

GREAT FALLS ASSOCIATION OF REALTORS®

General Operating Policy

Amended in September 2017 by the Board of Directors

POLICY FORMATION, ADOPTION AND DURATION

Policies will be adopted or revised as needed by the Board of Directors. (Amended 02/14)

MISSION STATEMENT

The mission of the Great Falls Association of REALTORS® is to ethically and professionally be the public's voice in protecting property rights.

SECTION 1 BYLAWS

Governed by approved bylaws in accordance with State and National Association, the bylaws of the Great Falls Association of REALTORS® are incorporated by reference.

SECTION 2 REALTOR® / MEMBERSHIP

2.1 Obligation of Members

Maintain current and accurate contact information to include office, mailing and home address, phone number, and email address.

2.2 Indoctrination Course and Attendance Requirements

- a) All new REALTORS® are required to attend an Indoctrination course as prescribed in the Bylaws, Article V, Section 1 and 2. Any new REALTOR® who fails to attend two scheduled courses will be required to reapply for membership including payment of all application fees. This requirement does not apply to applicants for REALTOR membership or provisional members who have completed comparable orientation in another association, provided the REALTOR membership has been continuous, or that any break in membership is for one year or less. (Amended 02/14)
- b) All new members must complete the Induction Ceremony held at a membership meeting. New members will receive a free meal ticket if one is being served at the meeting. Failure to attend after three notifications results in ineligibility and member must re-take the Indoctrination course. (Amended 02/14)

2.3 Emeritus Membership (Adopted 10/12, Amended 02/14)

- a) Requires certification by NAR as outlined in the GFAR bylaws Article X, Section 8.

- b) GFAR will collect local dues but will defer fees related to local membership meetings and the GFAR education program for the remainder of their REALTOR career.
- c) The Robert E. Manning Foundation will be utilized for the Emeritus member's opt-in education annual fee.

2.4 Dues and Late Payments

- a) GFAR annual dues are payable according to bylaws, Article X, Section 3. A late fee of \$50.00 will be assessed on January 11th. Suspension of membership will occur if Annual dues are not paid in full on January 15th. (02/09)
- b) Anyone suspended from membership for non-payment of dues must make up back membership dues, and may apply for reinstatement in a manner prescribed for new applicants, including all application fees.
- c) No refund of dues or education assessments paid to the Great Falls Association of REALTORS® shall be made. There will be no grace period for education assessments. (02/09)
- d) If GFAR Membership is inactive for a period of 0 – 12 months, reactivation of Membership requires payment of the annual dues amount for the current year plus a \$50.00 reactivation fee. New Member application requirements are not applicable.
- e) If GFAR Membership is inactive for more than 12 months, the Agent shall be treated as a New Member and is subject to all requirements for Application of Membership, including payment of the New Member Fee, completion of the Indoctrination Course and monthly prorating of dues.

SECTION 3 LOCAL & AFFILIATE MEMBERSHIPS

3.1 Involvement

- a) Local and Affiliate members pay annual dues assessments as prescribed in the Bylaws, Article X, Section 2 and 3: C, D, H.
- b) Membership is in accordance with the Bylaws, Article VI, Section 7, 8, 12.
- c) Local & Affiliate members are non-voting members.
- d) There should be an Affiliate Forum as needed.
- e) Affiliate members may be appointed or volunteer to serve on certain committees and task forces. Local & Affiliate Members are ineligible to serve on Professional Standards, Grievance, MLS and Award Committees.
- f) Maintain a current contact person and accurate contact information to include office, and mailing address, phone number, and electronic mail address.

SECTION 4 DISSEMINATION OF INFORMATION

4.1 Information to Membership

GFAR office staff may disseminate real estate and industry related communications/information from GFAR, MAR and NAR sources pertinent to the members via electronic means in the form of newsletters, bulletins, emails, texts, links, tweets and posts

as appropriate on the GFAR website and all social media sites. Non-real estate related materials are subject to approval by the CEO and/or Board of Directors. (Amended 07/16)

4.2 Privacy Policy

Established per NAR guidelines in January 2008. See policy for details on "terms of use" when membership information is gathered by paper form or electronic form for use by the Great Falls Association of REALTORS®, Montana Association of REALTORS® and the National Association of REALTORS®.

SECTION 5 CANDIDATE COMMITMENTS TO OFFICE

5.1 Candidate Workshop

Immediately following the two (2) week deadline in accordance to Bylaws Article XI – Section 4 the current officers shall conduct a "Candidate Workshop". The purpose of the workshop is to inform and confirm the duties and responsibilities of each elected officer.

- a) To also be included in the materials of the workshop shall be a Candidate Commitment / Contract. Each candidate shall be required to attend the workshop and sign the contract / commitment. (Contract Form Attached 1A)
- b) Should a candidate not attend the workshop or sign the commitment they will not be eligible to proceed to accept that office of which they have been nominated. (02/03)

SECTION 6 MEETINGS

6.1 Board of Director Meetings

Board meetings will typically be held on the third Wednesday of each month. Agenda and copy of previous month's minutes will be sent prior to said meeting. All board meetings will be conducted according to Robert's Rules of Order. A copy of which shall be on file with the Board office. The first half hour is open to members. The remainder of the meeting will be in executive session. Member requests to be on the agenda must be made 24 hours in advance of the meeting. The President reserves the right to deny any additions to the agenda. (06/10)

- a) Minutes will reflect attendance, absences and excused absences, as governed by the Bylaws, Article XII – Section 2.
- b) An attendance record will be kept on file with board minutes.
- c) All items discussed at a Directors' meeting must be on the agenda or added to it.
- d) Absence by officers or directors from three (3) consecutive regular meetings without an excuse deemed valid by the BOD shall be construed as a resignation. (Refer to Art. XII, Section 2 Bylaws).
- e) The Secretary shall provide minutes to the President and the Chief Executive Officer within one week of the Board Meeting. Staff to post the approved minutes of the BOD meetings on the GFAR website. Staff may email a copy to any member upon request. (10/12)

- f) Final approved Minutes shall be signed by the President and the secretary and retained in hard copy by the GFAR office.

6.2 No Smoking Policy

All GFAR meetings shall be smoke free. There is no smoking allowed inside the GFAR building.

6.2 Liquor Policy

All alcohol served will be on a "no-host" basis, with functions being held in a location which includes liquor liability coverage. (07/07) There will be no alcohol consumption allowed with a meeting room rental. (01/09)

6.3 Membership Meetings

Shall be determined by the Board of Directors and held a minimum of four (4) times annually. (10/12) Members who RSVP but do not call / email to cancel prior to the posted deadline will be invoiced for the meal. (05/08)

6.4 Annual Meeting

Shall be held in September each year according to Bylaws, Article XII, Section 1.

