



# Policy Manual

Adopted August 22, 2024

The Athens Area Association of REALTORS® strives to provide its members with innovative services, programs, and education which advocate private property rights, professionalism, and ethical real estate practices while promoting a positive Realtor® image in the community.

This Policy Manual is a compilation of all current policies in effect for the Athens Area Association of REALTORS®. Each policy indicates, when possible, the date the policy was approved.

Exhibits will be updated annually with Board approval.

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>ASSOCIATION LEGAL COUNSEL GUIDELINES</b> .....	<b>5</b>
<b>AWARD POLICIES</b> .....	<b>6</b>
BUSINESS PARTNER OF THE YEAR AWARD .....	6
BUSINESS PARTNER RISING STAR AWARD.....	7
F. NORMAN GRAYSON AWARD .....	7
GOOD NEIGHBOR AWARD .....	7
LIFETIME SERVICE AWARD .....	8
REALTOR® RISING STAR AWARD .....	9
REALTOR® OF THE YEAR AWARD .....	9
CIRCLE OF ACHIEVEMENT .....	9
GAR & NAR AWARDS.....	9
<b>CODE OF CONDUCT / CONFLICT OF INTEREST / CONFIDENTIALITY / ANTITRUST / WHISTLE BLOWER POLICIES</b> .....	<b>10</b>
CODE OF CONDUCT .....	10
CONFIDENTIALITY AGREEMENTS .....	12
ANTITRUST COMPLIANCE POLICIES & PROCEDURES.....	12
WHISTLE BLOWER POLICY .....	13
<b>COMMITTEES</b> .....	<b>13</b>
COMMITTEE ATTENDANCE POLICY .....	13
AIDE COMMITTEE .....	14
ADVISORY COMMITTEE.....	15
BYLAWS COMMITTEE.....	16
CIRCLE OF RECOGNITION COMMITTEE .....	17
EXECUTIVE COMMITTEE .....	18
EDUCATION COMMITTEE.....	19
FINANCE COMMITTEE .....	20
GOVERNMENTAL AFFAIRS COMMITTEE .....	21
LEADERSHIP DEVELOPMENT COMMITTEE .....	22
NOMINATING COMMITTEE.....	23
PERSONNEL COMMITTEE .....	24
PROGRAM COMMITTEE .....	25
PUBLIC RELATIONS COMMITTEE .....	26
RPAC COMMITTEE.....	27
SPECIAL RECOGNITION COMMITTEE.....	28
STRATEGIC PLANNING COMMITTEE.....	29
FUEL YOUNG PROFESSIONALS NETWORK COMMITTEE.....	30
COMMERCIAL & LAND FORUM .....	31
<b>CONDOLENCE/MEMORIAL POLICY</b> .....	<b>32</b>
<b>DIRECTOR AND OFFICER ELECTIONS</b> .....	<b>32</b>
SEE BYLAWS. ....	32
<b>DIRECTOR AND OFFICER JOB DESCRIPTIONS</b> .....	<b>33</b>

PRESIDENT JOB DESCRIPTION .....	33
PRESIDENT-ELECT JOB DESCRIPTION .....	34
IMMEDIATE PAST PRESIDENT JOB DESCRIPTION .....	35
VP OF ADMINISTRATION JOB DESCRIPTION .....	36
VP OF LEGISLATIVE JOB DESCRIPTION .....	37
VP OF COMMUNICATION JOB DESCRIPTION .....	38
BOARD OF DIRECTORS JOB DESCRIPTION .....	39
BOARD OF DIRECTOR MEETINGS .....	39
GAR DIRECTOR MEETING REPORTS .....	40
<b>EDUCATION POLICIES .....</b>	<b>40</b>
TYPE OF EDUCATION .....	40
REFUND POLICY .....	40
INSTRUCTOR POLICY .....	41
TYPE OF STUDENT .....	42
EDUCATION MARKETING POLICY .....	42
COURSE REGISTRATION AND PAYMENTS .....	42
COURSE RECORDING POLICY .....	42
<b>EVENT POLICIES .....</b>	<b>43</b>
EVENT RESERVATION & BILLING POLICY .....	43
EVENT ATTENDANCE AND ALCOHOL POLICY .....	43
EVENT GUEST POLICY .....	43
<b>MEMBERSHIP POLICIES .....</b>	<b>43</b>
NEW REALTOR® MEMBERS .....	43
MEMBERSHIP INITIATION FEE .....	43
MEMBER REINSTATEMENT FEE .....	43
NEW COMPANY WITH MEMBER BROKER .....	44
NEW MEMBER ORIENTATION .....	44
INACTIVATING A MEMBER COMPANY .....	44
CHANGES TO MEMBER RECORDS .....	44
BUSINESS PARTNER COMPANIES .....	44
BUSINESS PARTNER ASSOCIATES .....	44
MEMBERS WHO NEED TO JOIN .....	44
ENDORSEMENT OF BUSINESS PARTNER MEMBER SERVICES .....	45
MEMBERSHIP INFORMATION REQUESTS .....	45
TRIENNIAL ETHICS POLICY .....	45
<b>POLITICAL AFFAIRS .....</b>	<b>45</b>
REGARDING CANDIDATES .....	45
REGARDING ISSUES .....	45
GENERAL .....	45
<b>PRIVACY POLICY .....</b>	<b>45</b>
<b>PROFESSIONAL STANDARDS POLICY .....</b>	<b>46</b>
<b>PUBLIC POLICY STATEMENTS .....</b>	<b>46</b>
POLICY STATEMENTS .....	47
<b>RETENTION POLICY .....</b>	<b>48</b>
<b>SMOKING/VAPING POLICY .....</b>	<b>50</b>

<b>TRAVEL AND EXPENSE POLICIES.....</b>	<b>50</b>
ATTENDANCE AT MEETINGS .....	50
EXPENSE REPORTS .....	51
<b>EXHIBIT A – CIRCLE OF RECOGNITION .....</b>	<b>52</b>
<b>CIRCLE OF RECOGNITION .....</b>	<b>55</b>
<b>EXHIBIT B – CONFIDENTIALITY POLICY .....</b>	<b>61</b>
<b>EXHIBIT C – WHISTLEBLOWER POLICY.....</b>	<b>62</b>
<b>EXHIBIT D – FINANCIAL POLICY &amp; PROCEDURES .....</b>	<b>63</b>
<b>EXHIBIT E – EXPENSE REPORT .....</b>	<b>75</b>

## ASSOCIATION LEGAL COUNSEL GUIDELINES

**POSITION:** Legal Counsel

**SCOPE OF POSITION:** To assist and advise the Athens Area Association of REALTORS® (“Association”) in the legal affairs of the Association.

**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, real estate brokerage, regulatory and municipal law. The attorney should understand the Association’s structure and operations and be able to handle the myriad of developing legal trends relating to trade associations. Counsel, or counsel’s firm, needs adequate staff and facilities to represent and handle all the Association’s legal needs. The attorney should be comfortable with the Association and willing and able to communicate advice in terms the Association’s members, Associates and employees can grasp easily.

**RESPONSIBILITIES:**

1. Be available by telephone or in person to respond to questions and advise the Chief Executive Officer on matters concerning legal aspects of Association operations.
2. Aid in negotiations, draft and/or review contracts involving the Association.
3. Correspond with those who have addressed the Association by phone or mail where a response from counsel is requested by the Chief Executive Officer and/or the Association’s Board of Directors.
4. Review and advise on cases and legislation affecting the Association and its members.
5. Review and advise on Articles, Bylaws, Rules and Regulations and any amendments to these governing documents.
6. Keep current on National and State REALTOR® Association policies, litigation, recommendations, and legal activities in order to keep the Association informed and protected.
7. Represent, or recommend representation, for the Association in litigation when necessary.
8. Read, analyze, approve, and advise the Association on matters disclosed by the Minutes of the Board of Directors Meetings and/or any other official meeting minutes which are of concern to the Chief Executive Officer or the Board of Directors. Counsel may also be asked to advise in advance of a meeting on matters which appear on the agenda.
9. Furnish written legal opinions to the Board of Directors as requested.
10. Attend the Board of Directors, General Membership and Committee meetings as requested.
11. Devote the necessary time to learning and keeping current with the Association’s governing documents (Bylaws, Rules and Regulations, Policies and Procedures).

12. While counsel may represent individual members of the Association, Counsel's first obligation is to represent the Association if the occasion of a conflict of interest occurs.

13. Communicate and respond only to the Chief Executive Officer and/or Association President on behalf of the Association.

14. Represent the Athens Area Association of REALTORS® in a manner which brings credit to the Association, its membership and likewise, its counsel.

15. Assume other duties as assigned.

### **CONFLICT OF INTEREST**

The Association attorney recognizes, and the Association considers it a conflict of interest for the Association attorney to represent the Association and at the same time any individual who is averse to the Association, including a member of the Association. In addition, both the Association and the Association attorney understand that it is a conflict of interest, and a breach of the representation agreement between the Association and the Association attorney, for the Association attorney to represent any individual or entity that is averse to any member of the association. This shall include bringing any litigation or threatening to commence litigation against the Association or any of its members. The Association attorney recognizes that it is a condition of representing the Association that the Association attorney cannot accept cases that are averse to a member of the Association.

Note: It is important that Association members and counsel understand that the Association attorney is not paid by the Association to represent any member on an individual basis. Association Counsel represents the Association.

## **AWARD POLICIES**

### **BUSINESS PARTNER OF THE YEAR AWARD**

#### *Purpose*

This award shall be presented to an individual and/or organization whose contributions to our profession and community have been made through superior service. It shall be limited to BUSINESS PARTNER (AFFILIATE) Members of the Athens Area Association of REALTORS®, past or present. This award shall be given to recognize individuals who have established a standard of excellence which has served the Athens Area Association of REALTORS®, the real estate profession, and the community. The nominee shall have projected and promoted our profession to other REALTORS®, Business Partner (Affiliates), and especially the general public.

#### *Qualifications*

1. Must be an AAAR member licensed for less than 18 months.
2. Must be an active member on at least 1 AAAR committee.
3. Must attend and participate in AAAR events.
4. Must show community involvement.

#### *Selection Committee*

The Selection Committee shall consist of the Awards Committee.

## BUSINESS PARTNER RISING STAR AWARD

### *Purpose*

This award shall be presented to an individual and/or organization whose contributions to our profession and The purpose of this award is to recognize a business partner new to AAAR who is thought to best exemplify our profession to the public and be a credit to our profession.

### *Qualifications*

1. Must be an AAAR member for less than 18 months.
2. Must be an active member on at least 1 AAAR committee.
3. Must attend and participate in AAAR events.
4. Must show community involvement.

### *Selection Committee*

The Selection Committee shall consist of the Awards Committee.

## F. NORMAN GRAYSON AWARD

### *Purpose*

Given annually to the Athens Area Association of REALTORS® Member who best embodies the dedication and support of the late Mr. Grayson through years of volunteer service to the Association, its staff, and its members.

Nominees must have:

- 1) Been a member in good standing of AAAR® for a *minimum* of 20 consecutive years. (Nominee may be “retired” and no longer an active member.)
- 2) held more than one Board committee chairmanship.
- 3) held at least one Board Officer position.
- 4) regularly attended General Membership Meetings and Association events consistently during their tenure as a member.
- 5) Demonstrated leadership and service to the Association through the promotion (and championing) of new and fresh ideas to continue to grow the Association’s membership and to elevate its standing within the Athens community.

Letters of Nomination should include and highlight specific examples for all the criteria as they relate to the nominee.

### *Selection Committee*

The recipient is selected by the Awards Committee.

## GOOD NEIGHBOR AWARD

### *Purpose*

The intent of this award is to recognize REALTORS® whose extraordinary commitment to community service has helped make their community a better place to live. It shall be limited to **REALTOR® Members** of the Athens Area Association of REALTORS®. This award shall be given from time to time to a deserving REALTOR®. The decision of the Awards Committee shall be final.

### *Qualifications*

1. In order to be eligible for this award, the nominee must be a REALTOR® member of the Athens Area Association of REALTORS® since January 1 of the current year and in good standing.
2. Nominees should have contributed to a program that improves the livability of a local community. Those activities are not limited to real estate or housing issues, and may include such things as crime prevention, youth mentoring, and homelessness prevention.
3. Nominees should have made a significant contribution of personal time, but contributions of money, materials, or other resources will be considered as well.
4. 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 REALTORS®.
5. The award is intended to recognize individual contributions, not association or companywide efforts. However, 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) absolutely cannot be separated, they can enter as a pair and their entry will be considered as one.
6. Some portion of the nominee's community work must have taken place between July 2022 and December 2023. Ongoing efforts outside the time frame that demonstrate a depth of commitment will also be considered. **The Awards Committee will emphasize the past year.**
7. ***Nominees should be able to document the results of their individual involvement through published reports and/or testimonials from the organization they served or the people they helped.***
8. Nominations must be accompanied by a complete entry form to be considered (REALTORS® may nominate themselves or may be nominated by another member or community organization(s) they serve.)

### *Selection Committee*

The recipient is selected by the Awards Committee.

