Policy Manual

SCOTTSDALE AREA ASSOCIATION OF REALTORS®, INC.

8600 E. Anderson Drive, Suite 200, Scottsdale, AZ 85255

Updated as of 6/30/2021

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Section 1 - Association Communications

1.1 The *Scottsdale Area Association of REALTORS® shall use electronic publications, e-mail newsletters and social media to communicate with its members.*

Section 2 - Board of Directors

2.1 PRESIDENT:

Represents the entire SAAR Membership and its interests, and has an understanding of the concepts of the local, state, and national associations. Within the limits of the *Scottsdale Area Association of REALTORS®' BYLAWS* (hereafter *BYLAWS*) and *Rules and Regulations*, the President has the authority, duty, and responsibility to:

A) SAAR:

1) Conduct meetings and preside at all meetings of the Leadership Team, Board of Directors, and Membership;

2) Act as public representative of SAAR and work with the Chief Executive Officer (hereafter CEO) as a spokesperson of SAAR;

3) Create, appoint members, and outline the purposes of task forces, all subject to the approval of the Board of Directors;

4) Hold Designated REALTOR® meetings as needed;

5) May administer the *REALTOR® Pledge* at monthly New Member Orientation meetings;

6) Recommend to the Board of Directors the Committee Chairpersons for the coming year no later than November 15th. If the Chairpersons are not appointed by this date, the Leadership Team will make the recommendations;

7) Serve as a non-voting member of all committees, if desired;

8) Be a signatory on all legal documents and bank accounts (checks in excess of $5,000 require two signatures);

9) Act as official host at SAAR events;

10) Write articles for SAAR publication press releases as requested by staff;

11) Attend the Board of Directors Orientation;

12) Exercise personal leadership in the motivation of other Officers, Directors, Committee Chairpersons, and Members;

13) Support policies and programs adopted by the Board of Directors;

14) Participate in the Committee Chairperson/Vice Chairperson Orientation at the beginning of term of office;

16) Participate, as requested, in meetings of member firms to promote SAAR;

17) Participate in the CEO selection process;

18) Personally notify Board of Director candidates of election results;

B) Arizona Association of REALTORS® (hereafter AAR):

1) Attend AAR meetings representing SAAR (see *Travel Guidelines*);

2) Serve as a member of the AAR Board of Directors;

3) Attend the AAR Leadership Conference.

C) NATIONAL ASSOCIATION OF REALTORS® (hereafter NAR):

1) Attend NAR national meetings, including but not limited to the Legislative Meeting in Washington, DC (approximately four days) the National Convention (approximately five days). (See *Travel Guidelines.*)

2) Be the voting delegate at the annual NAR Convention Delegate Body Meeting.

2.2 PRESIDENT ELECT:

Represents the SAAR Membership and its interests, and has an understanding of the concepts of the local, state and national associations. In the event of the absence or disability of the President, performs the duties and responsibilities of the President. Works closely with the other Officers and the CEO for orientation and planning purposes to ensure a smooth transition into the Presidency. Within the limits of the *BYLAWS* and *Rules and Regulations*, the President Elect has the authority, duty, and responsibility to:

A) SAAR:

1) Preside over official meetings in the absence of the President;

2) Act as Parliamentarian for all official meetings, except when acting as Chairperson;

3) Attend all Board of Directors and Leadership Team Meetings, and other official SAAR events;

4) Assist the President and CEO with the Planning of the Board of Directors Orientation for their year as President;

5) Attend at least one New Member Orientation Session;

6) Act as "Strategic Plan" Chairperson;

7) Recommend to the Board of Directors the Committee Vice Chairpersons for the coming year no later than November 15th. If the Vice Chairpersons are not recommended by this date, the Leadership Team will make the recommendations;

8) Assist in the planning of the Installation for their year as President, in collaboration with the SAAR Staff;

12) Participate in the Chair selection process.

B) AAR:

1) Attend AAR meetings, representing SAAR (see *Travel Guidelines*);

2) Serve as a member of the AAR Board of Directors;

3) Attend the AAR Leadership Conference.

C) NAR: Attend NAR national meetings, including but not limited to the Legislative Meeting in Washington, DC (approximately four days) and the National Convention (approximately five days) (see *Travel Guidelines*);

C) ARMLS

1) Serves as the SAAR appointee to the annual ARMLS Nominating Committee.

2.3 VICE PRESIDENT:

Represents the SAAR Membership and its interests. In the event of the absences of the President and the President Elect, performs the duties and responsibilities of the President. Within the limits of the *BYLAWS* and *Rules and Regulations*, the Vice President has the authority, duty, and responsibility to:

A) SAAR:

1) Serve as a member of the Leadership Team and assist the President and President Elect in carrying out the functions of their offices;

2) Act as Parliamentarian in the absence of the President Elect;

3) Attend all official SAAR events;

4) Attend at least one New Member Orientation session;

B) AAR:

1) Attend AAR meetings, representing SAAR (see *Travel Guidelines*);

2) Serve as a member of the AAR Board of Directors;

3) Attend the AAR Leadership Conference.

4) Additional Duties may include (1) coordination of Board of Director RMS representation, (2) assignment of Board of Directors Liaisons to SAAR committees, (3) providing Board of Directors with guidance in the role as committee/RMS liaison, and (4) advocate for intra-committee coordination of events and cooperation. Additional duties may be assigned to the Vice-President by the Board of Directors.

TREASURER:

Represents the SAAR Membership and its interests. Within the limits of the *BYLAWS* and *Rules and Regulations*, the Treasurer has the authority, duty, and responsibility to:

A) Attend all Board of Directors and Leadership Team Meetings, and other official SAAR events;

B) Work with the CEO, and Bookkeeper to formulate, review, and present the budget for the coming year.

C) Review the monthly financial reports.

2.4 LEADERSHIP TEAM:

The Leadership Team will consist of the President, President Elect, Vice President, Immediate Past President, Treasurer, and CEO. It will be subject to the directions of the Board of Directors and none of its acts will conflict with action taken by the Board of Directors. Within the limits of the *BYLAWS* and *Rules and Regulations*, the Leadership Team has the authority, duty, and responsibility to:

A) Be familiar with SAAR's governing documents;

B) Maintain confidentiality of their offices;

C) Represent SAAR and report to the Board of Directors on any activities attended on behalf of SAAR;

D) Monitor Article V of the *BYLAWS (Qualification and Election*);

E) Attend Board of Directors' Meetings and Annual Planning Session;

F) Attend Leadership Team Meetings and Annual Planning Session;

G) Make Committee Chairman/Vice Chairman recommendations by December 1st if the President and/or the President Elect fail to do so;

H) Review fees with the CEO on an annual basis;

I) Any member of the Leadership Team may call for a special meeting;

J) Make recommendations to the Board of Directors pertaining to SAAR financial affairs;

K) Create the CEO evaluation form to be used by all parties, making certain it specifically reflects the contractual responsibilities of the CEO;

L) Conduct the CEO evaluation before the end of October and present it to the Board of Directors in November;

M) Negotiate the CEO contract when necessary;

N) Clearly define the Board of Directors' expectations of the CEO;

O) Serve on the CEO Selection Task Force, with one of the Officers acting as Chairperson:

1) The Task Force may also consist of current Members of the Board of Directors, Past Presidents, and other recognized leaders in the industry;

2) Legal Counsel should review and confirm the issues of employment contracts, topics to be discussed, and legally permissible questions to ask in the interview process;

3) Members of the CEO Selection Task Force should understand and be able to discuss SAAR's structure, history, and objectives. They should have a working knowledge of its budget and financial status, as well as its services and activities such as membership categories and services, educational programs, public relations activities, and legislative issues and efforts;

4) The responsibilities of the CEO Selection Task Force, and the procedures and guidelines for selecting the CEO are contained in NAR's "Human Resources Tool Kit for Recruiting Association Executives".

