

Douglas County Association of Realtors®

POLICY STATEMENTS

POLICY #1 – POLICY PURPOSE AND FORMULATION

Policy statements establish guidelines and standards for internal Association operations. All policies shall become effective upon adoption and approval by the Board of Directors each year. Approved policy statements from one year shall remain in effect until the Board of Directors adopts the policy statements for the following year.

POLICY #2 – COMMITMENT TO FREE TRADE AND COMPETITION

The Douglas County Association of Realtors® does not and will not establish or maintain fixed or recommended commission rates, listing terms or services provided to principals. Commissions, listing terms and services are a matter of negotiation between the principal and the principal's agent. The Douglas County Association of Realtors® will not interfere in such negotiations or inhibit or restrict in any way the freedom of members to negotiate their own business agreements. In order to avoid even the appearance of anti-competitive behavior or purpose, participants in all meetings called or sponsored by the Douglas County Association of Realtors® will discuss only the legitimate business purposes of the Association as prescribed in the meeting agenda and recorded in the minutes of the meeting. The chairperson of any meeting called or sponsored by the Douglas County Association of Realtors® shall not allow discussion of commission rates, listing terms, services other subjects that might be viewed as potentially anti-competitive and will remind those in attendance of the Association's commitment to free trade and competition. If any one in attendance at a meeting called or sponsored by the Douglas County Association of Realtors® persists with discussions that could give the appearance of anti-competitive behavior or purpose, the meeting shall be adjourned. The minutes of the meeting shall reflect the reason for adjournment and the incident shall be reported immediately to the Legal Affairs Department.

POLICY #3 – DOUGLAS COUNTY ASSOCIATION OF REALTORS® MEETINGS

All Douglas County Association of Realtors® meetings shall be open to all members with the exception of Elections, Realtor of the Year, Legal Action and Board of Directors Executive meetings, which may be attended only upon receiving prior approval of the President.

POLICY #4 – APPEARANCE BEFORE BOARD OF DIRECTORS

Anyone, other than Douglas County Association of Realtors® Directors, wishing to appear before the Board of Directors, must have the approval of the President.

POLICY #5 – REFERRALS AND RECOMMENDATIONS

Douglas County Association of Realtors® does not respond to requests from the general public, written or verbal, for references or recommendations of individual members.

POLICY #6 – MAILING LISTS

The Douglas County Association of Realtors® maintains a membership mailing list, which is made available only on a rental basis to REALTORS® or Affiliates. Exceptions to this policy may be made on an individual case basis by the Executive Officer.

POLICY #7 – ACCESS TO LEGAL COUNSEL

OAR Legal counsel staff will be available to discuss governance issues and other issues impacting or regarding the Douglas County Association of Realtors®. Legal Counsel will not be generally available to discuss or give legal advice regarding personal business or private legal matters, unless the matter comes properly through the Legal Hotline, administered and staffed by the Legal Affairs staff.

POLICY #8 – COMMITTEE COMMUNICATIONS

Communications from each Committee regarding the committee's functions, responsibilities and programs shall come from the chairman, or at the direction of the chairman. Staff will facilitate such communications and Staff will forward copies to elected leadership, when appropriate.

POLICY #9 – AUTHORIZED SPOKESPERSON

The President, President-elect and the Executive Officer shall be the only authorized spokespersons for the Douglas County Association of Realtors®. No other individuals shall speak for Douglas County Association of Realtors® on matters affecting the Douglas County Association of Realtors® or its membership as a whole without prior approval of the President.

POLICY #10 – REQUEST FOR SPEAKERS

Requests for speakers or other resource people relative to the Douglas County Association of REALTORS® policies, programs, procedures and activities shall be coordinated through the Executive Officer.

POLICY #11 – ARBITRATION PROCEDURES

The Douglas County Association of Realtors® shall conduct arbitrations based on Option #3 in Part 10 Section 48 of the National Association of REALTORS® Code of Ethics and Arbitration Manual.

POLICY #12 – DUES REFUND

No refund of dues paid to the Douglas County Association of Realtors® shall be given for any reason.

POLICY #13 – SOLICITATION

All solicitations for funds, project financing or endorsements will be submitted to the Board of Directors for approval, prior to funding, financing or implementation of the endorsement. Donation requests from religious, educational, philanthropic or civic organizations will be treated as a solicitation.