## **LIFETIME SERVICE AWARD**

### *Purpose*

This award shall be presented to an individual whose contribution to our profession and community has been made over a period of years. It shall be limited to **REALTOR®** and **BUSINESS PARTNER (AFFILIATE) Members** of the Athens Area Association of REALTORS®, past or present. This award shall be given from time to time to individuals who have established a personal standard of excellence which has furthered the goals of the Athens Area Association of REALTORS® and the real estate profession and projected and promoted our profession to other REALTORS® and the public.

### *Qualifications:*

1. Must have GAR or NAR involvement.
2. Must be involved at AAAR.
3. Must be a member or AAAR for a minimum of 20 years.
4. Must show community involvement.



## REALTOR® RISING STAR AWARD

### *Purpose*

The purpose of this award is to recognize the person new to real estate who is thought to best exemplify our profession to the public and be a credit to our profession.

### *Qualifications:*

1. Must be an AAAR member licensed for less than 18 months.
2. Must be an active member on at least 1 AAAR committee.
3. Must attend and participate in AAAR events.
4. Must show community involvement.

## REALTOR® OF THE YEAR AWARD

### *Purpose*

The purpose of this award is to recognize the REALTOR® member of the Athens Area Association of REALTORS® who has provided outstanding service to his/her profession and community.

### *Qualifications*

To be eligible for this award, the nominee must be a REALTOR® member of the Athens Area Association of REALTORS® since January 1, of the current year.

**The Awards Committee will emphasize the past 3 calendar years of accomplishments and activities of the nominee.** The Committee will be asked to consider the most recent year's activities as those being the most important and overlaps in dates of activities will be considered and counted, such as the nominee's being president of a local civic club where only part of the time falls in any of the 3 calendar years being emphasized. There will be no restriction on the number of times a person may win this award.

## CIRCLE OF ACHIEVEMENT

### *Purpose*

The purpose of the Circle of Achievement is to recognize those members of the Athens Area Association of REALTORS® who have excelled in real estate sales and leasing.

### *Qualifications*

A REALTOR® in good standing, who is a member of the Athens Area Association of REALTORS® who has closed a minimum of \$1,500,000 in real estate business via sales, leasing, or a combination of sales and leasing during the qualifying year.

See Exhibit A for full qualifications.

## GAR & NAR AWARDS

The Awards Committee will send a list of qualified candidates for any GAR and NAR awards to the Board of Directors for review. The Board of Directors will decide which candidates are submitted to GAR and NAR.

## CODE OF CONDUCT / CONFLICT OF INTEREST / CONFIDENTIALITY / ANTITRUST / WHISTLE BLOWER POLICIES

### CODE OF CONDUCT

#### *Article 1*

##### *Purpose*

The purpose of this code of conduct is to protect the interest of Athens Area Association of REALTORS®, Inc., (AAAR), from conduct by a director, committee member, officer or employee that may be harmful to AAAR when AAAR is contemplating entering into a transaction or arrangement that might benefit the private interest of its director, committee member, officer or employee. This code of conduct is intended to supplement but not replace any applicable state and federal laws applicable to nonprofit and tax-exempt organizations.

#### *Article 1*

##### *Conflict of Interest*

This conflict of interest policy, which is to include any conflict of interest with reference to Classic MLS, is written to assist directors, officers, committee members, guests in attendance and employees of the Athens Area Association of REALTORS in identifying actual and potential conflicts of interest involving a contract or transaction with the Athens Area Association of REALTORS and to provide Athens Area Association of REALTORS with a procedure where the contract or transaction can be treated as lawful and binding even though a director, officer, committee member or employee has, or may have a conflict of interest with respect to the contract or transaction. If there is any inconsistency between state law and the requirements and procedures prescribed herein, state law shall control.

For the purposes of this policy, the following definitions shall apply:

- “AAAR” shall mean the Athens Area Association of REALTORS.
- “Member” shall mean a member of the Athens Area Association of REALTORS.
- A “Decision-Making Body of AAAR” shall include the Board of Directors, any standing Committee, ad hoc committee, Subcommittee, Task Force or Work Group appointed by the Board of Directors, President, or the Chairman for the purpose of conducting the business of AAAR.
- “Entity” shall mean either a limited liability company, corporation, firm, association, or any other organization with which AAAR either has, will have or is considering having a business relationship, be that a contractual or non-contractual relationship.
- “Business Matter” shall mean any matter that is to be discussed or is under discussion by a Decision-Making Body of AAAR that is intended to result in action taken by that Body, such as the adoption policy, or approval of a business or contractual relationship.
- “Conflict of Interest” shall occur when (1) a Member is affiliated with an entity with which a Decision-Making Body of AAAR is considering a contractual or non-contractual business relationship or (2) the Member has a business, financial or person interest in the outcome of a decision to be made by a Decision-Making Body.

In the event that a Member is a member of a Decision-Making Body of AAAR, and that Member has a Conflict of Interest that is known to that Member regarding a Business Matter under consideration, or about to be considered, by the Decision-Making Body of AAAR, the Member shall immediately disclose the nature and extent of the Conflict of Interest, including whether it is business related or personal, to the other members of the Decision-Making Body of AAAR. After making such a disclosure, such Member may not participate in any

discussion, other than to respond to questions posed by any of the non-conflicted Members. Notwithstanding the above, the non-conflicted Members of the Decision-Making Body of AAAR may by unanimous vote permit the conflicted Member to engage in debate on the merits of the Business Matter about which the Member has a Conflict of Interest.

Any vote of the Decision-Making Body of AAAR on whether to approve an action on the Business Matter about which the Member has a Conflict of Interest may not include the vote of the Members with the Conflict of Interest in determining whether the action is approved by the Decision-Making Body of AAAR.

If the determination of the Decision-Making Body of AAAR is to approve an action on a Business Matter about which a Member has a Conflict of Interest, and the action of the Decision-Making Body of AAAR requires further approval by another Decision-Making Body of AAAR, such as the Board of Directors, the report of the Decision-Making Body of AAAR that took such action to the other Decision-Making Body of AAAR that must approve the action shall include a disclosure to the other Decision-Making Body of AAAR that a Member of the Decision Making Body of AAAR that originated the action had a Conflict of Interest, and the nature and extent of that Conflict of Interest.

#### *Article II*

##### *Compensation*

No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters, directly or indirectly, by AAAR, either individually or collectively, may provide information to any committee or individual regarding compensation.

#### *Article III*

##### *Confidentiality*

It shall be the policy of the Athens Area Association of REALTORS® that discussions and communications of the Board of Directors can be deemed confidential by the President, the CEO or by motion of any Board of Director member. Such discussions and communications between members of the Board of Directors concerning the business of the Association, whether such discussions or negotiations occur in executive session of formal meetings or through confidential communication outside the meetings of the Board of Directors of the Association, or otherwise, shall remain confidential and shall not be discussed or disclosed to any member or non-member of the Board of Directors of the Association, unless the Board, by formal resolution, authorizes such disclosure. Disciplinary Action by the Board of Directors shall be in accordance with the Bylaws and be handled through the Professional Standards Due Process Procedures.

#### *Article IV*

##### *Violations*

If the Board of Directors or committee has reasonable cause to believe a person has violated this code of conduct, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the person has violated this code of conduct, it shall take appropriate disciplinary and corrective action, including, but not limited to the removal of such person from his/her position or the termination of such person's service.

*Article V*  
*Annual Statements*

Each director, officer and committee member and employee shall annually sign a statement that confirms such person:

1. Has received a copy of the code of conduct and;
2. Has read and understands the conduct and;
3. Has agreed to comply with the code of conduct; and
4. Understands that AAAR is tax-exempt and that to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**CONFIDENTIALITY AGREEMENTS**

*See Exhibit B*

**ANTITRUST COMPLIANCE POLICIES & PROCEDURES**

It is the policy of the Association to be in strict compliance with all federal and state antitrust laws. State and federal antitrust laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying arrangements and other topics which might violate these laws, and no such exchange or discussion will be tolerated at meetings of the Association.

These guidelines apply not only to the formal meeting sessions, but to informal discussions during breaks, meals or social gatherings. Therefore:

- I. These policies and procedures apply to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.
- II. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
  - a. Cost of operations, supplies, labor, or services.
  - b. Allowance for discounts.
  - c. Terms of sale including credit arrangements; and,
  - d. Profit margins and mark-ups provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost, or efficiency is merely incidental.
- III. It is a violation of antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
- IV. Boycotts by agreement between competitors are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about specific companies including their

financial situation.

- V. It is the Association's policy that all meetings attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative will request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should excuse him/herself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she left. Any such instances should be reported immediately to the President and CEO of the Association.
  
- VI. It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, and Association employees annually and that the same be read or understood at all meetings of the membership of the Association.

#### **WHISTLE BLOWER POLICY**

*See Exhibit C*

#### **COMMITTEES**

##### **COMMITTEE ATTENDANCE POLICY**

Members of standing committees (not including the Executive Committee and the Board of Directors) shall be absent from no more than 3 meetings or they shall be deemed to have resigned from that committee and removed from the official committee roster. Members may petition the Committee for reinstatement.

## **AIDE COMMITTEE**

**Purpose:** The AIDE committee's purpose is to champion Diversity, Equity, and Inclusion efforts at the Athens Area Association of Realtors. This committee will create an inclusive culture and seek out partnerships with other organizations in the real estate industry that support diversity. The committee will suggest and implement programs, education and events that embrace diversity, equity, and inclusion.

### **Composition:**

**Number on the Committee:** Minimum of five

**Chair:** Appointed by President

**Makeup:** The committee shall consist of members, in good standing, approved by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed.

### **Duties & Responsibilities:**

- a. Shall make recommendations for programming that supports diversity, equity, and inclusion.
- b. Shall be an ambassador of the Association in the community promoting the committee's mission.

## **ADVISORY COMMITTEE**

**Purpose:** The Advisory Committee shall act in an advisory and ambassador capacity for the Athens Area Association of REALTORS®.

**Composition:**

**Number on the Committee:** Minimum of five

**Chair:** Immediate Past President

**Makeup:** All Past Presidents that are current member of the Athens Area Association of REALTORS®.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed.

**Duties & Responsibilities:**

- c. Shall make recommendations to the President, President-elect, and the Board of Directors.
- d. Shall be an ambassador of the Association, mentor and encourage member involvement.
- e. Shall stay current and knowledgeable on the operations of the Association, events, and happenings as much as possible.
- f. Shall be a liaison to the President and President-elect.
- g. Shall perform such other duties as directed by the Board of Directors and/or the President.

## BYLAWS COMMITTEE

**Purpose:** The Bylaws Committee shall review the Bylaws of the Athens Area Association of REALTORS® annually.

**Composition:**

**Number on the Committee:** Minimum of 5

**Chair:** Appointed by the current President.

**Makeup:** The committee shall consist of members, in good standing, appointed by the President, subject to confirmation by the Board of Directors.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** Bi-annually

**Duties & Responsibilities:**

- a. Shall recommend to the Board of Directors any changes as needed.
- b. Shall stay up to date with any suggested or mandatory changes made by the National Association of REALTORS®.



## CIRCLE OF RECOGNITION COMMITTEE

**Purpose:** The Circle of Recognition Committee shall recognize those members of the Athens Area Association of REALTORS® who have met the criteria set forth by the committee. See Exhibit A. The COR Committee shall monitor the rules and review all applications.

### **Composition:**

**Number on the Committee:** Minimum of eight (8)

**Chair:** Appointed by the current President.

**Makeup:** The committee shall consist of current COR members. Committee members should be from different real estate firms.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed

### **Duties & Responsibilities:**

- a. Shall preview and qualify all COR entries.
- b. Reviews will be scheduled to begin promptly after the submission deadline.
- c. Shall submit a report to the Board of Directors once all entries have been reviewed.
- d. Shall review the COR rules and make any suggestions for changes to the BOD as needed.
- e. Shall present the awards at the Annual Awards Banquet.

## EXECUTIVE COMMITTEE

**Purpose:** The Executive Committee advises and prioritizes issues for Board members to handle.

**Composition:**

**Number on the Committee:** Six

**Chair:** Current President.

**Makeup:** The committee shall consist of the current President, President-elect, MLS President, VP of Legislative Affairs, VP of Administration and VP of Communication.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed, determined by the Chair.

**Duties & Responsibilities:**

- a. Strategic Planning and guidance.
- b. Liaison between the Board and AE.
- c. Crisis management.
- d. Shall review the personnel policies and procedures, job descriptions, and to review and present the total administration and personnel financial needs to the Finance Committee and on to the Board of Directors; and to review and give recommendations for specific expenditures not included in the budget.
- e. On an annual basis, the CEO shall conduct staff review/performance evaluations and present salary recommendations.
- f. Shall conduct an annual review/performance evaluation of the CEO.
- g. The committee is to recommend to the Board of Directors the following: salaries, and/or bonus program.
- h. Shall review all applicable insurance and employee benefits.

## EDUCATION COMMITTEE

**Purpose:** The Education Committee shall oversee the delivery of continuing education courses to fulfill the practical educational needs of the membership.

**Composition:**

**Number on the Committee:** Minimum of five

**Chair:** Appointed by the current President.

**Makeup:** The committee shall consist of members, in good standing, approved by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed, determined by the Chair.

**Duties & Responsibilities:**

- i. Shall coordinate education with staff to be held at the Association.
- j. Shall provide the facilitators at all education courses as needed.
- k. Shall perform other duties as directed by the Board of Directors or the President.