2.5 BOARD OF DIRECTORS:

The Board of Directors is the elected governing body of SAAR. Within the limits of the *BYLAWS* and *Rules and Regulations*, the Board of Directors has the authority, duty, and responsibility to:

A) SAAR:

1) Be familiar with SAAR's governing documents;

2) Attend Directors' meetings;

3) Maintain confidentiality of their offices;

4) Review and adopt long-range plans which best serve the interests of the Membership;

5) Select additional AAR Directors from the current Board of Directors, Committee Chairpersons, Committee Vice Chairpersons, and Leadership Academy Alumni.

6) Make final decisions affecting SAAR's fiscal structure and other financial matters;

7) Attend SAAR sponsored events; *NOTE: The Affiliate Director will attend all Affiliate Quarterly Forums.*

8) Attend the Officer/Director Installation;

9) Review the completed CEO evaluation provided by the Leadership Team;

10) Delegate staff decisions to the CEO;

11) Review the SAAR financial reports on a monthly basis;

12) Adopt the annual operating budget and the level of dues for all classes of membership;

13) Confirm the Committee Chairpersons and Vice Chairpersons or make committee appointments if the President and President Elect fail to do so;

14) Recognize *Robert's Rules of Order (Newly Revised)* as the authority governing all meetings of the Board of Directors;

15) Antitrust - All Members of the Board of Directors must be aware that certain topics are not proper subjects for discussion and consideration at any meeting of Members, Officers, Committees or Directors, whether formal or informal. Any action or proposed action which is intended to eliminate, restrict, or govern competition amongst Members is a violation of antitrust laws. Discussion at SAAR meetings relating to significant factors of competition amongst the Members may be construed as an attempt to agree upon a common course of business conduct. SAAR expressly forbids such discussions, and Directors have the affirmative obligation to take action to cease any such discussions;

16) Ratify annual election results, by majority vote, by e-mail poll

B) AAR:

1) When serving as an AAR Director, attend the AAR Board of Directors Meetings.

2.6 CHIEF EXECUTIVE OFFICER:

Executive shall perform the duties and responsibilities of CEO in accordance with the Association's Bylaws, rules and regulations, and shall provide executive management services for SAAR. Executive shall perform such other duties and services as may be entrusted to Executive by SAAR in accordance with its Bylaws. Within the limits of the *BYLAWS* and *Rules and Regulations*, the CEO has the authority, duty, and responsibility to:

A) Offices and Staff:
   1) Recruit, hire, train, promote, and dismiss Staff Members; and administer an effective personnel program which includes position descriptions, performance standards, performance appraisals, and compensation as prescribed by the "Employee Policy Manual";

   2) Ensure all Board of Director Candidates submit a signed "Consent to Serve Form", a "Confidentiality and Conflict of Interest Policy" form and a "Board of Directors Code of Conduct" form with their candidate application, in compliance with Article XI, Section 5(c) of the *BYLAWS*;

   3) Ensure all current Board of Director Members' and Officers' licenses are current.

B) SAAR:
   1) Manage the finances of SAAR;

   2) Work with Legal Counsel to ensure the legal integrity of SAAR;

   3) Plan and coordinate meetings for the Board of Directors, Leadership Team, and Membership;

   4) Monitor and assist with committee meetings, as necessary;

   5) Oversee and administer the successful operation of the SAAR real estate school and Venue 8600.

   6) Responsible for the operation of the Venue 8600 and the SAAR real estate school.

C) AAR and NAR:
   1) Maintain a strong working relationship with other associations/boards of REALTORS®, AAR, and NAR;

   2) Participate in activities and programs offered by state, national, and professional association management organizations within the limits of the SAAR budget;

   3) Attend AAR and NAR meetings as required.

D) Membership:

1) Oversee the development and maintenance of communications/publications programs which are responsive to the needs of the Membership and promote the interests of SAAR;

2) Coordinate research as directed by the Board of Directors and report findings to the Board of Directors;

3) Coordinate and administer a program of membership development and services in conjunction with and as approved by the Board of Directors.

E) Civic and Community:

1) Serve as spokesperson for SAAR in conjunction with the President;

2) Maintain an active interest in civic organizations and community groups.

Section 3 - Committees

3.1 Committees will be established by the Board of Directors based on the programs outlined in the Strategic Plan and governed by these *Rules and Regulations.*

3.2 Committee meetings are open to all REALTOR® and Affiliate Members, with the exception of Institute Affiliate Members of SAAR.

3.3 In order to vote at committee meetings, the Member must have been present at the meeting when the issue was discussed.

3.4 All actions of committees outside of the Strategic Plan, SAAR policy or unbudgeted are subject to the approval of the Board of Directors.

3.5 Committee Chairperson and Vice Chairperson appointments are recommended by the incoming President and incoming President Elect respectively, with final approval by the Board of Directors. Except for the Nominating Committee and Budget & Finance Committee, sitting Directors and Officers are ineligible to serve as Committee Chairpersons and Vice Chairperson. If extenuating circumstances warrant a Director to be appointed as Committee Chairperson or Vice Chairperson, the Board of Directors has the authority to make an exception to this policy.

3.6 The President may create additional committees, subject to approval of the Board of Directors.

3.7 At the Annual Committee Orientation, Committee Chairpersons and Vice Chairpersons are provided with the committees' responsibilities for the year, a copy of the SAAR *BYLAWS, Rules and Regulations,* "Strategic Plan", *Robert's Rules of Order (Newly Revised)*, and a list of the committee appointments for the year.

3.8 Board policy provides for recording of committee meeting *Minutes* by a Staff Liaison. *Minutes* will be made available to the Directors on the SAAR Web site prior to the next

scheduled Board of Directors' meeting. The Directors will review committee proposals which require BOD action and may approve as submitted, approve with modifications, or refer back to the committee. Board action will be noted on the proposal sheet and returned to the referring committee.

3.9 Any outgoing correspondence resulting from a committee meeting will originate from or be coordinated with the SAAR Staff and be reviewed by the CEO prior to distribution. All communications by SAAR's committees relative to responsibilities, programs, activities, and meetings will be coordinated through the CEO prior to distribution.

3.10 A Staff Liaison will be assigned to each Committee to attend meetings and take *Minutes.* Committee *Minutes* are maintained at the SAAR office and are available to committee members on the SAAR Web site.

3.11 Communication regarding SAAR committee or Board of Directors discussions, activities, actions, specific vote tallies and how an individual voted, prior, during or after meetings, is not permitted.

3.12 At the determination of the Board of Directors, committee/task force/workgroup members may be asked to sign a confidentiality agreement prior to serving.

3.13 Board, committee/task force/workgroup members are not permitted to disclose confidential or sensitive information. Disclosing information pertaining to SAAR and its activities is prohibited. This includes general information, financial information, legal matters, public policy positions, candidate endorsements and internal operations.

3.14 Personal opinions about other committee appointees, specific committee decisions, etc. are not appropriate to share in any form of communication.

3.15 Committee/task force/workgroup members who do not abide by the Association Bylaws, the Governing Policies and the Volunteer Commitment Agreement are subject to censure or removal at the direction of the Board of Directors in Executive Session by majority vote for any reason.

3.16 Contracts and/or commitments made in securing facilities for scheduled events, obtaining necessary supplies, etc., must be made in the name of SAAR and include the CEO or Assistant Executive Officer (hereafter AEO) as the contact person, have the SAAR office as the address to receive such contracts, and have the authorized signature of the CEO.

3.17 Chairpersons will be responsible for monitoring their committee income and expenses. Monies received by committees in connection with scheduled events must be delivered to the SAAR office for accounting and record-keeping purposes in a timely manner. Expenses incurred for scheduled events must be invoiced to the SAAR office where they must be approved for payment by the CEO, or the AEO.

3.18 The REALTOR® Marketing Session (hereafter RMS) Chairperson, RMS Meeting Coordinator, RMS Program Coordinator, RMS Tour Director(s), Speaker(s), and SAAR Staff may be admitted to the appropriate RMS at no cost. SAAR Officers and Directors will not pay if they are attending in their official capacity, but must pay if they are promoting their business.