6.5 Finance Committee

Shall meet prior to the monthly board meeting during the months of January, April, July and October. The Treasurer and/or CEO may call a meeting as needed. A budget-planning meeting shall be held and a final budget submitted to the Board of Directors at the October meeting. (Amended 05/16)

6.6 Membership can attend any committee meeting except:

- a) Professional Standards hearings and Grievance Committee meeting
- b) Executive Committee meetings
- c) Monthly Board of Director meetings when in executive session. The first half hour of board meetings are open to members, the remainder of the meeting will be in the executive session (06/10)

SECTION 7 BOARD OF DIRECTORS – DUTIES & RESPONSIBILITIES

PRESIDENT (10/12, Amended 07/16)

7.1 President Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following year.

7.1.1 President Duties & Responsibilities

The President is the Chief Elected Officer and official spokesperson for the Association. As Chief Elected Officer, the President is charged with the following responsibilities:

- Serves as a member of the Executive Committee.

- Presiding office of Board of Directors meetings and General Membership, in accordance with the bylaws of the Great Falls Association of REALTORS®
- Conduct the business affairs of the Association (with the assistance of staff and other officers)
- Present proposed budget to Board of Directors for approval.
- Present Annual Budget to General Membership at next Membership meeting following approval of budget.
- Appoint all chairpersons for existing Committees & Task Forces. Announce committee assignments to members at large. Note: The president is an ex-officio member of all Committees.
- Determine site and time of annual meetings.
- Represent GFAR at all Montana Association of REALTORS® board meetings. By virtue of his/her office, the President is a Director of the Montana Association of REALTORS®
- Represent GFAR at NAR Convention Delegate Body Meeting.
- Make decisions, answer correspondence, and advise members on association matters bearing in mind all actions must have prior or known approval of Board of Directors or membership depending on nature of decision.
- With approval of the Board of Directors, President is empowered to appoint an Officer or Director to fill the unexpired term of any Officer whose position shall be vacated by death, illness or voluntary retirement.
- Approve or disapprove requests of Officers and Directors to be excused from Directors meetings.
- Official spokesperson for GFAR. Represents the interests of the Association to members of the press & news media, representatives of local, state and/or federal government & regulatory agencies, allied business and professions and members of the public at large.
- To keep the Association free of policies and programs those are not appropriate to the Association.
- To review annual financial records per Finance Policy, Section 15.
- In the absence of the Secretary, the President, or the person in charge of the meeting shall designate a member to record the minutes of said meeting of the GFAR Board of Directors.
- Appoint a Nominating Committee of at least three (3); who shall be active members of the Association. The committee shall name at least one (1) candidate for each elective office and Directorship.
- Selects the members of the Grievance & Professional Standard Committee. (Per Professional Standards Policy)
- Appoints members of the MLS committee including the Chairperson per bylaws Article XVIII, Section 5.

7.1.2 President General Working Knowledge

The President must be knowledgeable and conversant in all areas of Association operation including:

- Constitution, Bylaws, and Governing Policies of the National Association of REALTORS®
- All approved Governing Documents of the GFAR
- Parliamentary Procedure – Robert's Rules of Order (latest edition)

7.1.3 President Time Considerations

Attendance Mandatory:

- In-State Activities
- GFAR Board of Directors meetings
- GFAR Strategic Planning Sessions
- Local Board Installation
- Budget Committee
- Membership Meetings
- MAR State Business Meetings
- NAR Annual Convention
- Nar Mid-Year Meeting
- Legislative Session Involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.1.4 President Experience & Qualifications

Required:

- To be a member in good standing with the GFAR
- To have served as GFAR President-Elect
- To have served as either a State Director or on the Local Board of Directors

7.1.5 Additional Desirable Experience:

- To have served as a State Director
- To have served on a GFAR committee and chaired a minimum of one (1) GFAR task force
- To have served as a member of the Budget & Finance committee for at least one (1) year
- To have previously attended MAR meetings
- To have served on at least one (1) MAR committee
- To have attended at least one (1) state convention
- To have participated in the strategic planning process

PRESIDENT – ELECT

7.2 President-Elect Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.2.1 President-Elect Duties & Responsibilities

The President-Elect shall perform the duties of the President in the event of his/her absence or disability and shall have such other powers and duties as prescribed by the Board of Directors. Additional duties and responsibilities of the President-Elect include:

- Serves as a member of the Executive Committee

- The President-Elect shall succeed to the office of President. If the office of President becomes vacant between elections, the President-Elect shall fill the vacancy and complete the unexpired term. The president-Elect who fills a vacancy in the office of the President shall automatically become President for a full term after completion of the unexpired term.
- Receives copies of all correspondence that the President receives, as well as any pertinent committee reports.
- Active member of Budget & Finance committee
- Appoint all vice/co-chairpersons for existing committees.

7.2.2 President-Elect General Working Knowledge

The President-Elect must be knowledgeable and conversant in all areas of Association operations including:

- Constitution, Bylaws, and Governing Policies of the National Association of REALTORS®
- All Governing Documents of the GFAR.
- Parliamentary procedures – Robert's Rules of order (latest edition)

7.2.3 President-Elect Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meeting
- GFAR Strategic planning sessions
- Local Board Installation
- Budget Committee
- Membership Meetings
- MAR State Business Meeting
- NAR Annual Convention
- NAR Leadership Training – Chicago
- Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.2.4 President-Elect Experience & Qualifications

Required:

- To be a member in good standing with the GFAR.
- To have served as either a State Director or on the Local Board of Directors

7.2.5 Additional Desirable Experience:

- To have served on a GFAR committee for a minimum of one year and chaired a GFAR task force
- To have served on the Budget & Finance for a minimum of one (1) year.
- To have previously attended MAR State Business Meetings
- To have served as Vice President

VICE PRESIDENT (09/12)

7.3 Vice President Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following year.

7.3.1 Vice President Duties & Responsibilities (amended 09/17)

The Vice President is responsible for performing such duties and responsibilities as assigned by the President and/or Board of Directors. Duties and responsibilities of the Vice President include:

- Serves as a member of the Executive Committee
- Representing the President and the Association at the Local Board Level
- Serves as Induction Officer
- Serves on the Budget & Finance Committee
- Actively participates and provides input in to the total Association program in order to be able to assume the Presidency should the need arise.