## **FINANCE COMMITTEE**

**Purpose:** The Finance Committee shall regularly monitor yearly income and expenditures, recommend the annual budget, and oversee the organization's assets to insure the fiscal soundness of the Association.

**Composition:**

**Number of the Committee:** 12

**Chair:** Vice President of Administration

**Co-Chair:** Treasurer of the MLS

**Makeup:** The committee composition shall be the AAAR President, the MLS President, the AAAR President-elect, MLS President-elect, the AAAR VP of Legislative Affairs, the VP of Communications, the immediate past Chair, and two members at large serving staggering terms. The two members at large are appointed by the President as they become vacant.

**Restrictions:** Limited to current dues paying REALTOR® members of AAAR. No Business Partner members.

**Quorum:** Simple majority of the committee.

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chairperson.

**Duties & Responsibilities:**

- a. The CEO and staff shall prepare a draft budget to be reviewed and modified by the committee as they see fit.
- b. Shall review the monthly financial statements, review, and recommend investment policies, review and anticipate potential future income and expenses, recommend methods of obtaining needed revenues and consider any policies affecting the financial conditions of the Association.
- c. Shall review all requests for expenditures not included in the annual budget for inclusion in its report to the Board of Directors as to the budgeting impact of such request. Authorization of all committee expenditures required approval by the Board of Directors.
- d. Responsible for reviewing/updating/implementing the Financial Policies and Procedures. (Exhibit D)

## GOVERNMENTAL AFFAIRS COMMITTEE

**Purpose:** The mission is to ensure adequate monitoring, lobbying and oversight on legislative and regulatory issues that could affect the association members and the public regarding private property rights; and to make recommendations to the Board of Directors on official positions.

**Composition:**

**Number of the Committee:** Minimum of six

**Chair:** Appointed by the President

**Makeup:** The committee shall consist of members, in good standing, accepted by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chair.

**Duties & Responsibilities:**

- a. Shall meet regularly to monitor legislation affecting the real estate industry or private property rights and recommend actions to the Board of Directors of the Athens Area Association of REALTORS®.
- b. Shall promote public policies relating to real estate licensure which are in the best interest of the members and the public.
- c. Shall pursue all matters approved by the Athens Area Association of REALTORS® following policies and guidelines.
- d. Shall increase the membership's awareness of how the political system functions and how REALTORS® as individuals and as groups can have a substantial impact on the system.
- e. Shall hold informative sessions for the membership on issues and candidates.
- f. Are encouraged to attend GAR and NAR Legislative Meetings.
- g. Are encouraged to follow local legislative meetings (attending and receiving minutes of such meetings) and stay on top of any issues pertaining to the real estate industry and private property rights.

It is recommended that all committee members be an RPAC contributor and ideally, at least a \$99 contributor.

## LEADERSHIP DEVELOPMENT COMMITTEE

**Purpose:** To foster activities that maintain and promote a pool of future leaders for the Association.

**Composition:**

**Number of the Committee:** Minimum of five.

**Chair:** Immediate Past President of the Association.

**Makeup:** Leadership Development Committee shall be appointed by the President composed three carry-over Directors, one Past President and two REALTOR® Members from the Association Membership at large. The Immediate Past President shall serve as Chair. The Chief Executive Officer shall serve as an ex-officio member.

**Restrictions:** No more than one member of a firm may serve on the Committee.

**Quorum:** Simple majority.

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chair.

**Duties & Responsibilities:**

- a. Shall create a curriculum that fosters leadership skills.
- b. Shall review the application process and make any necessary changes.
- c. Shall create a program that encourages involvement with the Association.
- d. Shall seek and mentor new members, helping them gain qualifications for various positions.

## **NOMINATING COMMITTEE**

**Purpose:** The Nominating Committee shall be responsible annually for nominating a slate of officers of the Athens Area Association of REALTORS® as prescribed by the Bylaws.

### **Composition:**

**Number of the Committee:** Seven

**Chair:** The twice removed President

**Makeup:** The committee shall consist of REALTOR® members in good standing. The committee will include two current director members, one past president, and three members at large.

**Terms:** Each member shall hold a two-year staggered term.

**Restrictions:** There cannot be two committee members from the same firm.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** As needed to complete the task.

### **Duties & Responsibilities:**

- a. Shall select the slate of officers for the upcoming year.
- b. Shall identify upcoming leaders of the Association and sharing that information with the President.
- c. Shall provide feedback for placements.
- d. Shall take a strong leadership role to ensure the Association has a large leadership pool.

## PERSONNEL COMMITTEE

**Purpose:** This committee is to provide a liaison between the CEO and the Board of Directors. The CEO has overall responsibility for hiring, management, disciplinary actions, and termination of employment for all employees of AAAR and for the adoption and implementation of personnel policies and procedures manual.

### **Composition:**

**Number of the Committee:** Six

**Chair:** Immediate AAAR President or recent (within 5 years) Past President

**Makeup:** The committee shall consist of AAAR Board President, the AAAR President-elect, MLS President, MLS President-elect and two involved members at large to be appointed by the AAAR President.

**Quorum:** Four

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chair.

### **Duties & Responsibilities:**

- a. Conflict resolution between Board members and staff or Board members with each other.
- b. Hiring of the CEO.



## **PROGRAM COMMITTEE**

**Purpose:** This committee is responsible for the planning and implementation of the general membership meetings and special programs.

### **Composition:**

**Number of the Committee:** Minimum of seven

**Chair:** Appointed by the President

**Makeup:** The committee shall consist of members, in good standing, accepted by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** Monthly

### **Duties & Responsibilities:**

- a. Shall plan the general membership meetings.
- b. Shall be responsible for creating interest and attendance at the meetings.
- c. Shall work with the Association President when planning speakers and presentations.
- d. Shall secure sponsors, adhering to the Association policies.
- e. The Board of Directors has final approval on all events of the Program Committee.
- f. Special programs shall include:
  - a. Annual Awards Banquet
  - b. Fair Housing Month – April
  - c. Association Picnic
  - d. Elections
  - e. Legislative Luncheon
  - f. Holiday Party

## **PUBLIC RELATIONS COMMITTEE**

**Purpose:** This committee shall advise and recommend to the Board of Directors public relations policies, positions, and guidelines to be followed by the Board in its promotion, protection, and maintenance of the term REALTOR® and also to promote and implement public service objectives of the Board.

### **Composition:**

**Number of the Committee:** Minimum of eight

**Chair:** Appointed by the President.

**Makeup:** The committee shall consist of members, in good standing, accepted by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** Monthly.

**Restrictions:** Only the AAAR President and the CEO are allowed to speak to the media on behalf of the Association. Press releases must be submitted to the CEO for release to the media as well as any advertising.

### **Duties & Responsibilities:**

- a. Shall have overall responsibility for all operations and implementation involving community service and fund-raising activities for charity.
- b. Shall raise funds for the AAAR Relief Fund.
- c. All charitable requests made to the Board are to be reviewed by this committee and recommendations on which charities to support shall be made to the Board of Directors.
- d. Shall establish criteria for making requests for charitable contributions and for acceptance of these requests.
- e. And other duties assigned as necessary by the Board of Directors to promote the Association.

## **RPAC COMMITTEE**

**Purpose:** This committee shall operate primarily for the purpose of fundraising to support candidates for state and local political office in the state of Georgia.

### **Composition:**

**Number of the Committee:** Minimum of Five

**Chair:** Appointed by the President

**Makeup:** The committee shall consist of members, in good standing, accepted by the Chair.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** Monthly

### **Duties & Responsibilities:**

- a. Shall do all things necessary to accomplish such purposes consistent with the Federal Election Campaign Act of 1971, as amended, and consistent with Georgia Ethics in Government Act.
- b. Shall hold fundraising events for AAAR in support of RPAC.
- c. Shall strive to reach the GAR set goal for the Association.
- d. Shall present awards at the annual Legislative/RPAC luncheon.
- e. Shall perform such other duties as directed by the Board of Directors or the President.

## **SPECIAL RECOGNITION COMMITTEE**

**Purpose:** The Awards Committee shall accept nominations and then review those nominations selecting the recipients in accordance with the procedures of the committee. The Awards are presented at the Annual Awards Banquet by the previous award winner when available. Should that person not be available, an alternate presenter will be selected by the Chair.

### **Composition:**

**Number on the Committee:** Nine

**Chair:** Appointed by the current President.

**Makeup:** Chair, Vice Chair, two members must have served on the previous years' committee. All committee members must be past AAAR award recipients except for two who will be members at large.

**Quorum:** Five

**Report:** Board of Directors

**Meetings:** Monthly

### **Awards:**

- **REALTOR® of the Year**
- **REALTOR® Rising Star**
- **Business Partner Rising Star**
- **Business Partner of the Year**
- **Lifetime Service Award**
- **Good Neighbor Award**
- **F Norman Grayson Award**

### **Duties & Responsibilities:**

- c. Shall make sure the nomination forms are current.
- d. Shall make the nomination forms available to the membership and encourage nominations.
- e. The voting procedures shall be as follows:
  1. Nominations will be reviewed by the committee by category.
  2. In each category – upon review, nominations will be scored on the provided score sheet.
  3. The nominee receiving the highest points will receive the award.
  4. Only the Chairman and CEO will know the results.
  5. The person making the presentation will be provided with the appropriate nominee's information in time to prepare the presentation. The presenter will be instructed to keep the information confidential until the time of the presentation.

## STRATEGIC PLANNING COMMITTEE

**Purpose:** This committee shall assist AAAR in taking strategic long-term perspective about its larger environment, how it serves its members, and the role it should play within the real estate industry.

### **Composition:**

**Number of the Committee:** Ten

**Chair:** President-elect

**Makeup:** The committee shall consist of AAAR President-elect, AAAR President, MLS President, MLS President-elect, VP of Administration, VP of Legislative Affairs, VP of Communication. The President shall appoint three REALTORS members at large serving staggered terms.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chair.

### **Duties & Responsibilities:**

- a. Shall assess the Athens Area Association of REALTORS® larger environment from the perspective of its members and other key stakeholders.
- b. Shall create a formal process for discussing and agreeing about the implications of this assessment among a broad cross-section of AAAR leadership.
- c. Shall define the most critical strategic issues and the responses to those issues covered by the strategic plan.
- d. Shall perform such other duties as directed by the Board of Directors or the President.

## **FUEL YOUNG PROFESSIONALS NETWORK COMMITTEE**

**Purpose:** Provide connections, education, and networking events that are surrounded by the fundamental principles of purpose-driven education and well-connected learning, while developing new leaders within the Association.

### **Composition:**

**Number of the Committee:** Minimum of five.

**Chair:** Appointed by the President of the Board of Directors

**Makeup:** The committee shall consist of members, in good standing.

**Quorum:** Simple majority

**Report:** Board of Directors

**Meetings:** The Committee shall meet as deemed necessary by the Chairperson.

### **Duties & Responsibilities:**

- a. Create, promote, and execute events focused on networking and education.
- b. Promote giving back to the community to members.
- c. Assist in connecting new members with other members.
- d. Identify a young achiever and send their name to the Awards Committee.

## COMMERCIAL & LAND FORUM

**Purpose:** Shall provide education and programming for Commercial and Land practitioners.

**Composition:**

**Number on the Committee:** Minimum of Five

**Chair:** Appointed by the current President.

**Duties & Responsibilities:**

- a. Shall unite those engaged in commercial and land real estate.
- b. Shall promote through its membership active participation in the Board.

### **CONDOLENCE/MEMORIAL POLICY**

Should a member die, staff shall send a \$25 donation to the Georgia Association of REALTORS® Scholarship Foundation. Annually an “In Memoriam” slide will be created and include any members that have passed in the prior 12 months, this slide will be shown at one of the General Membership Meetings.

### **DIRECTOR AND OFFICER ELECTIONS**

**See Bylaws.**



## DIRECTOR AND OFFICER JOB DESCRIPTIONS

### PRESIDENT JOB DESCRIPTION

#### Roles and Responsibilities of the President

**Position Description:** The chief elected officer of the association, ensuring that the Board fulfills its duties for governance. The principal advocate for advancing the Association's mission and goals.

**Term:** 1 Year and succeeds to Immediate Past President

**Membership Interface:** Primary communicator to the members.

**Staff Interface:** Direct relationship with the Chief Executive Officer and professional relationship with staff.

**Committee Relations:** Serve as Chair of the Executive Committee; MLS Director and ex-officio member of all committees.

#### **Specific Responsibilities:**

- Preside at all meetings of the Board & Executive Committee.
- Collaborate with Chief Executive Officer to prepare Board meeting agenda.
- Non-voting member of the Board.
- Attend all meetings of the Executive Committee.
- Work in partnership with the Chief Executive Officer to advance the mission and strategic goals.
- Promote and protect the interest of the Association.
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)
- Ensure representation of the Association at appropriate times and meetings.
- Attend as many Association/Membership Functions as possible.
- Travel required attending meetings.
- Serve as official spokesperson.
- Prepare President Messages for publications.
- Chair the General Membership Meetings and Awards Banquet.
- Carry out Board orientation annually.

## PRESIDENT-ELECT JOB DESCRIPTION

### Roles and Responsibilities of the President-Elect

**Position Description:** An officer on the Executive Committee and a member of the Board of Director's directly collaborates with the President. Automatically succeeds to the position of the President.