3.19 NOMINATING COMMITTEE – The following procedures for the duly appointed Nominating Committee as per the bylaws shall be governed by the following policy and procedures. (Adopted 10/13)

1) Nominating Committee has the option to identify potential candidates and to solicit additional applications outside of those that come in through the general announcement

2) Candidates must have gone through Leadership Academy and/or Scottsdale 101 or have other experience in a leadership capacity

3) All candidates will be interviewed – interviews will be set for no less than 20 minutes and questions will be developed annually by the nominating committee and will not be provided in advance. Candidates will be provided with the Strategic Plan prior to their interview.

4) SAAR will not provide email or address lists of membership for campaigning.

5) RMS's will provide opportunities for candidates to promote their candidacy and must schedule with the RMS Director.

6) Voting is limited to members who have joined prior to the opening of balloting.

Section 4 - Special Programs

4.1 MEMBER RELIEF FUND: Provides financial assistance to SAAR Members whose personal financial resources may be depleted by catastrophic medical expenses, major emergency relief measures, or long-term care needs. (The Member Relief Fund criteria are available on the SAAR Web site.)

4.2 LEADERSHIP ACADEMY: Identifies future leaders for SAAR and expands Member knowledge of volunteer opportunities in Scottsdale and other communities. The Academy Chairperson will be selected by the President Elect from the Academy Alumnus.

4.3 LEADERSHIP ACADEMY ALUMNI: Promotes the Alumni image and participation in SAAR activities that provide opportunities for the social and educational growth of the Alumni and an outreach to the community thereby creating cohesiveness amongst the Alumni.

4.4 STRATEGIC PLAN: Creates and recommends a plan of operation to the SAAR Board of Directors.

Section 5 - Task Forces

5.1 The President may create, outline the purpose of, and appoint members to task forces as he/she may deem necessary, subject to the approval of the Board of Directors.

5.2 Task forces will terminate upon issuance of a final written report to the Board of Directors or at the end of the President term of office (whichever occurs first), and will be included in the Board of Directors' *Minutes.*

5.3 Task force meetings will be conducted in accordance with *Robert's Rules of Order (Newly Revised).*

Section 6 - Education

6.1 The overall educational policy of SAAR is to upgrade the professionalism of the Membership.

6.2 SAAR will provide, support, and sponsor real estate education and educate its Members on how to work cooperatively with fellow Members under the *Code of Ethics* through its New Member Orientation Program.

6.3 The following notices and cancellation policy will apply to all SAAR Educational offerings:

a. FOR 3- HOUR CE CLASSES: Please notify us 7 days in advance if you have any disability that requires special services or access. Class fees are non-refundable & non-transferable.
b. Marketing Partners will be provided with a roster of attendees including e-mail addresses.
c. FOR GRI – REBAC CLASSES: Please notify us 7 days in advance if you have any disability that requires special services or access. Fees will be refunded less a $25 service charge upon verbal notification up to 48 hours prior to class, after that fees are non-refundable and nontransferable. (12/21/2016)

Section 7 - Employee Related

7.1 Hiring Policy for the SAAR Office:

A) No employee of SAAR may engage in any real estate activity for which a license is required;

B) Current SAAR Members are not eligible for employment by SAAR unless their real estate license is inactive and their membership in SAAR is withdrawn;

C) Spouses, other family members, or significant others of SAAR Officers and Directors or existing Staff Members are not eligible for employment by SAAR.

7.2 Salaries of Staff Members will be of a confidential nature and inquiries from Members regarding the salary of any Staff Member must be directed to the CEO. The CEO will personally respond to such inquiries.

Section 8 - Events

8.1 No refunds will be given for event registration unless a 48-hour cancellation notice is provided to SAAR. This policy will be printed on all publicity.

8.2 Cancellation of scheduled events will be determined by CEO after taking into consideration the terms of the speaker's contract, registration, etc.

8.3 All Past Chairmen of the Board, incoming and outgoing Officers and Directors, and their spouse or guest will receive complimentary invitations to the annual SAAR Installation. The Elected President immediate family and guests will also receive complimentary invitations.

8.4 Any event that is projected to have more than $10,000 in expenses must be approved with an accompanying budget by the Board of Directors. (3/17)

8.5 Public demonstrations are prohibited on the SAAR owned private property located at 8600 E Anderson Drive, Scottsdale, AZ (11/16/2016)

8.6 All major events must be held at Venue 8600 unless otherwise authorized by the Board of Directors. (5/17)

Section 9 - Finances

9.1 SAAR's accounting system will be accrual based.

9.2 In matters of override or non-budgeted expenditures to the SAAR budget, a written proposal will be sent to the Board of Directors for their review. The CEO will include the proposal in the Agenda, which is provided seven days prior to the next Board of Directors' meeting. A presentation will be made at the meeting and, if further information is necessary, a vote may be postponed until the following meeting.

9.3 REALTOR® Membership application and/or processing fees for the following classifications will be:

A) Designated REALTOR® $175.00;

B) REALTOR® Member $175.00;

C) Secondary Designated REALTOR® $75.00

D) Designated REALTOR® outside the current MLS system $175.00

9.4 Affiliate Members will pay $150.00. SAAR dues plus the $75.00 initial application fee.

9.5 Appraiser Members will pay $225.00 SAAR dues for the Head Appraiser plus the $125.00 initial application fee. Additional representatives *from a company* may be added for a fee of $150.00 per Appraiser.

9.6 Multiple Listing Service Only Members will pay $885.00 MLS Only Fee, $125.00 application fee, and the cost of a yearly MLS subscription.

9.7 Transfer Fee: There will be a $50.00 transfer fee for all REALTORS®, when transferring from one Designated REALTOR® to another Designated REALTOR

9.8 The NSF charge will be $50.00 for any check received from Members returned for insufficient funds.

9.9 A $25 late fee will be placed on all unpaid dues invoices after January 15th. A $50.00 late fee will be placed on dues unpaid after February 3rd with MLS and Supra Keybox service being suspended. A reinstatement fee of $75 will be assessed after termination on February 18th.

9.11 REALTOR® Members who leave SAAR owing money will be given 30 days notice. If the amount owed is not paid within 30 days, or a written payment agreement is not obtained prior to the end of the 30 days, the account will be assigned to a collection agency. If there is a breach of the agreement, the account will automatically go to collection.

Uncollected debts will be written off as a bad debt after 12 months from the due date in accordance with generally accepted accounting procedures. Past Members who re-join SAAR will be required to pay any debt, whether written-off or not.

9.12 At the discretion of the CEO, payment of all SAAR services may be required to be in cash, cashier's check or certified funds where there is a history of checks returned for insufficient funds or at the time of reinstatement.

9.13 The Treasurer and the Board of Directors will review the SAAR financial statements on a monthly basis. A review of the annual audit will be conducted at a Board of Directors' meeting.

9.14 The President, President Elect, or Vice President, and CEO will be eligible to sign for all bank accounts.

9.15 All payments will be processed electronically with approval by the Treasurer for payments over $5,000 and approval and payment by the CEO for those amounts under $5,000. When a printed check is required, The CEO and AEO will co-sign checks between $1,000.00 and $5,000.00. Checks over $5,000.00 require the signatures of the CEO and an Officer.

9.16 The CEO and Leadership Team will be responsible for making recommendations to the Board of Directors on managing SAAR's assets. All monies not immediately required will be invested in interest-bearing accounts, to allow sufficient funds for operating expenses throughout the year.

9.17 All payment requests will be approved by the CEO prior to payment.

9.18 The CEO is authorized to spend up to $5,000.00, unbudgeted, in a calendar year, on capital expenditures, without requiring approval by the Board of Directors. (Capital Expenditures: Property and equipment purchases in excess of $1,000.00)

9.19 The CEO will be issued a credit card to be used for official business (not for personal use). The President and the President elect will be issued credit cards for the purpose of authorized travel expenditures only.

