

**POLICIES AND PROCEDURES**  
**THE GEORGIA UPSTATE LAKES BOARD OF REALTORS®, INC.**

**I. Board Office Facilities:**

- A. The Board Office is open to Members only.
- B. No Member or Committee of the Board is permitted in the Association Office unless a Staff Member, Board Member or Facilitator is present. If an Board Member or a Committee of the Association wishes to use the Board facilities at a time other than normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.) it is mandatory that the Member or Committee Chairperson make a reservation for the use of the facilities with the Association Executive and that the supervising Staff Member, Board Member or Facilitator will be responsible for the condition of the facilities and for unlocking and locking the office.
- C. Smoking. The Georgia Upstate Lakes Board of REALTORS®, Inc. is a non-smoking facility.

**II. Discrimination**

- A. The Georgia Upstate Lakes Board of REALTORS®, Inc. does not discriminate in its' membership or hiring policy.
- B. The Georgia Upstate Lakes Board of REALTORS®, Inc. does not hold events at private clubs, which discriminate in membership practices.

**III. Committee Reporting**

- A. All activities, other than those activities stipulated in the committee job descriptions, of Standing and Special Committees, must be approved by the Board of Directors prior to implementation.
- B. Each standing and/or special Committee Chairman shall report monthly on the activity of their respective committee, to the Board of Directors, through the Director in charge of that Committee.

**IV. Use of the Board's Attorney**

- A. All contracts, of whatever nature, with the Board's Attorney, should one be retained, shall be made through the President, President Elect or the Association Executive in all matters concerning the Board. Individual member contracting the Board's Attorney on their own shall be responsible for any fees incurred.

**V. Education Committee**

- A. Affiliate members and other allied fields often graciously agree to make contributions in the form of funds and/or services to sponsor programs and special events and to make them better and more affordable to our members. We are grateful for these generous contributions. To avoid duplication of efforts, all requests to sponsor events should be coordinated through the Programs and Sponsors Committee Chairperson.

**VI. Dues Collection Procedures:**

- A. Dues bills are prepared and sent to each Broker REALTOR® by October 15th. Individual dues billings are prepared for each actively licensed agent(s) in the firm for the Broker REALTOR'S® use in collection from all associates in the firm.
- B. The Broker REALTOR'S® dues are computed by multiplying the total number of licenses held by the firm (including the Broker) times the annual dues amount. Credit will be given the Broker for each actively licensed agent(s) from whom dues are collected and remitted. It is the responsibility of each Broker to provide proof of paid Board affiliation for any actively licensed agent(s) who is not a member of The Georgia Upstate Lakes Board of REALTORS®, Inc. Failure to provide this proof of membership will cause the Broker to be assessed the annual dues for the actively licensed agent(s) in question.

- C. The entire amount due from each Broker must be submitted with copies of the billing in a package. Individual members should pay their dues directly to the Broker for submission in the firm's dues package.
- D. Dues bills are prepared and sent to each Broker REALTOR by October 15. Individual dues billings are prepared for each Associate in the firm for the Broker REALTOR'S use in collection from Associates in the firm.

In order for agents to qualify for admission to The Georgia Upstate Lakes Board of REALTORS®, Inc. Million Dollar Club, membership dues must have already been paid. DEADLINE FOR APPLICATION FOR MILLION DOLLAR CLUB IS JANUARY 15<sup>TH</sup>.

- E. All dues are due November 1st and are late December 31st. A late fee of \$20.00 per month will be added to the dues of each REALTOR® Member who has not paid their membership dues by January 15<sup>th</sup>.
- F. Firms not submitting dues and late fees by March 31<sup>st</sup> will result in automatic termination of the firm's Membership in the Association, NAR and GAR. Once made inactive, members must pay the entire annual dues balance plus any late fees to be reactivated.