7.3.2 Vice President General Working Knowledge

The Vice President must be knowledgeable and conversant in all areas of Association operation including:

- Constitution, Bylaws, and Governing Policies of the NAR
- All Governing Documents of the GFAR
- Parliamentary Procedure – Robert's Rules of Order (latest edition)

7.3.3 Vice President Time Considerations

Attendance Mandatory:

- GFAR Board of Directors Meetings
- GFAR Strategic Planning Sessions
- Membership Meetings
- Local Board Installation

7.3.4 Attendance Recommended:

- MAR State Business Meetings
- NAR Annual Convention
- Legislative Session Involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.3.5 Vice President Experience & Qualifications

Required:

- To be a member in good standing of the GFAR
- To have served either as a Board member or committee chair

7.3.6 Additional Desirable Experience:

- To have previously attended MAR State Business Meetings

SECRETARY

7.4 Secretary Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.4.1 Secretary Duties & Responsibilities

- Records all minutes for Board of Directors meetings, membership meetings, annual meeting, Executive Committee meetings, miscellaneous meetings, and events as directed by the President.
- Serves as a member of the Executive Committee
- Provides draft copy of minutes to President and Chief Executive Officer within one (1) week of Board meeting.

7.4.2 Secretary General Working Knowledge

The Secretary must have a general knowledge of the operation of all areas of the GFAR including:

- All Governing Documents of the Great Falls Association of REALTORS®
- Parliamentary Procedures – Robert's Rule of Order (latest edition)
- Accurate typing and recording skills

7.4.3 Secretary Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meetings
- Membership meetings
- GFAR Strategic planning Sessions
- Local Board Installation

7.4.4 Secretary Experience & Qualifications

Required:

- To be actively involved in the Real Estate Business and a member of GFAR

7.4.5 Additional Desirable Experience:

- To have served on a GFAR committee
- To have previously attended MAR state Business Meetings

TREASURER

7.5 Treasurer Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of National Convention the following year.

7.5.1 Treasurer Duties & Responsibilities

- Serves as a member of the Executive Committee
- Chairman of Budget & Finance Committee (for a term of two (2) years)
- Serves as a member of the Executive Committee
- Work with members of Finance Committee to develop annual budget for Association & MLS

- Insure financial records are accurate
- To review annual financial records per Finance Policy, Section 15
- Review bills prior to payment (President or Treasurer)
- Present financial report at all meetings
- Insure audit is conducted per Finance Policy, Section 15, or if directed by Board of Directors

7.5.2 Treasurer General Working Knowledge

The Treasurer must have a general knowledge of the operation of all areas of the GFAR including:

- Finance Policy
- All Governing Documents of the Great Falls Association of REALTORS®
- Parliamentary Procedures – Robert's Rule of Order (latest edition)
- General Bookkeeping/Accounting Skills

7.5.3 Treasurer Time Considerations

Attendance Mandatory:

- GFAR Board of Directors Meetings
- Executive Committee Meetings
- Membership Meetings
- GFAR Strategic Planning Session
- Budget Committee Meetings
- Local Board Installation

7.5.4 Treasurer Experience & Qualifications

Required:

- To be actively involved in the Real Estate Business and a member of GFAR
- To have previously served a minimum of one (1) year on the Budget & Finance Committee

7.5.6 Additional Desirable Experience:

- To have served on a GFAR committee or Task Force
- To have previously attended MAR State business Meeting

PAST PRESIDENT

7.6 Past President Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following year.

7.6.1 Past President Duties & Responsibilities

The Past President is the outgoing President with the following responsibilities:

- Serve as a member of the Executive Committee
- Serve on the Budget and Finance Committee

- Serve as an advisor to the President

7.6.2 Past President Time Considerations

- Attend GFAR Board of Directors meetings
- Attend GFAR Strategic planning sessions
- Attend Budget Committee
- Attend Executive Committee meetings

STATE DIRECTOR (08/11)

7.7 State Director Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.7.1 State Director Duties & Responsibilities

A State Director represents the local membership at the Montana Association of REALTORS® level. He / She is a voting member of the State Board of Directors and the Great Falls Association of REALTORS® Board of Directors

7.7.2 State Director General Working Knowledge

- Must have a working knowledge of the general operation of the Association including its structure
- Must be familiar with all Governing Documents of the Great Falls Assoc. of REALTORS® and the Montana Association of REALTORS®.
- Parliamentary Procedures - Robert's Rules of Order (latest edition)

7.7.3 State Director Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meetings
- To be active in the Montana Association of REALTORS®
- GFAR Strategic planning sessions
- Local Board Installation
- Membership Meetings
- MAR State Business meetings
- Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.7.4 State Director Experience & Qualifications

Required:

- To be a member in good standing of the GFAR
- To have served either as a Board member or committee chair
- Must be actively involved in the local association for a minimum of 3 years
- Willingness to get involved on the State Level

7.7.5 Additional Desirable Experience:

- To have previously attended MAR meetings
- To have attended a State Convention

LOCAL DIRECTOR (08/11)

7.8 Local Director Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year. Staggering 3-year terms

7.8.1 Local Director Duties & Responsibilities

A Local Director brings to the membership experience and knowledge of the organization. Provides advice based on his/her experience.

- Will serve as Fair Housing Committee Chairperson as appointed by President

7.8.2 Local Director General Working Knowledge

- To be familiar with all Governing Documents of the Great Falls Assoc. REALTORS®
- Parliamentary Procedure – Robert's Rules of Order (latest edition)

7.8.3 Local Director Time Consideration

Attendance Mandatory:

- GFAR Board of Directors meetings
- GFAR Strategic planning sessions
- Local Board Installation
- Membership Meetings
- Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.8.4 Local Director Experience & Qualifications

Required:

- To be a member in good standing of GFAR for at least 2 years

7.8.5 Additional Desirable Experience:

- To have attended MAR State Business Meetings (at least 1)
- To have served on a variety of Committees/Task Forces
- To be familiar with current By Laws & Policies
- To be knowledgeable with Robert's Rules of Order

SECTION 8 COMMITTEES / TASK FORCES

8.1 Local Committees (03/10)

- a) The GFAR President-Elect has oversight of all committees and Task Forces.

- b) Chairs and Co-Chairs will be appointed by the President and President-Elect prior to their taking office in November of each year.
- c) Chairs and Co-Chairs are approved by the Board of Directors at their November meeting.
- d) The Chair and Co-Chair cannot be from the same firm.
- e) Chairs and Co-Chairs will be required to attend a GFAR Leadership Orientation training session.
- f) Chairs and Co-Chairs should recruit committee members prior to January 1 but a new member can join a committee at any time.
- g) A list of committee members is to be provided to the Chief Executive Officer by the Committee Chair not later than January 15. Updates to the list will be provided as new members are appointed.
- h) The committee must follow all GFAR Bylaws and Policies in their representation of GFAR at all events, meetings, projects whether held at GFAR or in the public.
- i) Committees are accountable to the GFAR Board of Directors.
- j) Committee protocol for resolving issues are to be in written form submitted to the Chief Executive Officer who will provide to and/or schedule on the Board of Director meeting agenda. The Committee Chair and/or Co-Chair must be the member presenting the issue to the Board of Directors.
- k) Communications to the membership should be made by the Chair and/or Co-Chair.
- l) Committees must track all income and expenses and report them on the appropriate GFAR form including all receipts to the Chief Executive Officer within 5 business days of the expenditure. Income/donations must be turned in to GFAR within one (1) business day of receipt.
- m) Committees will conduct their tasks/projects as outlined by the Committee/Task Force List
- n) Committees will take official minutes at each meeting. Motions must be included within those minutes. Minutes/motions are to be provided to the Chief Executive Officer within 3 business days after a meeting. The Chair or Co-Chair may appoint a committee member to take the minutes.
- o) Committees may meet in executive session per Roberts Rule of Order (10/12 BOD)
- p) All committee members must be active and in good standing with GFAR.