9.20 The CEO will arrange for an annual audit.

9.21 SAAR is audited on an annual basis and the results of the prior year's annual audit are available for review by the Membership, along with annual tax returns, at SAAR.

9.22 All donation requests will be submitted in writing, on the "Benefactor Request Form", to SAAR. Requests will be considered by the Board of Directors. (The Form is available on the SAAR Web site.)

9.23 Budget & Finance Committee (12/21/2016)

Purpose: The purpose of the Budget and Finance Committee is to provide oversight of the financial management and reporting function of the Association. The committee is responsible for working with the Chief Executive Officer and the Chief Financial Officer to assist in the development of the annual budget and reviewing the financial performance of the Association. The committee will assist in the planning and recommendation of financial policies to the Board of Directors as well as establishing long range financial goals, investment strategies and reserve polices.

Composition: The Committee shall be approved by the Board of Directors and be comprised of the Treasurer who will serve as the Chair, the President-Elect, 1 additional sitting REALTOR® Director, 2 Past Director or Presidents and 2 REALTOR® members at large. After the election of officers each year, the new incoming Treasurer will serve as a non-voting member of the committee through the balance of that year. Members of the committee will be selected based on experience in corporate or non-profit financial operations, budgeting or accounting experience, or other relevant financial background.

Meetings: The Budget and Finance Committee shall meet not less than four (4) times annually and the meetings will be scheduled by the Chairman of the committee.

Specific Duties:

1) Work with the CEO and CFO on development of the annual budget to present to the Board of Directors.
2) Monitor the performance of the annual budget and make recommendations to the Board of Directors on budget or programming modifications to address any significant variances.
3) Review investment performance and work with investment advisors on recommendations for changes to the investment portfolio.

4) Make recommendations regarding portfolio manager changes. The Budget & Finance Committee has the authority to modify the SAAR investment portfolio based on the recommendations of the investment advisors pending final approval by the Board of Directors Leadership Team. (5/24/2017)
5) Make recommendations for investment objectives and policies.
6) Monitor commercial loan and make recommendations regarding re-financing, loan products, use of lines of credit and other financing options.
7) Recommend capital improvement funding strategies.
8) Monitor cash flow.
9) Make recommendations for reserve goals and monitor progress of these goals.
10) Review insurance requirements by lender and make recommendations when needed.
11) Review the management letter from the Association's CPA firm and ensure follow up on recommended policy and procedure changes.

Section 10 - Awards

10.1 Award nomination forms will be published on the SAAR Web site and through other SAAR communication vehicles.

10.2 Award nominations will be presented by the Leadership Team for approval at the September Board of Directors' Meeting.

10.3 REALTOR® of the Year:

A) Purpose: To recognize a REALTOR® Member selected by peers for exemplary service to the industry;

B) Qualifications: Recipient must be a primary or secondary member of SAAR who is involved in SAAR, REALTOR®, and community activities, and is not a current Officer or Director.

10.4 Affiliate of the Year:

A) Purpose: To recognize outstanding contributions by an Affiliate;

B) Qualifications: Recipient must be a Member of SAAR.

10.5 Citizen of the Year:

A) Purpose: To recognize outstanding contributions to the community;

B) Qualifications: Recipient must live, work, or represent the jurisdiction of SAAR.

10.6 Emerging REALTOR® of the Year

A) Purpose: To recognize a REALTOR® Member selected by peers for exemplary service to the industry;

B) Qualifications: Recipient must be a primary or secondary member of SAAR who is under the age of 30, involved in SAAR, REALTOR®, and community activities, and is not a current Officer or Director.

10.7 Good Neighbor Award

A) Purpose: To recognize a member who has contributed a significant amount of personal time to a program that improves the livability of a community and who serves as a role model for other REALTORS®.

B) Qualifications: Recipient must be a primary or secondary member of SAAR

C) Nominees should have made a significant contribution of personal time, but contributions of money, materials, and other resources will be considered by the judges as well.

D) Nominees will be judged on level of personal contribution, impact of personal contribution, broadness of impact, and the project's suitability as a role model for other

E) The award is intended to recognize individual contributions, not association or company-wide efforts. If an individual within your company can be singled out as instrumental to the success of a group effort, he or she is eligible. If the achievements of two people (such as a married couple or co-founders of an organization) cannot be separated, they can enter as a pair and their entry will be considered as one.

F) Some portion of the nominee's community work must have taken place during the timeframe specified on the application form, but judges will also consider ongoing efforts outside that timeframe that demonstrate a depth of commitment.

G) Nominees should be able to document the results of their individual involvement though published reports and/or testimonials from the organization they served or the people they helped.

H) Nominations must be accompanied by a completed entry form to be considered (REALTORS® may nominate themselves or may be nominated by another NAR member, a state or local association executive, or the community organization they serve).

I) Recognition of the Good Neighbor Award winner will be held at the Annual Member Relief Fundraising Event. (8/24/2017)

10.8 Caring Heart Award

The following criteria will be used in selecting the Caring Heart Award which will be presented at the annual Member Relief Fundraising Event. (12/21/2016)

A) Service contributions within the Real Estate Community (ex: Volunteerism at RE Schools, training, service projects or mentoring, etc.)
B) Member of good standing within the Dept. of Real Estate
C) Contributes outside of his/her brokerage to the RE Community
D) Is an active member of SAAR
E) Lifting REALTORS® up within the industry
F) Active Member within the Local Association Community

Section 11 - General Policies

11.1 Board of Directors Meetings:

A) As per the SAAR bylaws special meetings can be called by the President, President-elect or CEO with 7 day notice or with a waiver of deficient notice by the Leadership Team. A special meeting of the Board of Directors may also be held when requested by at least 25% of SAAR members.
B) With the approval of the President a Director may participate in a specially called meeting remotely, however, only those physically present will be counted in the calulation of a quorum.
C) A Director who participates remotely for a regular meeting will not be counted as absent if their reason for not being physically present is due to attendance at a meeting or conference for NAR or its Institutes, Societies or Councils.
D) Electronic Transaction of Business is permitted at the direction of the President or CEO when a decision needs to be made that cannot be delayed until the regular meeting of the Board of Directors. In the event such vote is necessary, unanimous approval of all members of the Board of Directors shall be required for adoption of a motion.

11.2 ARMLS Director eligible for appointment shall be selected by the SAAR Board of Directors and submitted to the ARMLS Shareholders for approval.

11.3 AAR Director Criteria:

A) Serve at the pleasure of the Board of Directors;

B) President, President Elect, Vice President, Treasurer, and CEO automatically serve as AAR Directors, by virtue of their SAAR offices;

C) Additional AAR Directors will be selected by the SAAR Board of Directors from the current Board of Directors, Committee Chairpersons, Committee Vice Chairpersons, and Leadership Program Alumni;

11.3 NAR Director Criteria:

A) The SAAR President will serve as a NAR Director;

B) The SAAR President Elect will serve as a NAR Director;

D) The CEO will serve as a NAR Director.

E) NAR Director vacancies will be appointed by the Board of Directors.

Section 12 - Legal Counsel

12.1 Position Description: To assist and advise SAAR in legal affairs.

12.2 Preferred Skills: Association Counsel needs a good balance of common sense, sound judgment, and legal knowledge, particularly of the real estate industry and trade association laws. He/She should have experience in, or at least working knowledge of corporate, antitrust, civil rights, tax, employment, and municipal law. The Attorney should understand SAAR's structure and operations, including the area of Professional Standards, and be able to handle a myriad of developing legal trends related to trade associations. Counsel or counsel's firm needs to have adequate staff and facilities to represent and handle all SAAR's legal needs.