POLICY #14 – AMENDMENTS TO INCREASE ANNUAL PROPOSED OR APPROVED BUDGET

Any amendments or proposals to increase expenditures in the Douglas County Association of Realtors® proposed or approved annual budget in excess of \$100.00 (individual or cumulative) in any budget line item must be submitted in writing to the Executive Officer prior to the meeting at which the amendment or proposal will be presented to the Board of Directors.

POLICY #15– CAPITAL EXPENDITURES AUTHORIZATION

Capital expenditures in excess of \$3,000.00 must be brought to the membership, with prior notice for a two-thirds vote of the members present at the meeting and eligible to vote.

POLICY #16 - OPERATING FUNDS AND INVESTMENT POLICY

All operating funds, not immediately required, and all special funds shall be invested in interest-bearing accounts through federally insured or SIPC (Securities Investor Protection Corporation) insured financial institutions, which offer the highest available yield.

POLICY #17 – DOUGLAS COUNTY ASSOCIATION of REALTORS® INVESTMENT RESPONSIBILITY

The Executive Officer shall be responsible to invest Douglas County Association of REALTORS® monies, over and above those needed for operations, and pursuant to guidelines established herein or as approved by the Board of Directors. Unless otherwise instructed by the Board of Directors, the Executive Officer will invest available monies pursuant to the following guidelines:

1. All funds possible shall be placed in interest bearing accounts.
2. Whenever possible, investment periods should not exceed five years.

POLICY #18 – CONTRACTS AND ENCUMBRANCES

The President and/or the Executive Officer, on advice of legal counsel, and with the approval of the Board of Directors, shall be the only individual(s) authorized to enter into contracts or agreements which incur financial or other liabilities to the Douglas County Association of REALTORS®

POLICY #19 – CONVENTION & MEETING PROTOCOL **All Meetings to be attended as follows pursuant to the current budget:**

DCBR Directors Meeting: All Board Members and EO to attend

DCBR Membership Meeting – Directors, committees and EO to attend. Cost and travel for EO to be paid by the Association.

Governance Meetings to be attended by the State Directors or Designees and EO.

Oregon Association of REALTORS® Conferences attendance to be determined annually by the Board of Directors. Actual Expenses, meals, and travel to be paid by the Association.

OAR Leadership to be attended by President-elect and EO: Actual expenses, meals, and travel to be paid by the Association.

OAR REALTOR Day at the Capitol: to be attended by President, Legislative/Political Chairmen, and the EO. Registration and mileage to be paid by the Association.

NAR Association Executive Institute to be attended by EO: Actual expenses, meals, and travel to be paid by the Association.

NAR Convention to be attended at least by the President-Elect, other attendance to be determined annually by the Board of Directors. Actual expenses, meals, and travel to be paid by the Association.

Local Directors and Committee Chairpersons that attend state meetings and give a report to the membership will be reimbursed mileage

POLICY #20 – TRAVEL REIMBURSEMENTS

The Douglas County Association of REALTORS® will reimburse all individuals authorized to receive reimbursement for expenses associated with authorized travel provided:

- (a) The request for reimbursement is submitted to the Douglas County Association of REALTORS® within 45 days from the date the individual incurred the expense;
- (b) Original receipts for all lodging and transportation expenses together with original

receipts for any additional expense are submitted with the request for reimbursement;

- (c) Expense reimbursement requests for airfare are based upon coach class fare;
- (d) Expense reimbursement requests for in-state travel are based on actual expenses incurred, with the exception of mileage, which will be reimbursed at the then current IRS rate for mileage.

Expense reimbursement request for travel to Oregon Association of REALTORS® meetings and the National Association of REALTORS® are included in the annually approved budget.

POLICY #21 – REALTOR OF THE YEAR MEETING EXPENSE

If the individual chosen as the Douglas County Association, REALTOR® of the Year is not otherwise compensated by Douglas County Association of REALTORS® to attend the Oregon Association of REALTORS® Convention, will be reimbursed for mileage & meal and one nights lodging pursuant to the approved budget and with approval of the Board of Directors.

POLICY #22 –LATE FEES

Members will be charged full-year dues plus a \$50.00 late fee for all members dropped from membership resulting from their failure to timely pay their dues as of February 15 and who subsequently renew their membership in the same calendar year. (OAR reinstatement fee still applies.)