8.1.1 Committee Authority (01/12)

Each Committee is authorized to carry out the goals and objectives defined in the annual budgeted program plan and Strategic Plan. Each Committee shall have the ability to change goals and objectives, with the approval of the Executive Committee, and to re-appropriate funding if the total annual budget for the Committee is not affected, and the activities are within the scope of GFAR's Strategic Plan. Committees may not make a distribution or payment of any part of the income or profit of the association to association members, directors, or officers. The Board of Directors or the Executive Committee must approve an increase in financial expenditures above the annual total budget amount for the Committee, or deviation from the Association's Strategic Plan.

8.1.2 Committee Composition (01/12)

In November of each year, the GFAR President, and President –Elect shall solicit recommendations for members of GFAR Committees and any Subcommittees deemed necessary to accomplish the business of the GFAR. Members may volunteer, or be recommended by their peers.

- a) Each year all committee members will sign a commitment form for each committee they are a member of.
- b) All members must request an excused absence a minimum of 24 hours prior to the meeting to ensure a quorum is present.
- c) Any member who had 3 consecutive unexcused absences will be removed from the committee.
- d) A quorum for the transaction of committee business will be a simple majority of the committee members.
- e) Committee members must be in good standing with the GFAR to participate and vote.

8.1.3 General/Individual Committee Policy (01/12)

Overall Purposes and Responsibilities:

- a) To coordinate activities necessary to accomplish the mission and assigned objectives and strategies of GFAR.
- b) To develop plans for programs, products, services, and activities for the areas of Committee responsibilities for the following year.
- c) To make the related committees, subcommittees, more efficient and to provide them with a direct line of communication to leadership.
- d) To focus on specific issues, programs, products, and activities within the subject areas assigned by the Strategic Plan.
- e) To develop unique value to members in response to the Association's Strategic Plan.
- f) To plan and implement information and input sessions at MAR meetings. To facilitate open communication among all levels of the organization (members through leadership).

8.1.4 Standing Committees (01/12)

Budget & Finance
Multiple Listing Service
Government Affairs
Grievance
Professional Standards

8.2 LOCAL COMMITTEE CHAIRPERSON (03/10)

8.2.1 Local Committee Chairperson Term

One year – appointed by GFAR President

8.2.2 Local Committee Chairperson Duties and Responsibilities

- a) A Local Chairperson represents members of the Great Falls Association of REALTORS® to the Board of Directors

- b) The Chair is responsible for scheduling all meetings, developing projects and/or completes tasks from the Board of Directors, and organizing the volunteers of his/her task force or committee as outlined by the Committee Task List.
- c) The Chair person is responsible for recruiting committee members and providing the Chief Executive Officer with an updated list of committee members. Except for MLS, Grievance and Professional Standard committees.
- d) The Chair is responsible for reporting back to his/her local committee and the general membership on project status. This includes providing information/reports to the Board of Directors at their Monthly meeting, to members at Membership meetings.
- e) Communications to the Committee/Task Force members should be coordinated with the Chief Executive Officer.
- f) The Chair is responsible for determining, tracking and providing budget needs/income and expenses to the Budget/Finance Committee and/or to the Chief Executive Officer.
- g) The Chair cannot commit any financial obligations or sign any contract without Board of Director approval.
- h) The Chair is responsible for completing all check requests and expense reports from approved projects on the appropriate GFAR forms and submitting them to the Chief Executive Officer.
- i) The Chair is responsible to provide minutes of all meetings, motions and reports to the Chief Executive Officer within 3 business days of when the meeting was held. The Chair can appoint a committee member to take the minutes. Motions must be part of the official minutes. The prior meeting minutes are to be approved by the committee at each meeting.
- j) The Chair is responsible to make written requests to the Chief Executive Officer for any information the committee wants posted to the GFAR website, social media sites, through email or displayed in the GFAR office.
- k) The Chair is responsible to ensure policies are provided to and being followed by the committee and that all issues are brought to the Chief Executive Officer and/or Board of Directors in writing.
- l) The Local Chairperson must be an active member in good standing of the Great Falls Association of REALTORS®

8.2.3 Local Committee Chairperson General Working Knowledge

- a) Must have a working knowledge of the general operation of the Association, including its structure
- b) Must be familiar with local Bylaws and Policies
- c) Must be familiar with Parliamentary Procedure - Roberts Rules of Order (latest edition)

8.2.4 Local Committee Chairperson Time Considerations

Meetings are scheduled as needed. For standing committees, a monthly meeting is recommended. Task Force Groups will meet as projects arise.

8.2.5 Local Committee Chairperson Experience And Qualifications

Recommended Experience:

- Have served on the committee for a minimum of one (1) year

8.2.6 Desirable Experience:

- To be actively involved in the local Association
- Willingness to get involved on a State level

8.2.7 Disclaimer:

The tasks of the Chair may be reviewed / changed at any time by the Board of Directors at their discretion. The Chair may be replaced/removed at any time by the President at his/her discretion with the Board of Directors approval.

8.3 LOCAL COMMITTEE CO-CHAIRPERSON (03/10)

8.3.1 Local Committee Co-Chairperson Term

One year – appointed by GFAR President-Elect

8.3.2 Local Committee Co-Chairperson Duties and Responsibilities

- a) A Local Co-Chair represents members of the Great Falls Association of REALTORS® to the Board of Directors in the absence of the Chair.
- b) The Co-Chair is responsible for scheduling all meetings, developing projects and/or completing tasks from the Board of Directors, and organizing the volunteers of his/her task force or committee in the absences of the Chair.
- c) The Co-Chair person is responsible to assist the Chair with recruiting committee members and providing the Chief Executive Officer with an updated list of committee members. Except for the MLS, Grievance and Professional Standard committees.
- d) The Co-Chair is responsible for reporting back to his/her local committee and the general membership on project status in the absence of the Chair. This includes providing information/reports to the Board of Directors at their Monthly meeting and Monthly Membership meetings in the absence of the Chair.
- e) Communications to the Committee/Task Force members should be coordinated with the Chief Executive Officer in the absence of the Chair.
- f) The Co-Chair is responsible for determining, tracking and providing budget needs/income and expenses to the Budget/Finance Committee and/or to the Chief Executive Officer in the absence of the Chair.
- g) The Co-Chair cannot commit any financial obligations or sign any contract without Board of Director approval.
- h) The Co-Chair is responsible for completing all check requests and expense reports from approved projects on the appropriate forms and submitting them to the Chief Executive Officer in the absence of the Chair.
- i) The Co-Chair is responsible to provide minutes of all meetings, motions and reports to the Chief Executive Officer within 3 business days of when the meeting was held in the absence of the Chair. The Co-Chair can appoint a committee member to take the minutes in the absence of the Chair. Motions must be part of the official minutes. The prior meeting minutes are to be approved by the committee at each meeting.
- j) The Co-Chair is responsible to make requests to the Chief Executive Officer for any information the committee wants posted to the GFAR website, social media sites, email or displayed in the GFAR office in the absence of the Chair.