12.3 Responsibilities:

A) Be available, by telephone or in person, to respond to questions and consult with the President and CEO on matters concerning legal aspects of SAAR's operations;

B) Negotiate, draft or review contracts involving SAAR, when appropriate;

C) Correspond with those who have addressed SAAR by telephone or mail when a response from Counsel is requested by the President, Board of Directors and/or CEO.

12.4 Legal Counsel Selection Committee: As outlined in the CEO Contract the selection of legal counsel shall be based upon the CEO's recommendation with approval by the Board of Directors.

Section 13 - Membership

13.1 All SAAR Members are required to provide the Membership Coordinator with their home address, e-mail address, preferred phone number, and date of birth. This information will be added to the NRDS core fields in a Member's record. Without this information, the record cannot be processed.

13.2 Designated REALTORS® or Associate Brokers, designated by the Designated REALTOR® in writing to SAAR, are acceptable signatories on any SAAR form.

13.3 Any SAAR Member who is not active for a full calendar year will be classified in a dropped status in the computer system. Their permanent file will be retained for three years.

13.4 New Licensees must be reported to SAAR within ten (10) days of receipt of license. An application for membership is deemed notification. If the application is not made by the Designated REALTOR®, the Licensee will be added to the Designated REALTORS®' firm as a non-Member and the Designated REALTOR® will be billed accordingly.

13.5 The CEO will be responsible for coordinating the content and time allocation for the orientation of new applicants for Designated REALTOR® and REALTOR® memberships.

Section 14 - Member Services

14.1 Laptops are available for SAAR Members' use at SAAR's office.

Section 15 - Multiple Listing Service

15.1 The Multiple Listing Service participation fee is established by the ARMLS Board of Directors annually

15.2 SAAR Staff inputting of REALTOR® listings will cost $25.00 per listing. The REALTOR® must sign a statement assuming full responsibility for verifying the accuracy of the data.

15.3 **SAAR does not and will not establish or recommend rates of commissions. Commissions are a matter of negotiation between the parties. SAAR will *NOT* interfere in those negotiations or inhibit in any way the freedom of the parties to negotiate.**

15.4 SAAR strongly recommends that a Designated REALTOR® maintain a written contract with each associate in his/her firm setting forth their rights and obligations. In addition, an office policy and procedure guide should be provided to each REALTOR® who acknowledges that he/she has read and accepts said policy. SAAR has no jurisdiction over the internal relationship between a Designated REALTOR® and a REALTOR® affiliated with his/her firm.

Section 16 - *ARMLS Rules and Regulations*

16.1 Although a separate document, the *Arizona Regional Multiple Listing Service Rules and Regulations* are incorporated in this document by reference.

Section 17 - Professional Standards Policies

17.1 The *Code of Ethics and Arbitration Manual of the National Association of REALTORS®* has been made a part of the *BYLAWS*.

17.2 SAAR is signatory to the *AAR Statewide Professional Standards Agreement*, under which all inquiries pertaining to Ethics Complaints, Arbitration Requests, and Mediation will be referred to AAR.

Section 18 - Record Retention

18.1 Documents and items to be retained appropriately include:

i. *Articles of Incorporation*;

ii. *BYLAWS* and all amendments;

iii. The Charter;

iv. *Minutes* of the Board of Directors' meetings;

v. Corporate tax returns;

vi. IRS 501(c)6 status letter;

vii. Annual audit reports and management letters;

viii. Pension records;

ix. Insurance policies;

x. Stock certificates;

xi. Privileged attorney/client communications between SAAR and its Attorney;

xii. Membership electronic files;

xiii. *ARMLS Rules and Regulations* and all amendments;

xiv. *Statewide Professional Standards Enforcement Procedures* and all amendments.

18.2 Records relating to real and personal property will be retained for as long as the property is held and for a period of seven years after disposal.

18.3 Accounting and payroll records will be retained for three years.

18.4 Employee records and completed I-9s will be retained for three years from date of termination.

18.5 All Membership records will be retained electronically until a Member has been terminated from SAAR for one full calendar year without rejoining. If a Member does not renew for the following year, the records will be retained for three years.

18.6 At the end of the applicable retention period, records will be deleted.

Section 19 - Travel Guidelines

19.1 SAAR's Board of Directors will be responsible for the guidelines determining eligibility for reimbursement of travel expenses while on SAAR business. The rate of reimbursement per mile will be at the current IRS rate for automobile mileage use.

As fiduciaries of SAAR, all travel and related travel expenses by officers or directors shall be undertaken solely for the benefit of advancing the corporation's business goals and concerns. Therefore, while traveling on behalf of the corporation no expenses shall be accepted by SAAR, except as otherwise outlined in the travel policy, for items or endeavors that are not done in the advancement of the corporation's business goals and concerns. This stipulation will help to insure compliance with IRS regulations and the trust placed on the officers and director by our members.

19.2 The CEO will be charged with implementing the budgetary allocations and approving travel/business expense guidelines in accordance with IRS regulations and SAAR *Rules and Regulations*.

19.3 The CEO may use the SAAR credit card to purchase airline tickets for the President, President Elect, Vice President, himself/herself, and any other Staff who may be required to travel. Reservations must be made in a timely fashion in order to obtain the best rate.

19.4 Phoenix Metropolitan Area:

A) Early registration fees (if applicable);

B) Receipted expenses will be reimbursed at the discretion of the CEO;

C) Expense reports based on actual expenses must be filed within 21 days after the meeting.

19.5 All Other Areas:

A) Actual standard hotel room rate (early registration required), plus tax(es), for duration of convention only;

B) Airline ticket not purchased by SAAR (reservations must be made in order to obtain the best rate);

C) Receipted expenses up to $100.00 per diem will be reimbursed;

D) Early registration fees (if applicable);

E) Mileage (if the traveler prefers driving) will be reimbursed at current IRS rate, not to exceed the cost of airline ticket;

F) Expense reports based on actual expenses must be filed within 21 days after the meeting.

NOTE: If AAR Chairpersons, AAR and/or NAR Directors, and NAR Committee Chairpersons or Committee Members receive compensation from another source to attend the same meeting (AAR/NAR/ARMLS), such compensation will be deducted from SAAR's reimbursement by the CEO.

19.6 AAR Directors (Officers and CEO only):

A) Actual mileage at current IRS rate or airfare, whichever is less;

D) Early registration fees (if applicable);

E) Expense reports based on actual expenses must be filed within 21 days after the meeting.

19.7 AAR Quota Directors:

A) Actual mileage at current IRS rate or airfare, whichever is less;

B) Early registration fees (if applicable);

C) Expense reports based on actual expenses must be filed within 21 days after the meeting.

Section 20 – Candidate Review Committee

Responsibilities, Composition & Support Process Policies

(Approved by the BOD – May 28, 2014; Amended May 25, 2016)

The Scottsdale Area Association of REALTORS® (SAAR) believes in the democratic process and actively supports political candidates, regardless of party affiliation, who strongly identify with issues important to the real estate industry and in line with SAAR's Legislative Policy Platform; the preservation of private property rights, economic vitality, housing opportunity and choice, preserving the environment, and overall quality of life.

These policies and procedures, including but not limited to the use of the forms attached hereto and made a part hereof, may be temporarily waived on a case-by-case basis by majority vote of the SAAR Board of Directors.

I. CANDIDATE SUPPORT PROCESS

1. Committee Responsibilities:

The SAAR Candidate Review Committee shall evaluate all viable candidates and/or make recommendations to the Board of Directors. Such recommendations may include the release of candidate information and specific candidate recommendations to the membership. In addition, the committee may forward recommendations concerning RAPAC disbursements, public declarations of support and special election activities.