**Term:** 1 Year and succeeds to President, Immediate Past President

**Membership Interface:** Communications with members and allied organizations when requested by the President.

**Committee Relations:** Serve as a member of the Finance Committee and a Director on the Classic MLS Board.

**Specific Responsibilities:**

- Prepare to perform duties of the President when need arises.
- Voting member of the Board.
- Attend all meetings of the Executive Committee and Finance Committee.
- Attend all meetings of the AAAR & Classic MLS Board meetings.
- Become familiar with governing documents and strategic plan.
- Promote and protect the interest of the Association.
- Liaison to all committees upon request of the President
- Attend as many Association/Membership Functions as possible.
- Travel required attending meetings in preparation for assuming the Presidency.
- Other responsibilities as appointed.
- Work with current Treasurer (VP of Administration), MLS Treasurer and CEO to prepare the budget.
- Appoint Vice Chairs for all committees that will become Chair when they are President. Appointments should occur within 3 months of the election.

## IMMEDIATE PAST PRESIDENT JOB DESCRIPTION

### Roles and Responsibilities of the Past President

**Position Description:** A member of the Board of Directors. Supportive of the President and President-Elect, and an ambassador of the Association.

**Term:** 1 Year

**Membership Interface:** Serve as an ambassador to members to represent Board positions when requested.

**Committee Relations:** Chair of Personnel Committee

#### **Specific Responsibilities:**

- Mentor new Board members.
- Act as liaison between Board and Past Presidents.
- Proactively serve as a liaison between Association and strategic allies.
- Voting member of the Board.
- Promote and protect the interest of the Association.
- Attend all Executive Committee and Board meetings.
- Prepare to receive special assignments from the President.
- Contribute to review of the Chief Executive Officer.
- Attend as many Association/Membership Functions as possible.
- Other responsibilities as appointed.

## **VP of ADMINISTRATION JOB DESCRIPTION**

### **Roles and Responsibilities of the Treasurer**

**Position Description:** An officer on the Executive Committee and a member of the Board of Director's.

**Term:** 1 Year

**Budget Responsibility:** Oversees and reviews budget and financial statements.

**Membership Interface:** Communications with members and allied organizations when requested by the President.

**Staff Interface:** Direct relationship with the Chief Financial Officer.

**Committee Relations:** Chairs the Finance Committee.

#### **Specific Responsibilities:**

- Hold Finance Committee meetings throughout year to oversee and review budget, financial statements, and investment policies of the Association.
- Preside at all meetings of the Finance Committee.
- Voting member of the Board.
- Attend all meetings of the Executive Committee, Finance Committee and AAAR Board of Directors.
- Recommend budget for upcoming year to Board of Director's for approval.
- Promote and protect the interest of the Association.
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)
- Present financials at Annual Meeting.
- Attend all Association /Membership Functions.
- Hold a GAR Director Position and attend both GAR Conferences.
- Work with MLS Treasurer, President-elect, and CEO to prepare the budget.
- Review committee budget requests and present them to the Finance Committee.

## VP of LEGISLATIVE JOB DESCRIPTION

### Roles and Responsibilities

**Position Description:** An officer on the Executive Committee and a member of the Board of Director's.

**Term:** 1 Year

**Membership Interface:** Communications with members and allied organizations when requested by the President.

#### **Specific Responsibilities:**

- Voting member of the Board.
- Attend all meetings of the Executive Committee, Finance Committee, and AAAR Board of Directors.
- Promote and protect the interest of the Association.
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)
- Attend as many Association/Membership Functions as possible.
- Hold a GAR Director Position and attend both GAR Conferences.
- Attend RPAC and Governmental Affairs Committee meetings.

## **VP of COMMUNICATION JOB DESCRIPTION**

### **Roles and Responsibilities of the Secretary**

**Position Description:** An officer on the Executive Committee and a member of the Board of Director's.

**Term:** 1 Year

**Membership Interface:** Communications with members and allied organizations when requested by the President.

#### ***Specific Responsibilities:***

- Voting member of the Board.
- Attend all meetings of the Executive Committee, Finance Committee, and AAAR Board of Directors.
- Promote and protect the interest of the Association.
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)
- Attend as many Association/Membership Functions as possible.
- Hold a GAR Director Position and attend both GAR Conferences.
- Take meeting minutes in the absence of the CEO.

## **BOARD OF DIRECTORS JOB DESCRIPTION**

### **Responsibilities & Requirements for All Directors**

The Board of Directors is comprised of active AAAR members and forms one voice, which governs the Association in accordance with Bylaws. A Director serves as an essential component of the main decision-making body of the Association. The primary duty of a Director is to meet monthly with the Officers and other Directors to approve, establish, prioritize, and evaluate the programs and services of the Association to be sure that they serve the mission of the Association. While a Director need not be involved in the day-to-day administrative details and operations, he/she should be sufficiently informed to represent the members in ensuring the continuity of the Association by planning for the future, establishing and reviewing major policies and programs and making sure the organization is fiscally sound.

#### **Directors are responsible to:**

- Determine direction of the Association through strategic vision and planning.
- Represent the Association in cooperative efforts with the community, State & National Associations.
- Assure Association's finances are sound through careful financial planning & decision making.
- Maintain awareness of all internal and external forces which may affect Association members and to communicate and act on those matters when required.
- Identify and nurture future Association leaders.
- Vote on annual budget.
- Approve Forms.
- Review and accept reports from committees.
- Act on recommendations from all committees.
- Attend all Association/Membership Functions.

## **BOARD OF DIRECTOR MEETINGS**

- The Board of Directors shall meet regularly.
- The time and place of the meeting will be designated by the President.
- Special meetings may be called by the President, as set out in the bylaws.
- All meetings shall be conducted in accordance with Robert's Rules of Order.
- The Board of Directors shall follow an action-oriented agenda for its meetings, in order to make the most productive use of time:
  - 1) All actions brought before the directors shall be clearly identified as either Action or Information items.
  - 2) All Action items should be fully documented and should contain specific recommendations for action.
  - 3) Except for emergency situations, no issue will be considered by the Board unless it has been placed on the meeting agenda beforehand.
  - 4) The agenda shall be set by the President and the Chief Executive Officer.

- 5) The agenda and meeting packet shall be disseminated in advance of the meeting, to all the directors to prepare for the meeting.

### **GAR DIRECTOR MEETING REPORTS**

GAR Directors from the Athens Area Association of REALTORS® are asked to make a written report, attached to their expense report, to the Board of Directors of AAAR within 30 days after returning from their respective GAR Board of Directors meetings.

The report should communicate to the Board any decisions made at the state meetings, new policies, procedures and/or requests for feedback that may have been issued.

The report should give a summary of the motions voted upon and the position taken on each motion by the Director reporting.

These policies were adopted because travel funding is provided by the Athens Area Association of REALTORS® for GAR Directors.

### **EDUCATION POLICIES**

#### **TYPE OF EDUCATION**

The Athens Area Association of REALTORS® can provide any continuing education (CE) credit or non-credit course that has been determined to have a benefit to the members.

#### **CONTINUING EDUCATION CREDIT – CE (for accredited courses)**

To receive CE credit, students must attend the **entire** course and achieve a 70% score or better on a closed-book exam (for courses requiring an exam).

CE credit will **not** be given to late arrivals or early departures. To ensure compliance with GREC, it is AAAR's policy that **any arrival past the scheduled course start time, scheduled breaks or lunch is considered late**. Late arrivals are welcome to attend as long as they understand they will not receive any CE credit.

#### **REFUND POLICY**

A full refund will be given if the registrant cancels at least 72 hours prior to the course.

If a course is cancelled, or the registrant withdraws at least 72 hours prior to the course, a full refund will be issued.

**There is NO refund if the student fails to appear for class.**



## INSTRUCTOR POLICY

### Introduction

Any Instructor teaching for AAAR represents the image and mission of the Athens Area Association of REALTORS®. The following requirements are made in accordance with this policy.

1. No person shall be a member of the AAAR instructor faculty who is employed by any real estate education company or group or foundation that offers courses that conflict or compete with the AAAR courses. The following exceptions are noted:
  - a. NAR, its constituencies, Institutes, Societies and Councils.
  - b. Accredited colleges and universities.
  - c. Referral services, networks of franchises of which the instructor is a member.
2. Speakers or instructors shall refrain from personal or commercial solicitation of attendees.
  - a. *Solicitation* includes any promotion from the platform, distribution of promotional materials or solicitation of attendees by use of student lists.
  - b. Introductions will be limited to name, professional accomplishments in organized real estate or related field.
  - c. Only the provided AAAR Instructor name badge shall be worn while representing AAAR and no company name tags are permitted.
  - d. **Absolutely NO recruitment will be tolerated at AAAR sponsored education.**
  - e. **Any instructor involved in personal, or company promotion is subject to immediate dismissal.**
3. Instructors are prohibited from arriving to their classes under the influence of alcohol or illegal drugs. Instructors may not bring or consume alcoholic beverages during their instruction.
4. No instructor or speaker at an AAAR course has the authority to alter registration fees or change admission policy.
5. Instructors and speakers shall not employ profanity, coarse or offensive language in any presentation under AAAR auspices.
6. AAAR instructors must be sensitive to members of a culturally diverse background or disability attending educational events. Every attendee has the right to a positive experience in an environment conducive to learning.
7. AAAR Courses are not a platform for instructors to make personal, political, and religious statements or statements that would impugn the integrity or reputation of the Athens Area Association of REALTORS®.
8. Staff shall furnish annual updated guidelines to each instructor to ensure familiarity with current policies and procedures.
9. All instructors must follow the teaching outline and timetable.
10. Membership in a local Board of REALTORS® is required. All course assignments for an instructor whose membership is not in good standing will be immediately assigned to another instructor.

## **TYPE OF STUDENT**

AAAR courses may be attended by REALTOR® members, Business Partner members, unlicensed staff of AAAR members and licensed real estate agents. AAAR students who wish to audit a course need to contact AAAR's education department to make arrangements and pay a fee determined by AAAR.

### **Education Providers**

In cases where AAAR is the sponsor or co-sponsor of a course offered by outside association providers, the following scenarios will need to be addressed:

- If the course is free to AAAR members and promotes other courses outside of AAAR, AAAR may request a marketing fee by the course promoter.
- If the course is free to AAAR members and the course provider is selling a service, product, or website, AAAR may either charge REALTOR® members for the course or receive a predetermined percentage of the course provider's sales on the day of course. This is determined on a course-by-course basis.
- If the course provider is charging the AAAR members for the course, AAAR may either receive a predetermined flat fee or receive a predetermined percentage of the course fee.
- Under NO circumstances may a provider sell products or services if the course is approved for CE credit.

## **EDUCATION MARKETING POLICY**

AAAR members will normally receive notice of all courses a minimum of 30 days prior to the date of course. Notification may be in one or more of the following forms: Monthly newsletter, website advertisement or course schedule.

AAAR will encourage all sponsors and co-sponsors to market courses within a timely manner but will not be responsible for their marketing efforts.

## **COURSE REGISTRATION AND PAYMENTS**

AAAR will collect all the appropriate fees for courses and payment is due at the time of registration.

## **COURSE RECORDING POLICY**

Courses and their content held by the Athens Area Association of REALTORS® are the intellectual property of the Athens Area Association of REALTORS®, National Association of REALTORS® or the Instructor independently contracted by the Associations and protected under copyright law. Therefore, audio or video recording of classes by students is strictly forbidden. Students may make a request for permission from the appropriate entity to record a course. The granting of such requests will not be automatic and is within the discretion of each organization or instructor.

Violators of this policy will be removed from the course without tuition reimbursement and could result in legal action.

## **EVENT POLICIES**

### **EVENT RESERVATION & BILLING POLICY**

Ticketed and non-ticketed events reservations will be taken by phone, or through the Association website.

Payment is to be made when the reservation is made. Brokers are the only members allowed to charge reservations and be invoiced for payment.

Event tickets are non-refundable but can be transferred if notice is given to staff with the name of the new attendee at least 24 hours prior to the event.

### **EVENT ATTENDANCE AND ALCOHOL POLICY**

AAAR events may be attended by Athens Area Association of REALTORS®, REALTOR® members, Business Partner members, REALTOR® members of other REALTOR® Boards/Associations and invited guests. AAAR reserves the right to ask any guest to leave the premises.

At Association events where alcohol is being served, the bar will be a cash bar and no more than two complimentary drink tickets may be provided. AAAR reserves the right to refuse to serve alcohol to anyone in attendance.

### **EVENT GUEST POLICY**

At AAAR networking events members are allowed to bring one paid (if applicable) guest. For family-oriented events with no attendance fee members are allowed to bring immediate family members.

## **MEMBERSHIP POLICIES**

### **NEW REALTOR® MEMBERS**

To make application in AAAR, all licensees must fill out the online application and pay they required fees. When making application, the licensee can choose to opt for key service which requires additional documentation and an appointment with Membership and the Supra Administrator to get service started.

### **MEMBERSHIP INITIATION FEE**

All new AAAR REALTOR® members will be subject to a one-time application fee of \$25.00, along with prorated membership dues.