- k) The Co-Chair is responsible to ensure policies are provided to and being followed by the committee and that all issues are brought to the Chief Executive Officer and/or Board of Directors in writing in the absence of the Chair.
- l) The Local Co-Chair must be an active member in good standing of the Great Falls Association of REALTORS®

8.3.3 Local Committee Co-Chairperson General Working Knowledge

- a) Must have a working knowledge of the general operation of the Association, including its structure
- b) Must be familiar with local Bylaws and Policies
- c) Must be familiar with Parliamentary Procedure - Roberts Rules of Order (latest edition)

8.3.4 Local Committee Co-Chairperson Time Considerations

Meetings are scheduled as needed. For standing committees, a monthly meeting is recommended. Task Force Groups will meet as projects arise.

8.3.5 Local Committee Co-Chairperson Experience and Qualifications

Recommended Experience:

- Have served on the committee for a minimum of one (1) year

8.3.6 Desirable Experience:

- To be actively involved in the local Association
- Willingness to get involved on a State level

8.3.7 Disclaimer:

The tasks of the Co-Chair may be reviewed / changed at any time by the Board of Directors at their discretion. The Co-Chair may be replaced/removed at any time by the President at his/her discretion with the Board of Directors approval.

SECTION 9 EXECUTIVE COMMITTEE

9.1 Composition

Shall consist of the President, President-Elect, Vice President, immediate Past President, Secretary and Treasurer. The President shall serve as the Chair and the President Elect shall serve as the Co-Chair.

9.2 Duties and Responsibilities

- a) To provide the Chief Executive Officer with continuity and direction
- b) To approve all job offerings of the Chief Executive Officer
- c) Coordinate vacation and leave of absence for Chief Executive Officer. Approve a standard for evaluation
- d) May process written complaints from the general membership
- e) Handle all disciplinary action for Chief Executive Officer
- f) Conduct the annual evaluations for Chief Executive Officer

- g) Make compensation and recommendations to the Board of Directors for the Chief Executive Officer
- h) All final recommendations to be presented to the Board of Directors for final approval
- i) Evaluate and Review Employment Policy

9.3 Time Considerations (Amended 07/16)

- a) Meet as necessary
- b) Probation and annual evaluation of Chief Executive Officer
- c) May schedule staff meetings

SECTION 10 AWARDS / CERTIFICATES

10.1 REALTOR® of the Year and Rookie of the Year

- a) Committee shall meet in April to begin selection process. Awards will be presented at the May Membership Meeting following selection of winners. (Amended 07/16)
- b) The co-chairs shall be the previous year's winners.
- c) The committee is to be comprised only of REALTORS® members who are past winners. (BOD 11/07, Amended 05/08)
- d) The minimum number of voting members present for the selection shall be five.
- e) The maximum number of members to serve on the selection committee from any one office is two, excluding the co-chairs. (Amended 07/16)
- f) The Great Falls Assoc. of REALTORS® will purchase plaques and pins.
- g) The Great Falls Assoc. of REALTORS® may pay for the REALTOR and Rookie of the Year winners to attend the September MAR meeting.
- h) The Awards committee will pay for the lunch of all nominees and their guests from their budget.
- i) Staff may assist ROTY winner with MAR application submission. (07/16)

10.2 President/CEO Awards

- a) The President may provide awards to members or staff for their contributions and outstanding leadership at the October meeting.
- b) The CEO may provide Staff awards.
- c) The Board will provide a plaque to outgoing President at the October monthly membership meeting.
- d) All part of the President's Discretionary Fund

SECTION 11 CONTRIBUTIONS

11.1 Requests and Limits:

Any requests for contributions must be submitted to the Budget & Finance Committee in writing for budget consideration for inclusion the following year.

SECTION 12 STAFF AND EXECUTIVE OFFICER

12.1 Harassment Policy:

The Association is committed to provide a safe and appropriate working environment for staff. No harassment or intimidation of any type, either verbal or physical, or any other type of interference with staffs' performance of their job will be tolerated. Any member, who is determined to have engaged in inappropriate conduct toward staff, may be reprimanded, placed on probation, suspended or has his or her membership terminated. Complaints alleging improper conduct by a member to staff shall be investigated by a team comprised of the President, President-elect, and Vice President and one other member of the Board of Directors selected by the highest ranking officer not named in the complaint. If the complaint names the President, President-elect, or Vice President, they may not participate in the proceedings and shall be replaced by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint. (06/02)

12.2 Sexual Harassment:

Any member of the board may be reprimanded, placed on probation, suspended or expelled for sexual harassment of a board or MLS employee after a hearing in accordance with the established procedures of the board. The decision of the appropriate disciplinary action to be taken shall be made by the investigating team comprised of the President, and President-elect and/or Vice President and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with counsel for the board. If the complaint names the President, President-elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint. (Reference: Bylaws, Article VI, Section 15)

12.3 See separate Employment Policies

SECTION 13 LOCKBOX

- a) Key and Lock box system is owned by the GFAR
- b) Use Rules & Regulations are adopted and administered per the National Association of REALTORS Handbook on Multiple Listing Policy.
- c) An annual reconciliation report will be prepared to compare "Key Deposit" liability account in bookkeeping with the recorded Key Deposits in the MLS System database. The report will be presented to the Board of Directors and MLS Committee.

SECTION 14 MEDIA AND PUBLIC RELATIONS

The President of the Great Falls Association of REALTORS® is the primary spokesman for the association on the matters relating to membership, the real estate industry and property owners. The President may assign the CEO or another representative to speak on his/her behalf.