POLICY #23 – ZERO BASED BUDGETING, USER FEES AND CORE SERVICES

The Douglas County Association of REALTORS® will use a Zero based budgeting model in the process of developing and approving its annual budget, adopting in the process the “Core Services” and “User Fee” concept. Core Services are those programs and service that benefit all members and therefore, are supported by member’s dues. User Fee programs and services are those that benefit only those who participate in the program or activity and therefore are funded by the members who use them.

POLICY #24 – SEXUAL HARASSMENT -General

The Douglas County Association of REALTORS® has a strict policy prohibiting all forms of sexual harassment. The policy applies to all employees when they are acting within the scope of their employment and to employees and members in connection with any Douglas County Association of REALTORS® function.

No employee or member shall engage in any conduct constituting sexual harassment. No employee or member against whom a charge of sexual harassment

has been made shall in any manner seek reprisal against the employee or member making the charge.

An employee or member who observes an act of sexual harassment shall report the act to the Executive Officer or a member of the Douglas County Board of Directors.

Definition

“Sexual Harassment” is defined for purposes of this policy as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature or with sexual overtones. It includes, but is not limited to:

1. Offensive comments;
2. Jokes or suggestions about the gender or gender-related physical attributes of another;
3. Sexually suggestive jokes, profanity or euphemisms;
4. Obscene or lewd gestures;
5. Unwanted physical contact;
6. The display of sexually explicit or suggestive pictures, drawings or written materials; or
7. A social invitation accompanied by a discussion of performance reviews, evaluation or merit considerations.

Enforcement

All charges that a Douglas County Association of REALTORS® employee has sexually harassed a member or another employee shall be referred to the Executive Officer for investigation and appropriate action in accordance with Douglas County Association of REALTORS® personnel policies. All charges that a member or the Executive Officer has sexually harassed and Douglas County Association of REALTORS® employee or member shall be referred to the Douglas County Association of Directors for appropriate action, which may include, without limitation, counseling, oral or written reprimand, or expulsion from the organization.

POLICY #25 –COMMITTEE ABSENCES

Committee chairs that miss meetings, without prior notice to President or the Executive Officer may be replaced at the discretion of the President with the approval of the Board of Directors.

POLICY #26 – CONFLICTS

No member of the Douglas County Association of REALTORS® Board of Directors, the Executive Officer, or any member of any Committee shall engage in discussion of, any matter involving a conflict of interest transaction without first disclosing the conflict and obtaining the approval of the majority of the body present. In no event shall the Member cast a vote in any matter involving a conflict of interest

transaction. A conflict of interest transaction is any proposed business transaction with the Association in which

- (1) As a result of the transaction with the Association, a Member will or could gain or lose personal financial benefit;
- (2) Or the Member has voting rights in a business organization directly or indirectly effected by the transaction. A conflict of interest shall not exist as a result of the normal operations of the Member's local Board/association.

POLICY #27– NONDISCRIMINATION POLICY

The Douglas County Association of REALTORS® believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the Douglas County Association of REALTORS® policy that employees be treated fairly at all times, without regard to race, religion, color, sex, pregnancy, childbirth, national origin, ancestry, marital status, or age (if the employee is 18 years or older) or of any person with whom the employee associates, or any expunged juvenile criminal record or physical or mental handicap of the employee, or because the Douglas County Association of REALTORS® employs a family member of the employee, or on any other basis prohibited by local, state or federal law.

POLICY #28 – EMPLOYER/EMPLOYEE GUIDELINES

The Douglas County Association of REALTORS® adopts the National Association of REALTORS® Employer/Employee Guidelines, as amended by National Association of REALTORS® from time to time.

POLICY #29 - POLITICAL SUPPORT

Support for candidates and issues shall be provided from RPAC and/or IMPAC funds and shall be determined by RPAC guidelines and candidate views on local and state issues important to the Real Estate Industry.

Membership shall be polled by ballot after a candidate forum has been presented to them with a one month notice of the upcoming forum.

Vote to be at a special meeting providing there are, at least 10 days notice of the vote. A 60% majority vote of those members present at the special meeting is required to support a candidate or issue.

The letter to candidates shall inform them to use the words support and not endorse in their advertisements.

POLICY #30 – EMPLOYER/EMPLOYEE GUIDELINES

The Education Club funds shall be collected on an annual basis to be utilized for educational opportunities for the members as determined by the Education Committee and approved by the Board of Directors. The Education Committee may not spend more than what was collected in an annual period without the prior approval from the Board of Directors.