### **MEMBER REINSTATEMENT FEE**

A reinstatement fee will not be charged if a Member voluntarily drops their membership with the Association for a period of less than one (1) year. If it has been more than one (1) year, they shall be treated as a "New Member" and are still liable for the \$25.00 application fee instead.

### **NEW COMPANY WITH MEMBER BROKER**

If a current AAAR member wishes to join AAAR as the Designated REALTOR® of a new company, the broker will be subject to a \$25.00 new company application fee for the DR. The new company cannot be set up with AAAR until the license is showing with the correct company information on the GREC website.

### **NEW MEMBER ORIENTATION**

Every new REALTOR® member must attend the New Member Orientation within the next two consecutive opportunities of application. Once the member attends, their status will go from a Provisional Member to REALTOR®.

If a member chooses not to attend within the specific time frame, their status will be changed to inactive. To regain their REALTOR® status, that licensee must reapply for membership and pay the \$25.00 application fee and attend orientation.

### **INACTIVATING A MEMBER COMPANY**

If a current Designated REALTOR® chooses to inactivate membership with AAAR, it must be done in writing, and include the date and broker's signature.

### **CHANGES TO MEMBER RECORDS**

All changes to a member's record that cannot be done via the Infohub must be made in writing and submitted to Membership Administrator.

### **BUSINESS PARTNER COMPANIES**

Other companies, which do not hold real estate or appraisal licenses, are permitted to join AAAR as Business Partner members. The cost for membership of a company with one responsible member is \$250 per year, prorated per quarter for initial membership.

### **BUSINESS PARTNER ASSOCIATES**

Other employees of Business Partner companies are permitted to join as Business Partner associate members. Cost for membership is \$150 per year, per person, prorated quarterly. There is no limit on Business Partner associate members.

### **MEMBERS WHO NEED TO JOIN**

If a licensee of a member company has not joined AAAR within the allotted 30 days, a letter will be sent to the Designated REALTOR®. The letter will include the licensee's name, along with a deadline for them to join. If the licensee chooses not to join, the Designated REALTOR® will receive an invoice and will be responsible for the licensee's non-member salesperson dues.

## **ENDORSEMENT OF BUSINESS PARTNER MEMBER SERVICES**

It shall be the policy of the Association not to approve/endorse services offered by Business Partner Members of the Association.

## **MEMBERSHIP INFORMATION REQUESTS**

It shall be the policy of the Association to distribute membership information, such as membership email rosters, to members of the Association only, except in special cases, as approved by the Executive Committee.

## **TRIENNIAL ETHICS POLICY**

To fulfill the NAR Triennial Ethics training requirement, Members shall be required to take an Ethics course offered by any REALTOR® Association including the online course offered on nar.realtor, The CE Shop and classroom presentations.

This does not affect the requirements for New Members to attend the New Member Orientation, including the Code of Ethics segment.

## **POLITICAL AFFAIRS**

### **REGARDING CANDIDATES**

Recommendations from the Government Affairs Committee for endorsement of candidates, subsequent of interviews or information gathering, are forwarded to the Executive Committee and the Board of Directors.

### **REGARDING ISSUES**

When issues are brought to the attention of Directors, Committee Members, or Staff, the Governmental Affairs Committee shall address the issue and make recommendations on the involvement of AAAR. Both sides of the issue shall be heard by the Board of Directors. The Governmental Affairs Chairman should use the standard approved form to bring their recommendations to the Board of Directors for approval. The staff liaison, for the Governmental Affairs Committee, will coordinate this.

## **GENERAL**

Each Committee Chairman should strive for a good Party mix within their Committee as an indication of fair representation. However, Party affiliation shouldn't be the major concern—addressing REALTOR® issues is.

## **PRIVACY POLICY**

*From General Users:*

Athens Area Association of REALTORS® (AAAR) does not collect any personal information from users browsing its website. Users to the public areas of AAAR's website browse anonymously. Only aggregate data – such as the number of hits per page or how often a link is clicked – are collected. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifying information.

*From Members:*

To gain access to members-only resources and personalization features on the AAAR website, members and other users are asked to register and provide some limited information. This data is submitted voluntarily. AAAR asks users to provide their name, organization name, and e-mail address. The e-mail address is only used so that a member can request that their password be e-mailed to them. AAAR only uses this information to enhance its products and distribution of those products to its members. This information is not sold or distributed in any other manner.

*AAAR Member Services and Products:*

Generally, AAAR uses data collected to improve its own web content; to respond to visitors' interests, needs and preferences; and to develop new products and services.

*How Does AAAR Use Cookies:*

Cookies are files that contain information created by a web server that can be stored on a User's hard disk for use either during a particular session ("per-session" cookie) or for future use ("persistent" cookie). AAAR uses cookies only to facilitate automated activity, store and track passwords. Cookies are not used to disseminate significant information about Users over the Internet or to analyze any information that Users have knowingly or unknowingly provided. Users may instruct their Internet browsers to opt out of accepting a "persistent" cookie and rather accept only a "per-session" cookie but will need to login each time they visit the site to enjoy the full benefits. If the user declines the attachment of any cookie, the user may not have access to the full benefits of the website. Registration enables the site to better determine members' interest areas and provide the most relevant information.

## **PROFESSIONAL STANDARDS POLICY**

Professional Standards actions are handled by the Georgia Association of REALTORS.

## **PUBLIC POLICY STATEMENTS**

ATHENS AREA ASSOCIATION OF REALTORS®  
Proposed Governmental Affairs Committee Public Policy Positions

### **Guiding Philosophy**

The Athens Area Association of REALTORS® represents over 1,500 real estate professionals in the Georgia Area. Our association and its members believe that REALTORS® have a role to play in every community faced with the challenges of growth and quality of life issues that are important to creating and supporting vibrant, developing areas. We believe that homeownership positively impacts neighborhoods, communities, and the economic stability of our region.

Having pledged to abide by our REALTOR® Code of Ethics, we offer the benefits of our knowledge of real estate experience and technical facilities to the public in general and government in particular. The Association and its REALTOR® members are dedicated to working with our elected officials to create better communities by supporting quality growth, seeking sustainable economies, and providing housing opportunities that embrace the environmental qualities we value, while protecting the rights of private property owners.

## **AAAR Governmental Affairs Committee**

### **Mission Statement**

The mission is to ensure adequate monitoring, lobbying and oversight on legislative and regulatory issues that could affect the association members and the public regarding private property rights; and to make recommendations to the Board of Directors on official positions.

- The Governmental Affairs Committee is dedicated to keeping REALTORS® informed of changes in law and public policy impacting the real estate profession. This includes encouraging all REALTOR® members to actively participate in protecting private property rights.
- Through the monitoring of the legislative process and legislation under consideration and through effective communication with legislators representing the Athens area the Governmental Affairs Committee works with the Georgia Association of REALTORS® to affect legislation impacting the real estate industry.
- Support candidates who are dedicated to the free enterprise system and the support of private property rights and assist such candidates in their legislative activities. Inform the GAR RPAC Trustees of candidates that are deserving of REALTOR® support.
- Establish or participate in the grass roots political forces which assist in issue awareness and the selection of candidates who will carry out the basic philosophy of our Association.

It is deemed to be in the best interest of the Athens Area Association of REALTORS® that to maintain credibility in the Association's lobbying effort, that all official positions, statements and correspondence pertaining to legislative issues be expressed by the Association President in conjunction with the Governmental Affairs Chairperson and the AAAR Government Affairs Director.

## **POLICY STATEMENTS**

### ***Affiliated Business Arrangements***

The Athens Area Association of REALTORS® supports the removal of any state legislative barriers to the successful operation of Affiliated Business Arrangements in Georgia.

### ***Housing Affordability***

We, the Athens Area Association of REALTORS® recognize the housing needs that are present among low-income and rental households. We recognize that these are the very families who will eventually become homeowners. Our goal is to encourage homeownership opportunities and we urge that any housing policy address in its major elements both rental assistance programs and programs to alleviate the growing problems facing first-time homebuyers. These objectives can best be served by a healthy residential and commercial real estate market in an economic environment that fosters an ample supply and accessible financing.

### ***Private Property Ownership***

The Athens Area Association of REALTORS® is committed to the idea of private ownership of real property. Private ownership of real property is the foundation of our nation's free enterprise system. The Athens Area Association of REALTORS® seeks to ensure that government does not arbitrarily violate an individual's opportunity to possess, develop, and transfer real property as supported by the Fifth and Fourteenth Amendments to the U.S. Constitution and supports efforts to mandate government to fairly compensate landowners who forfeit private property rights through a regulatory taking.

## RETENTION POLICY

### Legal Preventative Maintenance

The minutes of meetings should only reflect action taken with such minimum explanation as is necessary to make the action clear.

Retention and disposal of all documents is essential. First, the disposal on a systematic basis of all documents and records which are no longer necessary to corporate operations. Second, the prohibition of personal files by any member. Third, the recovery of all records and correspondence in the possession of officers and committee members at the expiration of their terms.

Record	Retention Schedule
AAAR Dues Letter	7 Years
Advertising	7 Years
Affiliate Agreements	7 Years
Awards Banquet	7 Years
Bank Statements	7 Years
Board Store	7 Years
Check Stubs	7 Years
Checks	10 Years
Cleaning	7 Years
Contracts - in effect	Length of contract plus 7 Years
Contracts - expired	7 Years
Computer Software/Maintenance/Equipment	7 Years
Copier/Fax Expenses	7 Years
Credit Card Fees	7 Years
Deeds, Mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Discretionary (AE & President)	7 Years
Dues & Subscriptions	7 Years
Duplicate Deposit Slips	7 Years
Education	7 Years
Equipment/Furniture/Decorating	7 Years
Federal/State Taxes	20 Years
Financial Statements (Notebooks)	20 Years



GAR/NAR Dues	7 Years
Gifts & Contributions	7 Years
Insurance - Health & General	Length of Policy plus 10 Years
Insurance - Health & General	7 Years
Invoices (Customers/Vendors)	7 Years
Ledgers/Financial Statements	7 Years
Legal & Professional	7 Years
Lockbox Expenses	7 Years
Maintenance Office & Lawn	7 Years
Membership Programs/Lamps/Services	7 Years
Membership Records	7 Years
Miscellaneous	7 Years
MLS Agreements	7 Years
MLS Dues Letter	7 Years
MLS Dues Paid	7 Years
Office Supplies	7 Years
Payroll Tax	20 Years
Postage & Shipping	7 Years
Property Tax	20 Years
Property Tax	7 Years
Public Relations	7 Years
Referral Forms	7 Years
Referral Signed Forms	7 Years
RPAC (GRPAC)	7 Years
Telephone	7 Years
Travel (AAAR President/President Elect)	7 Years
Travel (CEO)	7 Years
Travel (Directors & Officers)	7 Years
Travel (MLS President/President Elect)	7 Years
Travel (Office Staff)	7 Years
Utilities	7 Years
<b>CLOSED ACCOUNTS</b>	
AAAR - 5 Year CD - BB & T	7 Years
AAAR & MLS CD's Main Street Bank	7 Years
AAAR Prime Savings - The Nat'l Bank of GA	7 Years
AAAR Savings The National Bank of GA	7 Years
ABR - Georgia National Bank Savings	7 Years
ABR Lockbox Account	7 Years
Fire Safety House Fund - Nat'l Bank of GA	7 Years
MLS - Georgia National Bank	7 Years

MLS Savings - The Nat'l Bank of GA	7 Years
New Office Construction Savings Account	7 Years

### **SMOKING/VAPING POLICY**

The Athens Area Association of REALTORS® is committed to providing a smoke-free work area for employees and members. In accordance with the Georgia Smoke free Air Act of 2005, and the amendment in 2023 to include vaping, all Athens Area Association of REALTORS® employees shall adhere to the following policy:

Smoking shall be prohibited in all enclosed areas within places of employment. The building owner, agent, operator, person in charge or proprietor of a public place may designate an outdoor smoking area that is located a reasonable distance from any entrance, exit, window, vent, or air intake system of a building where smoking is prohibited. Any questions regarding this policy should be directed to the Chief Executive Officer at (706) 353-1126.

### **TRAVEL AND EXPENSE POLICIES ATTENDANCE AT MEETINGS**

All business-related expenses incurred during travel or attendance at meetings or functions approved in AAAR's annual budget for travel (refer to Travel Budget exhibit to annual budget) will be reimbursed by the Association following completion of the Association's Expense Report within 30 days of travel and approval of the report by the Association Treasurer. Requests for reimbursement for annual travel expenses must fall within budgeted amounts for each position. In the event a car must be rented while on official authorized travel for the Association, the insurance coverage offered by the automobile rental agency should be accepted. This should be done in lieu of assuming your personal or company auto insurance will cover you while traveling for the Association. The Board of Directors must approve any additional expenses.

The President and President-Elect of the Association are expected to attend the REALTOR® Association's Leadership Meetings. If their intent is to attend primarily other meetings (i.e., societies, councils, WCR, RNMI, etc.), that request must be specifically approved by the Board of Directors prior to travel.

For Georgia Association of REALTORS® Directors to be reimbursed for GAR meetings, they must be present and voting at such meetings that require Director attendance and must remain at said meeting until it adjourns. Requests for reimbursement shall be made by submitting an AAAR approved expense report within 30 days of travel to the Chief Executive Officer.