SECTION 15 FINANCE POLICIES

15.1 Checks Returned Unpaid By Bank

- a) A member who provides "NSF" checks three times in a 12-month period will be placed on a cash only basis for the next 12-month period.
- b) Returned checks will be re-deposited and a "Non-sufficient funds (NSF)" fee assessed.
- c) If returned a second time, payment must be made in full within 3 business days. A letter will be sent by certified mail, advising the maker that GFAR policy requires the Association to turn the check over to the County Attorney in compliance with the Montana "Bad Check" law. Payment must be made with cash, money order or certified check including the amount due plus all fees.
- d) If a cashier's check or money order is not received within three working days after notice, the appropriate County Attorney will be contacted the bad check reported, and required procedures will be initiated to bring a complaint.
- e) If the check is not made good per item #c above, service shall be terminated, subject to approval of the Board of Directors and the Board of Realty Regulation will then be notified.

15.2 Credit Card Charge Backs

- a) Members will reimburse GFAR for all fees, fines and penalties related to invalid credit card charge backs in circumstances where the credit card merchant validates that GFAR did not violate a charge and was entitled to the original transaction funds.
- b) GFAR will follow all required procedures for resolving chargeback issues as outlined by the credit card merchant agreement. (05/10)

15.3 Fees & Fines

- a) Non-sufficient funds "NSF" fee shall be \$30 per occurrence
- b) Credit Card Charge Backs shall be \$30 per occurrence plus any additional fees, fines and penalties over that amount.
- c) Late fee for Annual Dues payment shall be \$50 per occurrence and apply on January 11 of the calendar year. Non-payment of Annual Dues by January 15 of the calendar year will result in suspension as provided in the Bylaws Section X - Dues and Assessments. (02/09)
- d) All fees and fines assessed must be paid within the time frames indicated in the Bylaws and MLS Rules.
- e) Association Dues paid with "NSF", and not cleared prior to payment deadline, will be assessed the late fee plus the application fee as required for reapplying for membership, as provided in the Bylaws, Article V-Qualification and Election.

15.4 MLS Monthly Participation Fees

- a) Association staff shall distribute invoices and collect all MLS fees.
- b) Invoices will go to brokers for all their subscriber member's monthly fees.
- c) Brokers/Participants will have until the 10th day of the calendar month to provide payment of monthly fees.
- d) A 5% late fee will be assessed on the outstanding balance due on the 11th calendar day of the month.
- e) Brokers/Participants can be suspended from service on the 16th calendar day of the month for non-payment of fees.

- f) A reconnect fee of \$100 will be assessed to suspended Brokers/Participants.
- g) All monthly fees, late charges and reconnect fees must be paid prior to service being turned back on.

15.5 Cash/Check Transactions & Deposits

- a) All cash receipts received by staff shall be placed in a secure location until deposited.
- b) A least one staff person, in addition to the Chief Executive Officer, prior to bank deposit, shall review all deposits. The review shall include verifying checks deposited, amounts posted, and cash receipts checked against sales invoices. The deposit slip shall be dated and initialed by the reviewing staff person.
- c) All outstanding checks, issued by the Great Falls Assoc. of REALTORS®, must be cashed within 90 days. Checks still outstanding after 90 days will be voided and may be reissued if requested by the payee.

15.6 Petty Cash

- a) No more than \$100. To be held on hand in a secure location.
- b) To be placed as a line item on the budget.
- c) Before replenishing, Reconciliation, Accounting, and clarification to be submitted as necessary or on a monthly bases by Chief Executive Officer to the Treasurer.

15.7 Credit Card

- a) GFAR will make a credit card available to the President and the Chief Executive Officer.
- b) To be limited to GFAR expenses, budgeted purchases or travel expenses per travel policy.
- c) Cannot be used for Personal Purchases outside of GFAR authorized expenses
- d) Expenses to be approved within 60 days of the event by the Treasurer

15.8 Change Fund

- a) No more than \$100. To be held on hand in a secure location
- b) To be placed as a line item on the budget
- c) Before replenishing, Reconciliation, Accounting, and clarification to be submitted as necessary or on a monthly bases by Chief Executive Officer to the Treasurer.

15.9 Fund Raising/Project Donations (01/11)

- a) Cash donations from members or the public for committee projects are to be provided to GFAR Staff for deposit within one (1) business day of the donation being made.
- b) Cash donations are to cover expenses that go beyond the committee's budget.
- c) Any donations being made to an organization that are in addition to or excess of the committee's budget will be submitted to the Budget/Finance Committee for recommendation to the Board of Directors.
- d) Members donating for a non-profit project that expect to receive a direct tax benefit for the donation are to donate directly to the non-profit.

15.10 Reimbursements/Request for Payment (01/11)

- a) Member requests for reimbursements of expenses or payment requests to vendors for committee projects incurred on behalf of GFAR are to be made on the Check Request Form.
- b) The Check Request Form with actual receipt (s) or invoice (s) attached are submitted to the CEO. A reimbursement check will be issued in the regular weekly check run.
- c) The Committee Chair must review and sign the Check Request Form before it's submitted to the CEO in order for a committee member to be reimbursed.
- d) Any expense outside of the approved budget will be submitted to the Budget/Finance Committee for review then the Board of Directors.
- e) A Committee Chair or Co-Chair cannot commit any financial obligations or sign any contracts without prior Board approval.

15.11 Other Policies

- a) An audit of GFAR Financial records must be completed a minimum of once every 3 years. Audit requirements, subject to the GFAR Employment Policy, may supersede this policy.
- b) Immediately following GFAR election of Officers, the incoming and outgoing Treasurers, incoming and outgoing Presidents and the Chief Executive Officer shall review the finances for the previous year.
- c) Postdated checks will not be accepted.
- d) Members may prepay annual dues or MLS fees to the local Association
- e) The Chief Executive Officer and the GFAR Treasurer shall review bank statements upon receipt. The statement and reconciliation report shall be signed and dated by both parties upon review and approval.
- f) Two signatures are required for all checks written. Signatories to be Chief Executive Officer, President, President Elect or Treasurer.
- g) GFAR must maintain cash or cash equivalent reserves equal to 6 months of the estimated annual expenses for the budgeted year. (04/08)

SECTION 16 OFFICE EQUIPMENT

Members may not utilize the office equipment of the Great Falls Association of REALTORS® without prior permission from staff. At the staffs discretion user will pay long distance fees and \$1.00 per page for faxes or copies. (05/07)

SECTION 17 BUSINESS FORMS

Real estate transaction forms are provided to all members as a benefit per MAR and NAR Guidelines. (Amended 07/16)

SECTION 18 LEGAL COUNSEL

The GFAR may retain an attorney for periodic advice and counsel.

- a) Counsel must be available to represent the Association without any conflicts of interest.
- b) Counsel's agreement for representation to be reviewed annually by the Board of Directors.
- c) Retainer fees and hourly charges to be negotiated and approved annually.
- d) Calls made to the Association Legal Provider to address Association issues must go through the President or Chief Executive Officer for approval. Charges for any contact made by members other than the President or Chief Executive Officer without authorization will be billed to the individual making the contact.