**VII General Membership Meetings/Other Event Reservations:**

- A. Each Member shall reserve a seat for the General Membership Meetings. Reservations must be made at least 48 hours prior to the event, and may be made by telephone or email.
- B. All attendees must sign in at the registration table upon entry with a member of the Membership Committee.
- C. The Associate Executive shall be responsible for monitoring the reservation process and attendance.

**VIII. Accounting Procedures:**

- A. Authorized signatures for bank accounts are: President and Treasurer (Two signatures will be required), or any guarantor of a note held by the Board.
- B. Checks for any amount will require two authorized signatures. Association Executive may be an authorized signature.

- C. RPAC checks are sent directly to Georgia RPAC. If made payable to The Upstate Lakes Board of REALTORS® they will be endorsed over to RPAC and forwarded to the Georgia Association of REALTORS®.
- D. Advertising information, or publicity of any type or in any form shall not be endorsed by The Georgia Upstate Lakes Board of REALTORS®, Inc., unless it be of, about, or for the entire Board membership inclusively or directly related to Board business.
- E. The Association Executive shall add accounting code to checks and deposits for use by the CPA in preparing monthly financial statements.
- F. The Board CPA/AE shall report any discrepancies, irregularities and offer suggestions to the current Treasurer and Association Executive or to the current President of the Board.
- G. If a check is returned for insufficient funds, the maker of the check shall be assessed a \$25.00 administration fee by the Board and shall be required to submit the amount of the check in cash or certified funds.

**IX. Public Relations/Media**

- A. All requests from the media, or any non-member, for information regarding Board members or the position of the Board on any matter of public interest shall be referred to the Board of Directors.
- B. Upon occurrence of the event described in paragraph A, above, the President shall call a meeting of the Board of Directors for the purpose of composing a statement for release to the press. ALL INFORMATION RELEASED TO THE PRESS SHALL BE IN WRITING, WITH SPECIFIC INSTRUCTIONS TO THE MEDIA THAT REPRODUCTION, EITHER ORALLY OR IN PRINT, MUST BE EXACTLY AS WRITTEN BY THE BOARD.
- C. Only the Board of Directors can authorize a Policy Statement and authorize comments on issues.

D. Advertising, information, or publicity of any type or in any form shall not be endorsed by The Georgia Upstate Lakes Board of REALTORS®, Inc. unless it be of, about, or for the entire Board Membership inclusively or directly related to the Board.

E. Requests for information regarding individual members or member offices shall be answered by supplying the requesting party with the most current Board Membership Information.

**X. Expense Reporting:**

A. Members of the Board of Directors will at times be called upon to travel or perform other duties for the Board and will incur expenses that are reimbursable. All reasonable and actual expenses incurred will be reimbursed to said individual, up to the limit as budgeted. Reasonable expenses include, but are not limited to the following: air fare and other travel expenses, including rental cars and fuel, personal automobile mileage, tolls, parking, taxi, bus, subway, rail, hotel, meals and telephone calls. Receipts MUST be submitted to be reimbursed.

B. Expenses are to be reported on the current Expense Reporting Form. Expense forms shall be submitted, with receipts attached, to the Board office. The IRS Schedule for personal automobile mileage will be used to reimburse personal automobile mileage. In the event a question arises regarding a receipt, the IRS guidelines shall prevail. Amounts submitted to the Board should not exceed \$1,000, if the amount exceeds \$1,000 it will have to be reviewed by the Board of Directors.

**XI Committees** All chairpersons must be primary members. Secondary members and affiliates may not be chairpersons with the Board of REALTORS®

A. Administration and Operations Committee The Chairman shall serve a term of 1 year, and the Committee shall be responsible for recommending changes to office policies and procedures and shall work as a liaison for the Board of Directors.

B. Awards/Banquet Committee The Chairman shall serve a term of 1 (one) year and the Committee is responsible for the acknowledgement of outstanding accomplishments of REALTOR® Member, Affiliate Members, Sponsors and others that may be contributed to the Board throughout the year including special events (Golf Tournament, Relay for Life, Rookie of the Year, Affiliate of the Year, Committee Chairman of the year and Volunteer of the Year from said nominations. The Committee shall also present awards/plaques to the AE, outgoing officers, retiring REALTORS® and Million Dollar recipients. The committee shall perform such duties as directed by the Board of Directors.

