® , Inc.  
President’s Name:                     Earlene Gardner  
Board Approval Date:                     11/04/2021  
President’s Signature:                     s/s Deasha Bond  
Association Executive Signature:                     s/s Sabrina Watson

###

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

# Appendix "K"



## Officer Application Form

Complete/mark the form as appropriate. Include narrative/additional comments on another page. Attach a current resume to this application. **Submit completed and signed form to \_\_\_\_\_ at [msar@msarboard.com](mailto:msar@msarboard.com) by \_\_\_\_\_, 2022.** Application received after 5P.M. will be disqualified and not submitted to the Nominating Committee.

1. Name \_\_\_\_\_ Designation(s) \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

City & Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

email \_\_\_\_\_ Are you in a current MSAR position **Y N** (Circle one)

If the answer is yes, what position? \_\_\_\_\_

2. **Applying for (Please check one or more):** President Elect \_\_\_\_\_ VP of Membership \_\_\_\_\_ VP Professional Development \_\_\_\_\_  
VP Governance \_\_\_\_\_ VP Government Affairs \_\_\_\_\_ Local Director \_\_\_\_\_ State Director \_\_\_\_\_

3. \_\_\_\_\_ I am a REALTOR® in good standing with MSAR for \_\_\_\_\_ # Years

4. \_\_\_\_\_ I will commit to attend Board meetings, appropriate committee meetings and MSAR sponsored functions.

5. \_\_\_\_\_ I will attend leadership meetings to assist me in my leadership role with the Association and as described in the Core Standards assigned by the National Association of REALTORS®.

6. \_\_\_\_\_ I do agree to at least attend the local Georgia Association (State) meetings (Inaugural Conference held Jan/Feb).

7. MSAR Local & State Activities attended (with dates):

Elected Offices held: \_\_\_\_\_

Committee Chair Positions: \_\_\_\_\_

Committee Involvement (Volunteer): \_\_\_\_\_

8. Any other specific involvement with community/local or state boards focusing on leadership:

\_\_\_\_\_

9. Other information/achievements for the Nominating Committee to consider: (Attach separate sheet if necessary)

\_\_\_\_\_

Signature

Date

# “MSAR Board of Directors' Organizational Chart – “Appendix “L”

Includes 13 Local Directors (12 REALTORS® & One Affiliate Member)