Offices eligible for SAAR Candidate Support

General Assembly (State House and Senate)
Mayor and City Council
Supervisor and County Council
School Boards
Countywide Elected Officials
Public Service Districts

Candidates Eligible for Support

- REALTOR® Party-friendly incumbents and proven REALTOR® Party-friendly candidates are eligible for campaign support and disbursement of RAPAC funds.
- All incumbents and viable candidates, who complete the SAAR candidate review process and are given a 'Recommendation' rating, are eligible for campaign support and disbursement of RAPAC funds.
- Any REALTOR® running for office must comply with the SAAR Candidate Support Process in order to be considered for support and RAPAC funds. All REALTOR® candidates will be rated by the same criteria applied to non-REALTOR® candidates.
- All local candidate support motions and RAPAC disbursements must be approved by the SAAR Board of Directors.
    - For General Assembly races, the AAR RAPAC Trustees must approve all RAPAC disbursements.
    - For Regional and County Supervisor, County Council, and Countywide Elected Officials, the Joint Maricopa County Candidate Review Committee approves candidate support and disbursement of RAPAC funds; each election year's maximum gross disbursement budget for each association's equitable portion is approved by the local association's board of directors, in advance.

2. **Composition of Committee:** The SAAR Candidate Review Committee shall be comprised of the following:

    1. SAAR President
    2. SAAR Government Affairs Committee Chairman and Committee Members
    3. Candidate Review Committee Chair appointed by the SAAR President
    4. SAAR Government Affairs Director
    5. SAAR Chief Executive Officer
    6. Most immediate SAAR Past President
    7. SAAR RAPAC Committee Chair

    All committee actions shall be approved by the SAAR Board of Directors.

3. **Candidate Review Process:** The committee shall be responsible for analyzing the results of candidate questionnaires and conducting candidate interviews. Recommendations from the Committee will be forwarded directly to the Board of Directors for consideration at a special meeting if needed. Final decisions by the Board of Directors which entail

disbursement of RAPAC funds will be forwarded immediately to the AAR Trustees for consideration.

Participation Rules

- The candidate interview and evaluation process is to be a non-partisan process and should focus on each candidate's views on subjects of interest to the real estate industry. As such, it is extremely important to put aside party affiliations during the interview and evaluation process.

- When practical, at least one member present and participating in the candidate interviews should be an eligible voter from that electoral district and due to the diverse nature of SAAR's membership; the candidate interview panel should be diverse and represent a broad base of real estate practitioners that are members of the association. There must be a minimum of five REALTORS® present to conduct a candidate screening interview.

- A Candidate Review Committee member may not participate on an interview panel if they have financially supported, endorsed, or actively participated in the campaign of any candidate in that race during the present election cycle. Any committee member should disqualify him/herself if that member has a real or perceived conflict of interest from voting on candidate recommendations and RAPAC disbursements; and shall not vote on nor remain present during discussion or consideration of such support. The Candidate Review Committee leadership holds the right to ask a member to disqualify him/herself for a real or perceived conflict of interest.

- Each interview panel member participating in candidate evaluations must have attended all of the interviews for that race, on the day that they are held to be eligible to vote.

Evaluation Process

1. After candidate interviews the panel will meet to make its recommendations on whether SAAR should Support a candidate in the subject race and/or whether RAPAC funds should be requested for that candidate's campaign.

   Recommended means the candidate received the highest marks compatible with REALTOR® interests.

2. Each panel member participating in candidate evaluations must have attended all interviews for that race on the day that they were held.

Topics for Evaluation

- Voting Record (if an incumbent)
- Knowledge of issues
- Philosophy on issues affecting the real estate industry and private property rights

- Image and electability
- Campaign organization and financial strength
- Experience and education levels
- Campaign strategy
- REALTOR® involvement in the campaign

Independent Expenditures / RAPAC Disbursements

- Only candidates recommended by the Candidate Interview Panel may be supported and be recommended for distribution of RAPAC funds or funds available through the National Association of REALTORS®.
- All SAAR Candidate Review Committee's and SAAR Board of Directors' work and discussions regarding recommendations for disbursement of funds must remain only with the committee/board of directors prior to the public delivery of the expenditure.

Independent Expenditures Committee

SAAR is to have an independent expenditure committee. The committee is to be made up of three REALTORS® appointed by the SAAR Chairman. The SAAR Government Affairs Director and Chief Executive Officer are to serve on the committee as ex-officio members. The committee is to only support candidates recommended by SAAR Board of Directors and only perform independent expenditures on behalf of local government candidates.

The committee is to decide any and all expenditures made on behalf of SAAR in support of candidates for local office (city council, county council and school board) by requesting either funds from the local RAPAC account or funds available through the National Association of REALTORS® and approve all plans for how those funds are to be spent.

The committee's work must remain only with the committee prior to the public delivery of the expenditure. The Committee Chair or his/her designee should be expected to brief the SAAR Board of Directors after the independent expenditure has taken place.

Other activities in lieu of endorsement and funding that can be considered by the Committee will include, but not be limited to: Candidate Forums, Candidate scorecards benchmarking each candidate on REALTOR® issues and Candidate receptions (meet and greets).

4. <u>Candidate Recommendations:</u>

The Scottsdale Area Association of REALTORS® shall subscribe to best practices and withhold public release of candidate information or specific candidate recommendations until after the official candidate filing deadline unless deemed necessary by a consensus of the SAAR Chairman of the Board, Chairman Elect, CEO and the Government Affairs Director.

a. An article on SAAR's website or transmitted to the membership via email that includes candidate recommendations shall also include information on all candidates and their positions.

b. SAAR shall support only those candidates for public office within the jurisdictional limits of the Scottsdale Area Association of REALTORS®.

5. Fundraising Guidelines

Requests received by the Association to organize groups of members to attend or contribute to political fundraising events conducted on behalf of specific candidates or issues will be handled as follows:

a. The Government Affairs Director or CEO will determine if a member is already serving on the campaign finance/steering committee of the campaign organization making the request.
b. If no member is presently on the campaign finance/steering committee the Government Affairs Director or CEO will suggest that the committee appoint a member.
c. Alternatively, the Government Affairs Director or CEO may engage in identifying a member willing to accept such an appointment.
d. Requests to organize member attendance and contributions shall be referred to the appropriate member(s) who serve(s) on the requesting campaign finance/steering committee, with a request that he or she organize attendance and contributions.

6. Communication:

SAAR may use any or all, but shall not be limited to the following forms of communication to educate members and to endorse city council and county supervisor candidates to its members:

a. Electronic publication (web or email) to the membership
b. REALTOR® Marketing Sessions
c. Scottsdale Area only sign-on message page on MLS computer.

7. Support for Candidates options:

- Press release with list of candidates supporting.
- RAPAC money
- Solicit volunteers for their campaigns
- Provide list or labels of SAAR members in their district
- Information in the SAAR electronic publications

Section 21- RMS Guidelines

Approved by the Scottsdale Area Association of REALTORS® Board of Directors
August 24, 2016

GENERAL

- The Scottsdale Area Association of REALTORS® will make available to its members REALTOR® Marketing Session (RMS) groups to facilitate the promotion of listings as well as discuss clients' particular needs, the ability to network with successful and knowledgeable real estate

professionals and to hear prominent guest speakers and discuss relevant real estate issues that could potentially impact the members' business.

- Each REALTOR® Marketing Session (RMS) is under the jurisdiction of SAAR

- Boundary changes and new RMS groups are subject to approval by the SAAR Board of Directors.

- Each RMS will be assessed from their allocated funds a pro-rata share of an annual administrative fee established each year in the SAAR budget. This fee will be based on average paid attendance per meeting and the RMS has the discretion on how these funds will be raised within their revenue structure. The total amount will be communicated to each RMS no later than December 1st of the year prior and will be transferred on a quarterly basis.

- Each RMS will have the following volunteer leadership positions:
  Director, Tour Coordinator, Speaker Coordinator (optional), Treasurer, Marketing Coordinator (optional), Meeting Coordinator (optional). One person can fill multiple positions as needed.

- Each year in July, SAAR will determine what Director vacancies will occur within each RMS and solicit applications. Qualified applicants will be reviewed by the SAAR Officers and their recommendations will be forwarded to the SAAR Board of Directors for approval at the September Board of Directors Meeting. Off cycle vacancies will be filled by the Board of Directors.