C. Budget and Finance Committee The Treasurer shall serve a term of 2(two) years as Chairman of the Committee. The Committee is responsible for proposing and monitoring the budget and financial obligations of the Board on a quarterly basis. The Committee shall present proposals for purchases or loans (Income/Expenses/Capital Purchases) for the Board. The Treasurer shall serve on The Administration and Operations Committee and Board of Directors. The Committee shall perform such duties as directed by The Board of Directors or by the President of the Board.

D. By-Laws and Policy and Procedures Committee The Chairman shall serve a term of 2(two) years. The Committee shall annually review the By-Laws and Policies and Procedures, and recommend to the Board of Directors any necessary changes, official resolutions or proclamations. The committee shall perform such other duties as directed by the Board of Directors.

- D. Professional Standards Committee This Committee shall conduct hearings in matters of alleged unethical conduct and shall oversee arbitration/mediation of controversies between REALTOR® Board Members, customers and clients. Members shall be chosen for Tribunal hearing panels to hear cases of alleged violations with our co-operative Board. Also, the Committee shall educate Board Members about the Code of Ethics, its underlying rationale, and the procedures related to enforcement, and shall implement training materials and seminars as appropriate. The Committee shall inform the Continuing Education Chairman (term of 2 (two) years) of topics, updates and changes that can be discussed during the Board's Orientation and Educational Classes. (Members serve 1-2-3 year staggered terms and **must be a REALTOR® for a minimum of 5 years**, no more than 1 (one) member from each member office and **must attend Professional Standards Training or educational classes on Professional Standards**) Members are chosen for their professionalism, expertise, knowledge and integrity. The committee shall perform such duties as directed by the Board of Directors or by the President. **(1-6 Minimum)**
- E. Grievance Committee The Chairman shall serve a term of 2(two) years and the Committee shall receive ethics, arbitration, and mediation requests to determine if a hearing or mediation is warranted. This Committee is established by the Code of Ethics and Arbitration Manual of NAR) this will be **5(five) Primary/Secondary REALTOR® members. (Must have Professional Standards Training)**
- F. Political Affairs/Legislative/License Law Committee The Chairman shall serve a term of 2(two) years. The Committee shall monitor legislative matters, which affect the real estate industry at all levels of government (Local, County and State). The Committee shall keep Members informed by written and verbal reports. The Committee shall have representatives at all surrounding County government meetings at which issues will impact the real estate community shall be considered. The Committee shall also raise RPAC funds for the furtherance of political candidates on a non-partisan basis. The Committee shall perform other such duties and directed by the Board of Directors or by the President. **(3 Members)**

I. Membership Committee The Chairman shall serve a term of 2(two) years. The Committee is responsible for monthly processing of applications for membership to the Board and holding Membership drives to recruit new Members. The Committee is also responsible for monitoring the reservation process and reporting on attendance. The Chairman gives monthly written or oral reports to the Board of Directors and at General Board Meetings. The Committee shall perform other such duties as directed by the Board of Directors. **(3 Members)**

J. Education The Chairman shall serve a term of 1 (one) year. The Committee is responsible for planning and implementation of the general membership meeting programs, location, speakers, and sponsors. The Committee also assists in coordinating the Annual Awards Banquet, the Holiday Party, and the Annual Board Picnic. The Committee shall perform such other duties as directed by the Board of Directors or by the President. **(3 Members)**

**XII. Special Committees:**

A. Nominating Committee The Committee shall be comprised of Board Officers and shall nominate a slate of Officers and Director Vacancies. The Committee shall perform other such duties as directed by the Board of Directors.

**XIII. Officer Job Descriptions:**

**Officer Job Descriptions are outlined in detail:  
Please See Attachment to The Policies and Procedures**