#### ***President***

The President/ of the Association is expected to attend the following meetings within the amounts budgeted and approved in the annual budget:

- GAR Inaugural Meeting
- NAR Mid-Year Legislative meeting in Washington D.C. - April or May
- GAR Annual Convention

Guest attendance at all out-of-town meetings that the President is expected to attend will be at President's personal expense.

### ***President-Elect***

The President-Elect is expected to attend the following meetings within the amounts budgeted and approved in the annual budget:

- GAR Inaugural Meeting
- NAR Mid-Year Legislative meeting in Washington D.C. - April or May
- NAR Leadership Summit - August
- GAR Annual Convention
- NAR Convention & Expo

Guest attendance at all out-of-town meetings that the President-Elect is expected to attend will be at the President –Elect’s personal expense.

### ***Chief Executive Officer***

The Chief Executive Officer is expected to attend the following meetings within the amounts budgeted and approved in the annual budget:

- GAR Inaugural Meeting
- NAR Association Executive Institute
- NAR Mid-Year Legislative meetings
- AE Regional Conference
- NAR Leadership Summit
- GAR Annual Convention
- NAR Convention

In addition, MLS meetings such as Inman, Connections and the CMLS Conferences may be included if the MLS elected officials are attending and the meetings have been budgeted.

Guest attendance at all out-of-town meetings that the Chief Executive Officer is expected to attend will be at the Chief Executive Officer’s personal expense.

### ***GAR Directors***

GAR Directors are expected to attend the following if budgeted and approved in the annual budget:

- GAR Inaugural Meeting
- GAR Annual Conference

Guest attendance at all out-of-town meetings that the GAR Director is expected to attend will be at the GAR Director’s personal expense.

## **EXPENSE REPORTS**

All business-related expenses incurred during travel or attendance at the described functions will be reimbursed by the Association following completion of an Association expense report and approval of the report by the Association Treasurer.

Expense reports must be submitted to the Association office no later than 30 days following the event for which the expense was incurred. See Exhibit E.

Annual expenses must fall within budgeted amounts for each position. The Board of Directors must approve any further amounts.

**Exhibit A – Circle of Recognition**



# Qualifying Year 2024

## Attention Applicants:

The Athens Area Association of Realtors® awards have changed significantly for 2024.

**Do NOT submit your application until you have fully read this packet and UNDERSTAND ALL REQUIREMENTS.**

# Circle of Recognition

## Athens Area Association of REALTORS®

(Approved by Board of Directors on XXXXXX)

Effective for Qualifying Year 2024

***PURPOSE:** The purpose of the Circle of Recognition (COR) is to recognize members of the Athens Area Association of REALTORS® who have excelled in real estate sales, leasing, and/or management.*

***ELIGIBILITY FOR RECOGNITION:** A REALTOR® in good standing who has achieved a combined total volume of sales, leasing, and/or management for properties located in the state of Georgia within the top 15% of the Athens Area Association of REALTORS® is eligible for recognition.*

**QUALIFYING YEAR:** A Qualifying Year shall be defined as a full calendar year beginning January 1 and running through December 31. This COR packet and application are for Qualifying Year 2024.

***MEMBERSHIP YEAR:** A Membership Year shall be the calendar year immediately following the Qualifying Year. (The Qualifying Year is 2024, while the membership year is 2025.) Dues for the membership year (2025) must be paid on or before the date of application submission. Applications will not be accepted from members with outstanding dues balances.*

The COR of the Athens Area Association of REALTORS®, Inc. has been established by the Athens Area Association of REALTORS®, Inc. All actions of the committee shall be subject to the approval of the Board of Directors. The Board of Directors of the Athens Area Association of REALTORS®, Inc. reserves the right to dissolve the COR at its discretion.

## APPLICATION PROCESS

1. Gather and keep a record of any transactions that occur outside of Classic MLS, Inc throughout the qualifying year. Transactions recorded in Classic MLS will not need further documentation.
2. AAAR staff will pull the ranking report for the qualifying year on January 6, 2025 - third business day of the membership year (2025). All 2024 sales must be entered and confirmed for accuracy by that date.
3. Deadline for submission is January 15, 2025. See worksheet instructions on page 5.
4. If you rank in the top 15% and wish to apply for Circle of Recognition, please submit the following:
  - a. Application fee
  - b. Completed Application
  - c. If necessary, COR worksheet with supporting documentation and/or leasing information.

## Classes of Membership

Membership classes are based on the closed volume of AAAR members for the qualifying year.

- **Circle of Achievement:** Top 15%
- **Circle of Distinction:** Top 10%
- **Circle of Honor:** Top 5%
- **Circle of Excellence:** Top 1%

## Circle of Recognition Rules

1. Applicant must be a member of the Athens Area Association of Realtors, Inc. on or before December 31 of the qualifying year.
2. Applicants transferring from other Boards or Associations must apply to join AAAR by November 30 of the qualifying year.
3. Your volume will be based on sales from January 1 – December 31 of the qualifying year.
4. Sales must be closed during the qualifying year to be counted.
5. All sales, leasing and/or management activity for the qualifying year must be correctly closed out in Classic MLS.
6. Transactions that occur outside of Classic MLS will require the following information:
  - a. COR Worksheet
    - i. All names listed on the supporting documents must be included on the COR worksheet. Names not found on the supporting documents are not allowed on the COR worksheet.
  - b. First and signature page of Purchase & Sale Agreement.
  - c. Recorded deed or executed Closing Statement with Buyer/Seller information redacted.
7. The Circle of Recognition worksheet must be verified and signed by the Broker.
8. If a Broker qualifies for COR, he/she may choose to have another Realtor certify their application.
9. Application must include the signed Application.
10. Applications must be typed; no handwritten applications will be accepted.
11. Applications must be delivered to the Association office by January 15, 2025, by 4:00 PM.
12. All equivalent awards earned from REALTOR® Boards shall be recognized for qualifying for the Phoenix awards. A letter of verification from the other Boards will be required.

## Use of Designation

Current members of the COR shall be authorized to use the COR seal adopted by the Board of Directors of the Athens Area Association of REALTORS®, Inc. for use on all calling cards and letterheads only during the membership year.

Current members of the COR may also wear the pin or insignia authorized by the Board of Directors of the Athens Area Association of REALTORS®, Inc. during the membership year.

Phoenix Members of the COR shall be eligible to use such seals and insignia in perpetuity.

### *RECOGNITION AND AWARDS*

The applicants who qualify for the COR will be recognized at the annual awards banquet of the Athens Area Association of REALTORS®, Inc. where they will be presented with a plaque. Phoenix recipients are required to pay additional fees for the award, if they want a plaque.

## Circle of Recognition Application

I, \_\_\_\_\_, hereby make application for membership in the Circle of Recognition of the Athens Area Association of REALTORS® and attach hereto the required application fee.

\_\_\_\_\_ By initialing, I hereby certify that all sales information listed in the MLS with my name associated for either the listing or the sale is a true account of the transaction for that address. For any sales not recorded in the MLS, I am hereby submitting supplemental information per the rules and requirements to add to my sales records in MLS.

\_\_\_\_\_ By initialing, I swear that I have not submitted application to any other association for Circle of Achievement, Million Dollar Club, etc. for the qualifying year of 2024.

List active years in Circle of Recognition / Circle of Achievement / Million Dollar Club:

\_\_\_\_\_

If applicable, I am applying for: (Please circle one of the below categories & include Phoenix Application):

**Phoenix:**                      Bronze                      Silver                      Gold                      Platinum

**I would like the following data and/or attached worksheets to be calculated for COR:**

Only Classic MLS Data

Or

Classic MLS Data     Residential Sales Worksheet     Residential Property Management Worksheet

Commercial Leasing Worksheet

Commercial Property Management Worksheet

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name (Typed)

Each application must be sworn to by applicant and certified by any/all Principal Broker(s), with whom the applicant was affiliated during the qualifying year.

\_\_\_\_\_  
PRINCIPAL BROKER'S SIGNATURE  
(Current)

\_\_\_\_\_  
PRINCIPAL BROKER'S SIGNATURE  
(Former - only during qualifying year)

**By signing, the Broker certifies he/she has verified the information provided in this application, confirms that to the best of their knowledge the Classic MLS reporting is accurate for this candidate, and the COR worksheet and that supporting information is correct and true.**

### NEW APPLICANTS ONLY:

Date you joined the Association: \_\_\_\_\_

Name as you would like it to appear on your plaque: \_\_\_\_\_

<b>For Office Use Only:</b> Received by: _____ Date: _____ Paid: \$ _____
---

Reviewed and Approved by: _____
---------------------------------

## COR Sales Worksheet Instructions

(This worksheet must be completed for sales transactions not recorded in Classic MLS)

### CREDITS

Credits shall be allowed for production of sales, listings, and leases for any supplemental material that is submitted as follows:

- **For the Selling Agent(s):** The credit allowed shall be 100% of the amount of the closing purchase price. Credit will be split evenly between all selling agents listed on the COR worksheet and confirmed by the supporting documents.
- **For the Listing Agent(s):** The credit allowed shall be 100% of the amount of the closing purchase price. Credit will be split evenly between all listing agents listed on the COR worksheet and confirmed by the supporting documents.
- Where there is only one agent involved in the transaction, that agent may claim 200% of the sales price.
- **Transferable Credit:** Any sales in the state of Georgia may be calculated, and credits shall be transferable from another MLS to the Athens Area Association of REALTORS®, Inc. The credit allowed will be calculated in accordance with the Athens Area Association of REALTORS®, Inc. rules of admission and requirements for membership in the COR and must be documented on the COR worksheet.
- **Referral Fees:** No credit shall be given for referral fees from any real estate transaction.
- **Personal Assistants:** No volume can be claimed for property closed under the name of another licensee while applicant served as a personal assistant to that licensee.

## COR Residential Property Management Worksheet Instructions

(This worksheet must be completed for all leasing transactions)

- **For the Leasing Credit:** Agent(s) can combine Leasing Active with Sales Active, or Exclusive Leasing. All lease activity must take place during the qualifying year application for COR.
- **Residential Gross Leasing Income:** The credit shall be the Base Rent paid to the Landlord/ Owner during the qualifying year of COR application. Gross Lease Income shall be split in accordance with the percentage in which the agent participated.
  - Agent shall provide a copy of a consolidated Cash Flow Statement for the qualifying year or the COR worksheet along with the term and signature page of executed Lease.
  - Consolidated Cash Flow Statement must show each property address and gross rent collected for each property for the calendar year.



## **COR Commercial Worksheet Instructions**

### **Commercial Leasing:**

- To receive credit for a commercial lease, the applicant must have represented the tenant and/or landlord (as a customer or client) and completed the lease during the Qualifying Year. The effective credit date for the lease shall be the date when the lease is fully executed by both tenant and landlord.
- Lease credit shall be the total Base Rent paid over the full initial term of the lease. Credit for extension/renewal terms cannot be counted until the Qualifying Year in which the lease extension/renewal is executed.
- Credit shall be split in accordance with the percentage in which the agent participated in the transaction. Where there is only one agent involved in the transaction, the applicant may claim 200% of the total Lease Credit as defined above.
- To receive Commercial Leasing credit, the applicant shall submit the official commercial leasing worksheet detailing the total lease credit for each property and the applicant's percentage of participation for the Qualifying Year.
- The applicant shall provide select pages of the lease agreement showing the property address, lease execution date, rent schedule, and signature page. **PERSONAL INFORMATION OF THE OWNER AND DETAILS OF ANY COMPENSATION SHOULD BE REDACTED.**
- If the applicant isn't specifically named in the lease, please submit a listing or representation agreement showing you represented the applicable parties in the transaction. **PERSONAL INFORMATION OF THE OWNER AND DETAILS OF ANY COMPENSATION SHOULD BE REDACTED.**

### **Commercial Property Management:**

- To receive commercial management credit, an applicant must have a signed management agreement in place with the property owner for the entire Qualifying Year or the portion of the Qualifying Year that the applicant submits for credit.
- If the applicant isn't the sole property manager, credit shall be split in accordance with the percentage in which the applicant participated.
- Credit shall be based on the property's gross rent received for the Qualifying Year (Jan-Dec).
- Applicant shall submit the official commercial management worksheet detailing the duration of management during the Qualifying Year and the applicant's percentage of participation and qualifying credit.
- The applicant shall provide a copy of a consolidated Cash Flow Statement for the time period of management during the Qualifying Year for each property and attach it to the worksheet.
- The applicant shall provide a copy of select pages of the management agreement for each property on the worksheet showing the property address, the effective and expiration date of the management agreement, and the signature page. **PERSONAL INFORMATION OF THE OWNER AND DETAILS OF ANY COMPENSATION SHOULD BE REDACTED.**

# Phoenix

The Phoenix category represents the number of years in the COR.

- **Bronze:** 10<sup>th</sup> year of membership
- **Silver:** 20<sup>th</sup> year of membership
- **Gold:** 30<sup>th</sup> year of membership
- **Platinum:** 40<sup>th</sup> year of membership

## PHOENIX AWARD APPLICATION ATHENS AREA ASSOCIATION OF REALTORS®

### PURPOSE:

This award recognizes people who have been members of the Circle of Recognition ten (10) years or more. The Phoenix Award was created to honor those who have achieved long-term success as REALTORS®.