- The RMS Director will appoint the leadership positions.

- Positions of Director and Tour Coordinator must be filled by SAAR REALTOR® Members. SAAR Affiliate members may serve as Treasurer, Speaker Coordinator, Marketing Coordinator and Meeting Coordinator.

- Terms for Leadership Positions will not exceed 4 years.

- Volunteer RMS Leaders will be required to attend an annual leadership training session conducted by SAAR prior to serving.

- The SAAR Website will be the only website used by RMSs.

- The official SAAR RMS logo will be used on all distributed materials that are produced by the RMS for the meeting and/or tour. SAAR Logo usage must abide by the brand guidelines set forth by SAAR.

TOURS

- All RMS Groups will submit their current tour submission forms and instructions to SAAR for posting online.

- Tours will be on a First Come/First Serve basis. After the maximum amount of homes is reached, Tour Coordinator will inform SAAR staff to change the message sent on all submittals. Homes that are submitted but not able to be on tour will be kept on the pending list until the tour date is available.

- Additional criteria such as Minimum/Maximum "list price" and meeting attendance, are at the discretion of the individual RMS groups and determined by the Leadership of each RMS.

- The cost to place a home on tour will be set by each tour group with a minimum amount of $15.00 due when the listing is entered and confirmed on the website and is non-refundable. If the home is sold before meeting, listing agent must contact the Tour Director to remove the home from the tour. SAAR reserves the right to limit the number of times a listing can be on tour.

- Only properties listed by a member of ARMLS (Arizona Regional Multiple Listing Service) may be placed on tour. The listing must be active in ARMLS.

- Any REALTOR® holding membership in the RMS, from any association, can place a home on tour.

SPEAKERS

- Speaker topics should be INDUSTRY specific and the speaker should be qualified to speak on that subject. Candidates for political office may not speak at RMS meetings unless specifically invited and approved by SAAR.

- Scheduled speakers should be reviewed and approved by the RMS Director prior to the meeting.

- All RMS Meetings should have a back-up plan in place in case of Speaker NO SHOW.

- All speakers should fill out Speaker Information Sheet, giving information on contact information, speaker professional bio and subject of presentation. This should be sent to SAAR the FRIDAY before the scheduled meeting to be used for RMS Meeting communications and Speaker Database.

- All touts are to be REALTOR® buyer or seller needs, and the tout presenter should refrain from dialogue regarding politics, personal business or charities.

- RMS Groups will permit SAAR Staff and Leadership to be part of their agenda when requested.

- RMS Groups will provide opportunities for SAAR Board of Directors candidates to promote themselves at RMS meetings. Candidates must schedule with the RMS Director in advance.

AFFILIATE ADVERTISING OPPORTUNITIES

- All Advertising Opportunity applications and descriptions must be approved by individual SAAR and may be limited based on the written guidelines established by the individual tour leadership. (amended 2/27/19)

- RMS Leadership should be aware of current RESPA advertising and marketing rules and how Affiliate advertising should be utilized and displayed. (http://www.aaronline.com/2013/03/respa-revisited/)

- The RMS must be able to document the value of the advertising received for the amount collected by SAAR. Examples of acceptable benefits to the advertiser would be: signage at the meeting promoting their product or service, inclusion of advertising for their product or service on presentation screens, print advertising promoting their product or service, opportunity to speak to promote their product or service at the meeting or at a lunch house.

- Money received for advertising opportunities **cannot** be used for charitable donations.

CHARITABLE CONTRIBUTIONS

If an RMS wishes to support a charity, the charity will be a 501(C) (3) organization and identified in advance and approved by the SAAR Board of Directors. The RMS should have a consistent process on how these charities are chosen and submit this information with the request to the Board.
Advertising revenue, admission fees and fees to put a home on tour cannot be diverted to charitable contributions.
All charitable contributions must be voluntary and those contributing must receive a receipt identifying the organization and the tax deductible contribution amount if any.

FINANCIAL

In consultation with our auditors and in keeping in compliance with generally accepted accounting principles (GAAP) and Statements on Auditing Standards, the following guidelines with respect to our REALTOR® Marketing Session (RMS) chapters must be observed:

- All Facility/Equipment fees and expenses must be paid by SAAR. Volunteers involved in RMS meetings are not authorized to charge meeting expenses to SAAR and should request assistance when scheduling payments.

- All money collected and expenses incurred by the RMS will be submitted to SAAR on a petty cash reimbursement form provided by SAAR. This is to include: all checks, cash, and money orders presented by attendees for meeting fees, class registration fees, affiliate advertising fees, and any other functions. In addition, all supporting expense documentation needs to be

submitted to SAAR on this form for reimbursement to the individual, RMS group or direct payment to the vendor.

- All event/meeting related monies and expenses must be submitted to SAAR within **FIVE (5)** business days of the event/meeting, and must be submitted within the calendar year of the event/meeting.

- Each RMS group shall create an annual budget that will be approved by their leadership and filed with SAAR. Accumulated funds will be permitted when the approved budget indicates the need for those funds and must have final approval by the Board of Directors. Appropriate uses of these funds could include speaker fees, equipment needs, reduced breakfast fees, special promotional materials and signs or food and beverage for tour. A standard budget form will be provided to each RMS.

- SAAR will provide quarterly profit and loss statements to each RMS Director and Treasurer.

- All contracts obligating SAAR and its RMS meetings for room rental and/or equipment usage must be presented to and authorized by SAAR.

- SAAR RMS meetings are not authorized to open separate checking accounts, as all income and expenses will be accounted for at SAAR and will be consolidated into SAAR's financial statements.

- A sign-in sheet of all RMS meeting attendees must accompany Petty Cash Reconciliation Sheets. The sign in sheet/check-in must match the number of paid/comped attendees.

RMS DATABASE

- An RMS management system (hereafter called "Database") will be created for all SAAR RMS groups. The Database will be used by the leadership of each SAAR RMS in order to register new attendees, keep track of attendance, process membership payments, process registration payments, confirm membership status, process advertising revenue and send e-mail meeting reminders. SAAR is responsible for the fees relating to the Database. Fees related to credit card processing will automatically be deducted from RMS revenue.

The use of the contact information included in the RMS Database is restricted to RMS administration only. Exporting or distribution of the information for any other purpose is strictly prohibited

SOCIAL MEDIA POLICY – Adopted by the Board of Directors – January 23, 2019

This policy governs the publication of original messages and commentary on others' messages via social media by SAAR volunteer leaders, and liaisons when they are speaking as such. For

the purposes of this document, social media means any tool for online publication and commentary, including, but not limited to, blogs, Wikis, Facebook, LinkedIn, Twitter, Instagram, Snapchat, Flickr, and YouTube.
Posts on social media can help SAAR expand its reach and increase its impact by:

- Helping raise awareness about the mission and work of SAAR and its committees,
- Building a sense of community among the association,
- Helping to improve the knowledge or skills of REALTORS®,
- Providing a virtual means to engage members
- Showcase community involvement, outreach, volunteerism to the public, and more.

Social media is an effective communications tool but sometimes it can be challenging for members to reconcile their public and private social media activities in terms of their role on a SAAR committee or as a volunteer leader. Social media is designed for self-expression and encourages conversations. This policy and accompanying guidelines provides a framework for appointees to engage in these activities effectively and ethically.

Statement of Policy

Permission

While serving on a SAAR committee or as a volunteer leader, members are both granted permission to and are encouraged to use social media as a conduit for informing the community about events, projects, initiatives, involvement and the work of the association. This needs to occur in a professional and ethical manner.

Federal Law Compliance and Anti-Trust

In order to protect the 501 (C) 6 status of SAAR, there are topics that association members are not permitted to publish via any official communication tool, including social media (e.g. Facebook, scottsdalerealtors.org) any comment that may be considered a violation of Federal Anti-Trust law including but not limited to boycotts, price fixing or any related behavior.