SECTION 19 EDUCATION POLICIES (03/10, Amended 02/14, 07/16)

19.1 Manning Foundation

- a) Established in October 1978 to honor the memory of Robert E. Manning.
- b) Purpose is to provide educational opportunities to members of the GFAR
- c) Funds are managed by the GFAR.
- d) Emeritus member's annual opt-in education fee will be funded by the Manning Foundation. (10/13)
- e) The GFAR may make an annual contribution to the Manning Foundation as prescribed by the Board of Directors.

19.2 Annual Education Fees

- a) GFAR has an Opt-In, Opt-Out education policy for Realtor members. (10/08)
- b) Opt-In Member Fee – Member annual education program fee is \$139.00 (10/10, Amended 10/13, 10/15)
- c) Opt-Out Members & Nonmembers will be charged \$30.00 per credit hour. (01/12, Amended 10/13)

19.3 Opt-In Policy

- a) Opt-In members pay a one-time annual fee and can take all GFAR sponsored classes at no additional charge with the exception of a designation class which may mean an additional charge for the royalty fee to NAR.
- b) Annual fees shall be determined by the Budget/Finance Committee with final Board approval as part of the annual budget process.
- c) Annual education fees shall be paid and are due at the same time as annual membership dues.
- d) Annual education fees will not be prorated.
- e) No refunds will be issued for paid annual education fees.
- f) Opt-In members must pre-register for each class they wish to attend.
- g) Staff will provide a confirmation to the member for each reservation.
- h) Opt-In members will receive priority seating at each class if they are pre-registered. If they did not pre-register they will be seated after Opt-Outs and Non-Members who paid in advance of the class.

19.4 Opt-Out Policy

- a) Opt-Out members pay for each class they attend in advance of the class.
- b) Opt-Out members must pre-register for each class they wish to attend.
- c) Staff will provide a confirmation to the member for each reservation.
- d) Opt-Out members who pre-registered and paid in advance will receive priority seating at each class. Opt-Out members who did not pre-register and/or pay in advance will be seated based on availability the day of the class.
- e) GFAR Registration Refund Policy applies for cancelled registrations.
- f) Opt-Out members cannot elect to pay the annual education fee once the annual payment deadline has passed. The annual Opt-In deadline is determined by the Board of Directors.

19.5 New Member Policy

- a) New members can elect to Opt-In or Opt-Out of education at the time they apply for membership.
- b) New members must pay the annual education fee at the same time they sign up for membership and pay other membership fees related to the application process.

19.6 Non Member Policy

- a) GFAR sponsored classes are only open to licensed real estate agents, appraisers, and property managers.
- b) Must pre-register and pay in advance for each class.
- c) GFAR Registration Refund Policy applies for cancelled registrations.
- d) Staff will provide a confirmation to the non-member for each reservation.
- e) Non-members who did not pre-register and/or pay in advance will be seated based on availability the day of the class.

19.7 Education Registration Refund Policy

- a) Class registration fees should be paid in advance of the class by GFAR Opt-Out and Non-members in order to guarantee a seat. Payment options will be specified on each registration form.
- b) Should a registrant for an education session cancel his/her registration or be unable to attend the education session the following cancellation rules will be in effect:
 - i. Opt-Out and Non-Members: If cancellation is made two (2) business days prior to the class, a full refund will be provided.
 - ii. Opt-Out and Non-Members: Cancellation made less than two (2) business days prior to a scheduled class, or don't show for a class will forfeit any refund and will be required to pay the \$10 administration fee. (10/12, Amended 5/13)
 - iii. Opt-In Members: those that do not show or cancel prior to two (2) business days will be required to pay the \$10 administration fee. (10/12, Amended 5/13)

19.8 Education Topics

The Association will sponsor at least one three-hour session in one of the four topics of agency, anti-trust, fair housing, and Code of Ethics in rotation during its annual continuing education program to assist Realtors in meeting license renewal requirements.

19.9 Handouts (05/13)

Handouts will only be provided to the attendees by electronic means prior to the class unless the instructor provides copies of instruction material.

19.10 Certificates of Completion

- a) Educational Certificates shall be provided to all attendees, upon successful completion of the course per Board of Realty Regulation Guidelines, following Association sponsored seminars.
- b) Should any attendee need to have the certificate replaced, the cost shall be \$5 per certificate.

19.11 Reporting Credits

- a) GFAR Staff will enter continuing education credits into the BRR online website for all licensees that take a GFAR sponsored class within 20 days of the class being held.
- b) GFAR Staff will enter into the NAR database all continuing education credits for Realtor members who take a GFAR sponsored class.

19.12 Class Monitor

- a) GFAR will have a monitor all GFAR sponsored Education classes. That individual will be responsible for supervision and for enforcing the Board of Realty Regulation and GFAR guidelines for education classes. An attendance report shall be provided to the Chief Executive Officer following the class.
- b) The cost incurred for hiring of the class monitor shall be charged to the Education expense line item of the GFAR Annual Budget and included in the fee charged for the class.
- c) Cell phones are to be shut off during the class instruction. Time is provided at breaks for conducting business.
- d) Computers can only be used for note taking and class specific purposes if the instructor allows it.

19.13 Course Records

- a) Records of course material, registration forms, sign-in sheets and evaluations will be maintained at GFAR per BRR guidelines. (07/16)

SECTION 20 CONFERENCE ROOM RENTALS

20.1 Terms and Conditions

- a) The conference rooms are available for member and public use on a first come/first serve basis available during the normal business hours of the Great Falls Assoc. of REALTORS. Evening and weekends may be reserved. See staff for details.
- b) Reservations are made through staff and are subject to their discretion per GFAR scheduled events.
- c) An invoice will be provided prior to the event and is payable in full by the day of the event unless other payment arrangements have been made in advance. The amount billed will be the same amount as figured in the rental agreement, unless: Additional requests are made after agreement is made and/or there is damage or

clean up that must be performed. An additional invoice will be provided after the event for additional charges.