### POLICIES AND PROCEDURES:

1. The nominee must be a member of the Athens Area Association of REALTORS® COR (retired persons will also be considered).
2. The nominee must fill out this form and send it to AAAR along with your Application.
3. See Phoenix categories defined on page six.
4. This award will be given out at the Annual Awards Banquet.
5. Plaques are optional. If you would like to receive a plaque, please submit a check for \$65 made out to the Athens Area Association of REALTORS® and place an X in the Box Below.

I wish to receive a Phoenix Plaque.

NAME OF NOMINEE: \_\_\_\_\_  
(If ordering a plaque, name will appear as written above.)

COMPANY NAME: \_\_\_\_\_

DATE NOMINEE BEGAN REAL ESTATE CAREER: \_\_\_\_\_

LIST ALL YEARS IN THE ATHENS AREA ASSOCIATION OF REALTORS® COR: \_\_\_\_\_

Please check the appropriate category (see page 6 for definitions of the categories):

Bronze     Silver     Gold     Platinum

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
BROKER'S SIGNATURE

# FAQ's

## **Why are we changing from total volume sales to top in sales by percentages?**

We are seeking to shift the conversation away from “millions of dollars” in sales due to public perception while still recognizing those who have achieved the top sales in our market. This new system will streamline the process as well as offer better protection of client information. As we have seen a significant rise in housing prices in recent years, this new system will flow better with market fluctuations.

## **What do I need to submit if I don't have any transactions outside of Classic MLS?**

If all your sales or leases are recorded in Classic MLS, then you only need to submit the Application.

## **How can I check in to see where I rank throughout the year?**

In Classic MLS, if you go to Market Reports tab at the top, there is a ranking report. The committee will use this combined with the supplemental material that agents submit. While this ranking report will not have complete data, it will give you some idea of where you stand. We recognize that this will be a shift in the way things were done in the past as there will not be exact benchmarks.

## **Can I advertise my rank or position throughout the year?**

No. The ranking report is incomplete data as members of our association have sales and leases that are not recorded in Classic MLS. The ranking report is a guide only, can change every day, and cannot be used for advertising or official data. Only once your award position is certified by the COR committee can you advertise your position.

## **I represented a Buyer in the purchase of a home that was “For Sale by Owner”. Can I claim 200% of the transaction as credit?**

Yes, if no other agent was involved in the transaction.

## **I sold a personal property of mine. Can I claim this transaction as credit?**

Yes – Keep in mind, you claim credit for the “side” of the transaction you represented.

## **I received payment for referring customers/clients to out of area agents. Can I claim this as part of my Credit?**

No. Referrals are not allowed to be counted as credit towards COR production.

## **I have been a member of the Million Dollar Club and Circle of Achievement for several years. Will my previous membership count toward my Awards for Recognition Awards?**

Yes. All past achievements will count toward the Phoenix award criteria.

## **Can I advertise my previous years as a member of the Million Dollar Club?**

Yes. Former Million Dollar Club (MDC) and Circle of Achievement (COA) recipients have the right to use the term / logo Million Dollar Club and Circle of Achievement if the year they were last recognized as an MDC or COA member is used in conjunction with the advertising. If a member had achieved “Life Member” status, they may

use the term “Life Member” in lieu of the year, i.e., Million Dollar Club Member/2009 or Million Dollar Club Life Member.

### **If this is my 10<sup>th</sup> year and I am submitting for my Bronze Phoenix, should I also submit for a “Circle” Award?**

Yes. A Phoenix awards you for your number of years. A “Circle Award” recognizes your volume production a particular year.

### **If I qualify for the Phoenix, am I required to purchase a plaque to receive recognition?**

No. If a member qualifies for a Phoenix award, he/she will be recognized but will not receive a plaque unless they opt to purchase the plaque. Please keep in mind that the cost of the plaque is subsidized by the Association.

### **What if I can’t tell whether I will get an award? I am close, but I am not sure by looking at the ranking report. Will I still have to pay the application fee?**

If you submit your application and your fee, but you are not in the top 15% for total sales and leasing volume, your application fee will be refunded.

### **What worksheets do I need to submit?**

You only need to submit worksheets if you have sales or leases outside of the Classic MLS. If using any of the forms below be sure to also supply the appropriate supplemental material for each transaction referenced.

- **Residential and Commercial Sales Closed:** Only include sales on this form that are not recorded in Classic MLS - can be residential or commercial.
- **Residential Property Management Credit:** If you manage residential properties, and you do not have a program that can provide the stipulated Consolidated Cash Flow Statement, then you need to complete this worksheet.
- **Commercial Leasing:** If you represented a commercial tenant who executed a lease during the calendar year, then you will use this worksheet.
- **Commercial Property Management:** If you manage commercial properties, and you do not have a program that can provide the stipulated Consolidated Cash Flow Statement, then you need to complete this worksheet.

### **How do I list lease renewals on the Residential Property Management Worksheet?**

Each lease will get a line item for the portion of the year that you are requesting credit. For example, if you manage a property with a lease expiration of July 31, 2024, that is renewed at a different rate, then you will have one line for the lease term of January 1, 2024 - July 31, 2024, and then another line for the lease with the term August 1, 2024 - December 31, 2024. If the rental rate does not change, then you do not need to do two different line items for that address.

### **Can I submit transactions for properties out of the state of Georgia for credit?**

No.

### **Where do the percentage calculations on the worksheet come from?**

This is the way that the data is calculated in Matrix. The calculations must align in order to get accurate rankings.

## Exhibit B – Confidentiality Policy



### Confidentiality Policy (AAAR® & Classic MLS)

It shall be the policy of the Athens Area Association of REALTORS® that discussions and communications of the Board of Directors can be deemed confidential by the President, the CEO or by motion of any Board of Director member. Such discussions and communications between members of the Board of Directors concerning the business of the Association, whether such discussions or negotiations occur in executive session of formal meetings or through confidential communication outside the meetings of the Board of Directors of the Association, or otherwise, shall remain confidential and shall not be discussed or disclosed to any member or non-member of the Board of Directors of the Association, unless the Board, by formal resolution, authorizes such disclosure. Disciplinary Action by the Board of Directors shall be in accordance with the Bylaws and be handled though the Professional Standards Due Process Procedures.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit C – Whistleblower Policy



### AAAR® Whistleblower Policy

#### 1. Policy

The Association requires that its operations be managed professionally, honestly, and in accordance with sound practices and the requirements of its Bylaws, Policy, and Procedures. The purpose of this policy is to be a key defense against fraud occurring in our organization and to give constituents and staff the availability of a means to anonymously report suspected wrongdoing.

#### 2. Reporting Violations

It is the responsibility of all directors, officers, and employees to report violations or suspected violations.

Any director, officer or member should report violations or suspected violations of this policy. Any member of the Association, who suspects that the policy is being violated, or suspects other irregularities or wrongdoing, shall immediately report the same to the CEO and/or the Association/MLS President.

If the member is uncomfortable raising these issues with either of these persons for any reason whatsoever, the member shall report the same to any member of the Board of Directors.

#### 3. No Retaliation

The Whistleblower Policy is intended to encourage and enable directors, volunteers, and members to raise concerns within the Association for investigation and appropriate action. With this goal in mind, no director, officer, or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Exhibit D – Financial Policy & Procedures

**Athens Area Association of REALTORS®  
and Classic MLS®**

**FINANCIAL POLICIES AND PROCEDURES  
MANUAL**

**ADOPTED:  
May 18, 2011**

**Amended:  
8-22-2024**

**The Athens Area Association of REALTORS® and Classic MLS shall be referenced to as the Association, AAAR or MLS in this manual.**

## **INTRODUCTION**

The financial strength of the Association has been achieved through the vision and collective efforts of many hard-working, dedicated individuals. Because the Board of Directors is responsible for the financial stability of the Association and the MLS, it must develop and maintain a system of financial accountability, a financial plan that reflects the mission of the Association, a sound investment strategy, and adequate reserves.

Virtually every activity of the Association involves day-to-day financial transactions that demand guidelines in the form of written policies and procedures. Until the publication of this manual, those guidelines have been a combination of several bylaws, a limited number of written policies and procedures approved to address specific problems, and numerous unwritten policies and procedures that have evolved through the need to conduct routine business.

As membership has increased, the Association has made the necessary adjustments to support the growing needs of its members. Accordingly, it has become necessary to expand and formalize those guidelines to ensure the proper handling of the financial aspects of the Association.

The result is this Financial Policies and Procedures Manual. While every effort has been made to include a comprehensive set of guidelines, this manual should be viewed as a living document and continuously modified to maintain it as a viable resource.



### **ACCOUNTS PAYABLE**

Invoices will be forwarded to the Association's CEO immediately upon receipt for payment. All invoices should be reviewed for accuracy and budgetary limitations by the CEO. Once reviewed the CEO will then sign and date each invoice indicating approval before submission to the staff bookkeeper for payment.

All accounts payable shall be paid far enough in advance of the due date to avoid any late fees or penalties.

### **APPLICATION FEES**

Application fees are to be set annually by the Board of Directors. Members have 30 calendar days to change their status with the Association. Members may upgrade their membership during this first 30 days and apply the money paid to the new account. There will be no refunds should a member decide to cancel their membership.

### **AUDIT**

The finance committee is to have a review or audit conducted by a CPA other than the current CPA annually.

### **AUTOMOBILE ALLOWANCE**

The Association shall reimburse the current IRS rate as permissible as it relates to the travel policy and staff mileage reimbursements.

### **BANK ACCOUNT RECONCILIATION**

Immediately upon receipt, or as soon thereafter as possible, the CEO and staff bookkeeper shall do an initial review of the checks that cleared during the previous month. All bank statements shall be reconciled within ten (10) working days after receipt, or as soon thereafter as possible.

Voided checks shall be retained and stapled to their check stub and filed in each year's file.

### **BANKING SERVICES**

The Finance Committee will recommend to the AAAR Board of Directors investment opportunities and financial institution(s) to be its bank(s) of record. Any change to the banking relationship shall be approved by the Board of Directors. It is preferable that the banking institution be an affiliate member of the AAAR. At no time shall funds deposited exceed FDIC or comparable insured limits.

Banking services shall include, but are not limited to the following:

Checking accounts (Operating Account).

Certificates of Deposit

Money Market Account

### **BUDGET**

The current President Elect of the Athens Area Association of REALTORS®, Inc., the current President Elect of Classic MLS, Inc. and the incoming VP of Administrations shall be responsible for working with the CEO to prepare the proposed operating budgets for the subsequent year. The current President-Elects may bring in an advisor from the finance committee as needed.

The proposed operating budgets for the subsequent year shall be presented to the Finance committee for their recommendation to the corresponding boards for approval. The MLS budget once approved by the MLS board will be presented to the AAAR board for final approval.

All budget adjustments or requests will require recommendation of the Finance committee to be sent to the Board of Directors for approval.

AAAR and the MLS of the AAAR will budget for all loans to include the total payment of loan principal and interest and to also include Fixed Asset purchase amounts each year. *(Added 10-10-2011)*

### **CERTIFIED PUBLIC ACCOUNTANT**

The Association's Board of Directors will engage on an annually renewable basis a Certified Public Accounting firm to serve as its certified public accountant. Any change in Certified Public Accountants must be approved by the Board of Directors.

The duties and responsibilities of the certified public accountant shall include:

Prepare annual federal income tax returns and annual state of Georgia income tax returns for the Athens Area Association of REALTORS.

A CPA other than the current CPA shall conduct a Review or Audit every year.

### **CHARITABLE CONTRIBUTIONS AND DONATIONS**

Any request for the Association to make financial contributions or donations to anyone or to any organizations or when asked to provide financial disaster relief shall be presented to the Finance Committee at their monthly meetings to deem appropriate. Once approved by the Finance Committee a recommendation will be made to the appropriate BOD.

### **CHECKING ACCOUNTS**

The Association shall maintain an appropriate number of checking accounts to conduct the business of the Board in an efficient, cost-effective manner.

An adequate supply of pre-numbered checks for each account shall be maintained. Unused checks shall be stored under lock and key.

All normal monthly bills including quarterly tax deposits, GAR dues, and NAR dues may be disbursed with only one signature on the check. These bills will be approved and initialed by the CEO before payment. All other checks drawn upon an account of the Association's in excess of Two Thousand Dollars (\$2,000.00) shall have two (2) authorized original signatures. Check signatories may include the CEO, President or VP of Administration of each organization however an approved person cannot sign a check made payable to themselves or an entity which they have any ownership. CEO's expenses will be approved by the President of the organization which is paying the bill(s). It is the policy of the Association that no "blank" checks be signed by any authorized party.

Voided checks shall be retained with their check stub and filed with the bank statement in the yearly files of the board.

### **PAYMENT OF BOARD BILLS**

All invoices are submitted to the accounts payable department. Bills shall be paid as follows.

1. All normal monthly bills including quarterly tax deposits, GAR dues, and NAR dues may be disbursed with only one signature on the check. These bills will be approved and initialed by the CEO before payment.
2. VP of Administration
3. Checks will be paid a minimum of once per week.

### **COLLECTION PROCEDURES**

Payment for all products, services, education courses, sponsorships, etc., is due at the time the request for the product or service is made, invoices will be sent as needed. However, if it becomes necessary to initiate collection procedures, all available means of collecting should be exhausted prior to initiation of write-off procedures.