Defamatory Speech

Posting of defamatory and/or offensive material is strictly prohibited including, but not, limited to hate-speech, name-calling and personal insults.

Copyright

All postings must be free of copyright restrictions that limit distribution. For example, posting a significant amount of a copyrighted work verbatim requires the permission of the copyright holder – this includes copyrighted images. To verify that such permission was obtained, all postings of this nature must include a statement that this is the case.

Confidentiality

Using social media to communicate about SAAR committee or Board of Directors activities prior, during or after closed meetings, discussions, or votes is not permitted.

Be careful not to reveal confidential information. Disclosing any sensitive information pertaining to SAAR and its activities is prohibited. This includes general information, financial information, legal matters, internal operations, etc. When in doubt, don't share it online.

Personal opinions about other committee appointees, specific committee decisions, etc. are not appropriate to share via social media.

Always ask for permission from SAAR's CEO before identifying a member, partner, or sponsor and never discuss confidential details of any individual's or organization's engagement in the association.

Scottsdale Area Association of REALTORS® Name & Logo
Use of SAAR's name and logo on individual websites or social media is by permission only.

Following the Policy

It is best to err on the side of caution. If a member is unsure whether something is appropriate to post on social media, he or she should contact SAAR's CEO before posting. If a member, for whatever reason, takes an action that conflicts with this policy, they will be contacted to resolve the situation and may be asked to withdraw, correct, or revise postings. If the post is determined to be egregious, or intentionally hurtful, the individual may be asked to resign from their position by SAAR's President.

Guidelines for Every Appointee
Logistics
All official SAAR social media accounts, including so called "closed" or" private groups", must have permission to act as such from the association CEO. Administrative rights to all such groups must be held by SAAR staff and not individual members.

SAAR believes in transparency and honesty. Use your real name, be clear who you are, identify what capacity you serve the association and do not post anonymously, use pseudonyms or use false screen names.

Be smart and protect your privacy by taking a few simple steps such as not posting personal details or contact information, being sure to review a website's privacy policies, and using personal privacy settings.

Avoid social media arguments and debates. Screenshot any issues or complaints and send a copy to SAAR Staff if you see a misrepresentation about the association. If you, yourself, are accused by anyone of posting something improperly, inform the association CEO promptly. You may even wish consult with legal counsel to quickly resolve the situation.

Mistakes happen – own them. If you make a mistake, admit it quickly. Most of the time, you can
then move on. If not, let the SAAR staff help you fix your mistakes by properly explaining the situation.

Online communications have "lives" of their own and can pop up in strange places. If you can't show it to your mother or a judge, don't post it! If in doubt, ask.

Represent yourself and SAAR appropriately. For your personal blog, twitter account, etc., make it clear whose opinion you are voicing. By identifying yourself as a representative of SAAR, you

are creating perceptions about the association and your expertise. Be sure that all content associated with you is consistent with your abilities and SAAR's social media philosophy (that social media is
about building relationships).

Content:
The committee staff liaison will handle any official communication for that group on social media, but committee members are sometimes called on to write articles, blogs and posts.

> If you are posting about SAAR related committee activities, write about what you know and always verify facts, dates, etc. before posting anything.
>
> What you publish will be around indefinitely, so consider the content carefully. Strive to make sure it is accurate and professional.
>
> A good, general practice is linking to someone else's work rather than reproducing it. Adhere to the laws governing copyright and fair use or fair dealing of copyrighted material, including the NATIONAL ASSOCIATION OF REALTORS® and Scottsdale Area Association of REALTORS® own trademarks, copyrights and brands. Review and share carefully to ensure the previous postee has met the letter of the law. If they have not, and you share the post, you could be liable.

RAPAC Online Posting Guidelines
Under federal campaign financial law, a trade association is permitted to solicit contributions only from its restricted class, i.e. its members, executive and administrative personnel, and their families. Because we can't ensure that all SAAR's social media followers are members, solicitation on social media channels could potentially violate state and federal law and is therefore prohibited. However, it is permissible to post information such as how much has been contributed to RAPAC, or the number of contributors. When posting about RAPAC, keep to this creed: **Don't ask, just state the facts.** Questions? Contact Suzanne Brown at suzanne@scottsdalerealtors.org and find out more at https://realtorparty.realtor/rpac/rpac-online-posting-guidelines.html.

A. Eligibility

1. **Parents.** Regular, permanent, full-time employees of the Scottsdale Area Association of REALTORS® (SAAR) who have worked for the Association for at least six (6) months and who are new mothers or fathers are eligible to participate in the Program.
2. **Infants.** Infants of SAAR employees who meet the program eligibility provisions outlined in section A., 1. are eligible through their first 180 days after birth or adoption.

B. Location in the Workplace

1. **Work Station**. Each parent shall make his or her workstation suitable and safe for the new infant. The new infant shall be located primarily at the parent's workstation during the workday. Each parent will provide the necessary furniture and equipment suitable for the infant's needs and safety.
2. **Sitting Room**. In the event an infant becomes fussy, the parent shall take the infant to a designated sitting room until the infant becomes quieter.
3. **Home**. In the event an infant becomes sick, or is fussy for a prolonged period of time (prolonged being defined as 30 minutes or more), causing a distraction in the workplace or preventing the parent from accomplishing work, the parent will take the infant home or to a backup day care provider and will be charged leave for any resulting absences from work.
4. **Illness**. A sick infant shall not be brought to work.

C. Alternative Care Provider

Each parent shall designate two alternative care providers in the workplace. The alternative care providers will be employees who voluntarily agree to care for the infant in the event the parent is unavailable due to attendance at a meeting, participation in a telephone call, or a similar work responsibility. The alternative care provider may not simultaneously participate in the program as a parent bringing his or her infant to work and as an alternative care provider for another parent's child.

If a parent is unable to care for the infant due to attendance at a meeting, participation in a telephone conference call or a similar work responsibility, the parent will notify an alternative care provider and place the infant in the provider's care temporarily.

If the parent is going to be unavailable for a period exceeding 1.5 hours within a 4-hour period, the parent shall make arrangements for the infant's care outside the Association. An alternative care provider in the workplace shall not be required to care for an infant for a period exceeding 1.5 hours within a 4-hour period.

D. **Termination of Eligibility**

1. A parent's eligibility to participate in the Program will be terminated when:

a. The infant becomes 180 days old;
b. The parent is no longer employed in a regular, permanent, full-time position with SAAR.

2. SAAR reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Program in part or in its entirety, with or without cause, requiring the parent to remove his or her infant from the workplace immediately.

Scottsdale Area Association of REALTORS®
Infant at Work

PROGRAM AGREEMENT

By signing this Infant-at-Work Program Agreement, I hereby acknowledge and affirm that I have read and understand the terms and conditions of the Infant-at-Work Program Provisions. I understand and agree to comply with the terms and conditions set forth in the Infant-at-Work Program Provisions. I further understand and agree that, in the event I fail to comply with such terms and conditions, or otherwise fail to meet any Program criteria, my Program eligibility may be terminated, requiring me to remove my infant from the workplace.

I acknowledge that the Scottsdale Area Association of REALTORS® is offering participation in the Infant-at-Work Program as a courtesy to regular, permanent, full-time employees of SAAR who are new mothers or fathers, and not as an employee benefit. Accordingly, I acknowledge the Association reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Infant-at-Work Program in part or in its entirety, with or without cause, requiring me to remove my infant from the workplace.

_____ Parent's Signature

_____Date

CONSENT AND WAIVER

By signing this Infant-at-Work Consent and Waiver, I hereby, on behalf of myself and my infant, release the Scottsdale Area Association of REALTORS®, and any employee and agents thereof, from any and all liability arising from any harm or injury that occurs to my infant while in the workplace, as a result of my participating in the Infant-at-Work Program and hereby waive any which might otherwise accrue.

_____ Parent's Signature

_____ Date