- d) Reserving party is responsible for all setup, clean up, refreshments and activity while the room is in use and/or any damages that occur while being used.
- e) Room usage is limited to those rooms specifically reserved. Decorating, food and cleanup are the renter's responsibility.
- f) The use of nails, thumbtacks, staples or any material that could damage walls, doors, floors or ceilings is prohibited.
- g) GFAR staff may be available to set up tables and chairs upon request.
- h) Equipment such as projector, screen, microphone and wireless internet are included. See staff for optional items that may require an additional charge such as flip charts and table skirts.
- i) Renter is not responsible for locking up unless arrangements have been made.
- j) An exit checklist will be completed by the party responsible for the rental and confirmed by designated individual of GFAR.
- k) Clean up includes but is not limited to: washing tables and chairs, vacuuming, disposing of all food scraps and garbage into trash containers. Trash is to be taken to the dumpster located outside the building.
- l) Cancellations must be received no less than 5 days prior to scheduled event. Room charges may apply if cancellation is made less than 5 days prior and if another rental was denied usage due to a reservation.
- m) A renter advertising GFAR as a meeting place should state only that the meeting is held at GFAR. The advertisement should not in any way imply that GFAR is endorsing the particular views or sponsoring the meeting. GFAR requests a copy in advance of publishing any advertisement.
- n) Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the staff immediately. Renters will be expected to cover all repairs and replacement costs of any damage to the facility itself and/or the content of such.
- o) There will be no alcohol consumption, smoking or illegal activity allowed with a meeting room rental. (01/09, Amended 02/14)

20.2 Member Rental Fees

- a) The member fee for room rentals is \$40 per every 2 hours or portions thereof during business hours. For rentals less than 2 hours the fee will be a minimum of \$40.
- b) The member fee for after business hours, weekends and holidays will be \$65 per every 2 hours or portions thereof. A \$100 refundable cleaning/damage deposit is required in addition to the rental fee at the time the reservation is made.
- c) The member must be conducting and/or participating in the event to be eligible for member pricing.
- d) The complete list of terms and conditions outlined in 20.1 are provided on the rental agreement.

20.3 Public Rental Fees

- a) Overlook Room \$50 per hour; \$150 per half day (4 hours); \$200 full day
- b) Executive Room \$25 per hour; \$75 per half day (4 hours); \$100 full day

- c) A \$100 refundable cleaning/damage deposit is required in addition to the rental fee at the time the reservation is made.
- d) The complete list of terms and conditions outlined in 20.1 are provided on the rental agreement.

SECTION 21 TRAVEL POLICIES

Travel Policy and budgeted amounts will be reviewed annually. The Board of Directors retains the right to increase, reduce or eliminate the Travel Allowances indicated as the Budget allows. A detailed accounting of budgeted amounts is included in the annual GFAR Budget.

21.1 Positions Approved for Travel

- a) Board of Directors (Includes Officers & State Directors)
- b) Local Chair/State Committee Member
- c) CEO/Staff
- d) GAD (as per contract)

21.2 Meetings Budgeted for Travel

- a) National Association Convention: President, President-Elect & Chief Executive Officer
- b) NAR REALTOR Party Convention (Washington D.C.): President & Chief Executive Officer
- c) NAR Leadership Training (Chicago): President-Elect and Chief Executive Officer
- d) Montana Association State Business Meetings: President/President-Elect/Chief Executive Officer/State Directors/Local Chairperson*/State committee members**/ROTY and Rookie***
- e) Association Executive Institute: Chief Executive Officer
- f) CMLS Convention: Chief Executive Officer (optional: President/MLS Chair/MLS Director)
- g) Flex Summit: MLS Director (optional: MLS Chair/CEO)
- h) Professional Development/Technical Training: Staff/Committee Chair
- i) Other Travel as approved by the Board of Directors

* Local Chairperson = Chair, Vice-Chair or Co-Chairs of recognized committee such as RPAC, IMF or Political Affairs.

** State Committee Members = Recognized representative of MAR committee and/or Task Force who is current member of GFAR in good standing

***ROTY/Rookie = may attend the MAR Fall meeting. Expenses are covered under the ROTY budget

21.2 Travel Expense Reports

- a) A Travel Expense Report is required prior to payment of allowed expenses. A written summary of meeting information must be provided with Travel Expense Report for distribution to General Membership in GFAR communications and/or presented at a membership meeting. (Amended 01/14)
- b) Advance payment is allowed for Registration and Travel Expense only, not to exceed total budgeted amount for the specified meeting.
- c) When members travel for the benefit of the Association, reimbursement will be as follows:

- meal per diem is \$45 per day
- actual receipts for fuel and actual receipts for lodging (10/10)

d) All travel reimbursements are to be submitted within 30 days of travel and within the same year the expense occurred. (01/11)

SECTION 22 MULTIPLE LISTING SERVICE

22.1 Consideration of Alleged Violations

The Committee shall give consideration to all written complaints from participants having to do with violations of the Rules and Regulations (Reference: MLS Rules and Regulations, Section 9)

22.2 GFAR Violation Policy

If a potential rule violation is determined, the GFAR Violation Policy process will be administered as per MLS Rules and Regulations, Section 7 and Section 9. (Amended 10/13)

22.3 Equipment Deposits

The Participant is to pay the equipment deposit for each new subscriber to the MLS. Equipment refunds and credits will only be issued to the Participant when the subscriber terminates service. (BOD 01/13)

SECTION 23 PROFESSIONAL STANDARDS

- a) See Professional Standards Policies (Incorporated by reference.)
- b) Committee members must have attended Professional Standards Training within the past 2 years
- c) Only Committee members may attend meetings and hearings.
- d) Meetings are scheduled on an "as needed" basis.

23.1 Record Retention Guidelines

- a) Grievance Committee Review: No hearing Recommended. Records will be destroyed immediately following 20-day appeal period.
- b) Professional Standards Hearing. No violation found or sanction imposed. Records will be destroyed immediately following 20-day appeal period/rehearing appeal period.
- c) Professional Standard Hearing. Violation found/sanction imposed. Records will be destroyed after the sanction has been completed or satisfied. Findings of fact and/or Board Actions are to be kept in the member's permanent file.

23.2 Professional Standards Administrator

The Chief Executive Officer of the Great Falls Association of REALTORS®, or a representative appointed by the Board of Directors shall be the Professional Standards Administrator. The Administrator must complete training as required by the National Association of REALTORS®

23.3 Dispute Resolution or Mediation Program

Mediation will be provided in accordance with NAR Policy. Administration of the program shall be by the Professional Standards & Grievance Committees.

23.4 The Great Falls Assoc. of REALTORS® shall partner with the Montana Association of REALTORS®, in accordance with the NAR Mandated Cooperative Professional Standards Enforcement Agreement. (Bylaws: Article VII, Section 3)

SECTION 24 LIQUOR POLICIES

All alcohol served will be on a "no-host" basis, with functions being held in a location which includes liquor liability coverage. (BOD 07/07) There will be no alcohol consumption allowed with a meeting room rental. (01/09)

SECTION 25 ANTI-TRUST POLICY

All members are required to sign the Anti-Trust Policy established by the Board of Directors. (11/07)

SECTION 26 INSPECTIONS OF RECORDS BY MEMBERS OF A NON-PROFIT CORPORATION

GFAR will provide members documents for inspection and copying as outlined by Montana State law per Montana Code Annotated 35-2-907(1), 35-2-906(5), 35-2-907(2), and 35-2-907(3) upon direction and consultation with legal counsel. (03/10)