## **RETURNED CHECKS**

In the event a check made payable to AAAR, or the MLS is returned unpaid for any reason the Staff Financial Officer is directed to notify the maker of the check by sending an email allowing them ten (10) days to replace the check with cash, cashier's check, or money order in the amount of the check plus the current rate for the returned check fee. A check will not be accepted, nor will the board office resubmit the check to the bank for payment. If the check is made good before the check has been returned by the bank to the board office, then no late charge will apply.

Should a member have more than one check returned per year, member will not be allowed to submit a check as payment to the Board for a period of one year.

## **COMMITTEE EXPENSES/BILLS**

Committee's that incur expenses during the year shall prepare a budget to be approved by the AAAR Board of Directors. This budget will be submitted to the BOD when the annual budget is prepared for the board. Lunch, breakfast, etc. are not to be considered as expenses for committee meetings. Bills related to events held by committees must be approved by the committee chairperson. "Start-up" monies or monies that will be reimbursed to the board after event is held may be approved by the CEO up to \$500.00.

## **CREDIT CARD**

The board shall maintain a credit card with a limit of \$10,000 to be used by the CEO for Association/MLS Business only.

## **DISCRETIONARY FUNDS**

The Board President, MLS President and the CEO shall each have a discretionary fund to be budgeted annually.

## **DISCOUNTS**

There will be no discounts of dues allowed.

## **DUES**

**A. DESIGNATED REALTOR® MEMBERS** - The annual dues for Designated REALTOR® Members shall be an amount determined by the Board of Directors on an annual basis, plus the same amount times the number of real estate salespersons and licensed or certified appraisers who are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member and are not REALTOR® Members of any other Board in the State. See Bylaws, Article X, Section 2 for further explanations.

**B. AFFILIATE MEMBERS** - The annual dues for each Primary Affiliate Member shall be an amount determined by the Board of Directors on an annual basis. Once a primary member has been established by a member of a firm, other representatives may have the option of joining as a Associate Affiliate. Associate Affiliate members' dues shall be an amount determined by the Board of Directors on an annual basis. Associate Members will not be a member of the Georgia Association of REALTORS®. Affiliate dues are to be paid annually on January 1 of each year.

**C. SECONDARY MEMBERS** - The annual dues for each Secondary Member shall be an amount determined by the Board of Directors on an annual basis.

**D. APPLICATION FEES** - New REALTOR® Members and MLS Only Members shall pay a one-time application fee to be determined by the Board of Directors on an annual basis.

**E. LATE FEES** – AAAR Dues are to be paid annually on January 1. Dues are late after January 31<sup>st</sup> and will be assessed a late fee in an amount to be determined by the Board of Directors on an annual basis. Designated REALTOR® Members will be billed in accordance with this provision. MLS dues are due on the 1<sup>st</sup> of each month and the Broker will be assessed a late fee to be determined by the Board of Directors on an annual basis if not paid by the 10<sup>th</sup> of each month. Any firm with a balance of \$35.00 or more on the 30<sup>th</sup> of the month will have MLS services deactivated.

F. SUPRA FEES – Supra invoices will be emailed in May and due on June 1. A late fee, in an amount to be determined annually by the Board of Directors in January, will be assessed to each unpaid invoice on July 1. Any invoices that remain unpaid on July 10 will result in key services being terminated on that date. Key services can be reestablished by paying the outstanding invoice by July 31. After July 31, key service will be reestablished by the same procedure in place for new key service, this would include any applications or initial fees.

G. REFUNDS - No refunds will be given

H. PRORATION OF DUES. AAAR dues shall be computed from the first day of the month in which the member makes application for membership and shall be prorated for the remainder of the year. MLS dues are not prorated.

I. Any fees referred to in this section that are not received when due will be billed to the member's current Broker (Designated Realtor) and collection procedures shall be prescribed in Article X of the Board's Bylaws.

J. Certain provisions of the Tax Act regarding lobbying expenses limit the extent to which State, National and Local dues will be considered tax deductible.

K. Cancellation/Reinstatement: If a member cancels MLS services for any length of time and wishes to reinstate their services; they will be subject to the initial set-up fee at the time of reinstatement. If a member terminates their Board membership or their membership is terminated for non-payment or failure to complete a membership duty and they remain inactive for a period of 6 months or longer, the member must reapply for membership and will be subject to any application fees or initial set-up fees.

#### **EMERGENCY RELIEF FUND**

Any request for monies must be presented as a written request, with a completed application, and presented to the AAAR CEO to be given to the Public Relations Committee. Once approved by the Public Relations Committee, it will be moved to the AAAR Board for approval. Monies available are restricted to housing needs. Monies will not be disbursed personally, but to the Landlord or Leasing Companies. Monies may also be used for donations to help Homeless Shelters or other Disaster Relief Agencies at the Public Relations Committee's discretion.

### **EMPLOYEE BENEFITS:**

#### **INSURANCE**

Employee health insurance is to be established by the Personnel Committee at the time of the employee's annual review.

#### **PAID ANNUAL LEAVE**

If hired before June 1, employees will receive 5 days of PTO (Paid Time Off) that year. The following year employees will receive 10 days of PTO, this will be increased by 1 day each year until a maximum of 15 days is reached. In addition, employees will also receive their birthday (or a day of their choosing close to their birthday) and an optional holiday.

#### **LIMITATIONS ON USE OF ANNUAL LEAVE**

If an employee has taken an advance on annual leave and is either terminated or has left on their own free will, any advanced annual leave will be repaid to the Association. If Management denies request for annual leave due to business considerations, employee will be allowed to either chose another date or be paid for annual leave.

#### **RETIREMENT**

A retirement plan is provided to full time employees after completion of first year of employment at 6% of base salary.

### WORKERS COMPENSATION

All employees are eligible for workers compensation benefits in the event of on-the-job injuries which result in lost work time and pay. Workers' compensation coverage begins as of the first day of work.

### FINANCE COMMITTEE

1. **COMPOSITION:** The Finance Committee shall be chaired by the Vice President of Administration (VP of Administration) and co-chaired by the VP of Administration of the MLS. Others serving on the Committee shall be: the AAAR President; the MLS President, The AAAR President Elect; the AAAR Vice President of Legislative Affairs, The Vice President of Communications, The immediate past Finance Committee Chairman (Immediate Past VP of Administration) and two members at large serving 2 year staggering terms. The two members at large are appointed by the AAAR President. Any vacancy shall be appointed by the AAAR President as they become vacant.

2. **FUNCTION:** The function of the committee is to prepare an annual budget with the CEO for recommendation to the Board of Directors for approval. In addition, the committee, shall review the monthly financial statements, review and recommend investment policies, review and anticipate potential future income and expenses, recommend methods of obtaining needed revenues, and consider any policies affecting the financial conditions of the Association. All requests for expenditures not included in the annual budget are channeled through the committee for inclusion in its report to the Board of Directors as to the budgeting impact of such requests. Authorization of all committee non budgeted expenditures requires approval by the Board of Directors.

3. **PROCUREMENT:** Requests for bids, services, and expenditures from vendors may be made by the Committee on behalf of the Association for recommendation to the Board of Directors. Vendors do not have to be a member of the Association.

4. **MEETINGS:** The Finance Committee shall meet monthly before the Associations Board meetings to approve the monthly financial statements and any other business brought before the committee.

### FINANCIAL REVIEW

The purpose of this review is to express an opinion as to the organizations financial statements and to assure the Board of Directors of the financial health of the organization.

These reviews are to be done in lieu of a certified audit by the Board's CPA.

In the event of any notification by either the Internal Revenue Service or the Georgia Department of Revenue of the Athens Area Association of REALTORS, the CEO will immediately notify the Board of Directors of the Athens Area Association of REALTORS, as well as the CPA firm for the Athens Area Association of REALTORS. The CPA firm for the Athens Area Association, with the approval of the Board of Directors shall be authorized to represent Athens Area Association of REALTORS at all meetings and hearings related to such audit(s).

### PROPERTY & LIABILITY INSURANCE

The Athens Area Association of Realtors and/or MLS (collectively and severely referred to as Association) shall maintain "all risk" property and general liability insurance for the office contents, physical campus, systems, employees' dishonesty and workers compensation.

The Association shall maintain professional liability (errors and omissions) for the officers, directors and staff. The CEO, as directed by the Board of Directors, shall have the

responsibility and authority to determine adequate coverage and appropriate deductibles.

The Association shall enter into an annually renewable agreement with a firm recommended and approved to serve as its property and general liability insurance agent. Any change in property and general liability insurance agent must be approved by the Finance Committee and reported to the Board of Directors for approval.

The Association will obtain additional coverage's or insurance riders when the value of any system, property or interruption of services/ function shall exceed standard policy coverage's.

The Association shall maintain fidelity and crime (employee dishonesty) insurance with a minimum amount of \$500,000 with a \$1000 deductible. This Bond will be purchased annually by the Association from an insurance company approved by the Board of Directors at a cost to be determined. This bond shall cover all employees. Any change in insurance provider or limits of liability must be approved by the Board of Directors. In the interest of economy, insurance policies may be acquired in either the name of the Athens Area Association of Realtors or the Multiple Listing Service of the Athens Area Association of Realtors with appropriate beneficiary, accordingly. The Association may not self insure.

### **LEGAL COUNSEL**

The AAAR has entered into an annually renewable agreement with the firm of Fortson, Bentley & Griffin, P.A. 2500 Daniell's Bridge Road, Building 200, Suite A, Athens GA 30606 with Mike McCleary to serve as its legal counsel as need arises. Any change in legal counsel shall be approved by the Board of Directors.

### **OFFICE INVENTORY**

On a yearly basis and no later than September 30, the CEO shall provide the Finance Committee with a list of all equipment, office furnishings, etc. The list should include all applicable serial numbers. This list and photos of each room should be placed in the office safe to be protected from fire or loss. The finance committee will maintain this list as part of their assets. The AAAR accountant will review this list each year prior to completing the tax returns.

### **PETTY CASH**

The Association shall maintain a petty cash fund not to exceed Two-Hundred and Fifty Dollars (\$250.00). Said fund shall be maintained by the staff bookkeeper and always kept under lock and key.

The CEO shall have the authority, within budgetary limitations, to approve use of the petty cash fund for miscellaneous cash purchases and reimbursements for out-of-pocket cash expenditures. A cash receipt or adequate documentation for all cash expenditures shall be required, approved, signed, and dated by the CEO.

The petty cash fund shall be replenished to Two-Hundred and Fifty Dollars (\$250.00) on an as needed basis by cashing a general account check for the total amount of the receipts and documentation.

The CEO and staff bookkeeper shall reconcile the petty cash fund monthly.

### **PROGRAM SPONSORSHIP POLICY**

The cost to sponsor a General Membership meeting is Two Hundred Dollars (\$250.00) and is open to Affiliate

Members (not REALTOR® Members). Affiliates may invite 2 guests from their company. General Membership meeting Sponsorship opportunities are limited to three non-competing companies on a first come –first served basis. Affiliates are allowed two minutes to address the audience, and they may hold a raffle. This policy does not apply to membership socials such as the picnic, holiday party and other networking events decided by the Program Committee. All event sponsorships must be made in writing. Sponsorship payments must be received within 45 days of the event.

**REBATES**

All rebates, discounts, credits, or bonuses, on any services, are to be credited to the Board not an individual representing the Board.

**RECEIPT OF CASH AND CHECKS**

The Association shall accept cash, check, or credit card as payment for products and services, registration fees, education tuition payments, luncheon payments, etc.

The checks are deposited remotely with scanner device provided by the bank.

The Staff Bookkeeper shall maintain a designated pre-numbered cash receipt book for use when cash is accepted/received. When cash is accepted as payment for products and/or services, a cash receipt from the designated pre-numbered cash receipt book shall immediately be issued if requested. The Staff Bookkeeper shall reconcile the designated pre-numbered cash receipt book(s) monthly.

All cash and checks received by the Association shall be deposited into the appropriate account by the Staff Bookkeeper within five (5) banking days or as soon as possible following receipt of such cash and checks.

**RECORD RETENTION**

The Association shall retain records in accordance with the following guidelines:

Accounts Payable/Ledgers and Schedules	7 Years
Bank Account Reconciliations/Bank Statements	7 Years
Checks	10 Years
Insurance Policies	Length of Policy plus 10 Years
Minute Books/Bylaws and Articles of Incorporation	Permanently
Notes and Deeds to Secure Debt	Length of Instrument plus 7 years
Outside Audit Reports	20 Years
Payroll	7 Years
Tax Returns	7 Years
Year End Financial Statements	20 Years

**REIMBURSEMENTS**

All reimbursement will be made in accordance with established procedures of the Association. Association is defined as either the Athens Area Association of Realtors or Classic MLS, Inc.

The Staff Bookkeeper shall have the authority, within budgetary limitations, to reimburse members, officers, Chairpersons, etc. for documented and approved personal expenditures on behalf of the Association.

All travel reimbursements, mileage, or other reimbursements must be made within 30 days of the date of the actual expenditure and within the same fiscal calendar year.

**RESERVES & INVESTMENTS**

The Association may open and manage Certificates of Deposit or other special accounts to accommodate accruing monies collected by the Association as deemed appropriate by the Finance Committee and the Board of Directors. At no time shall funds of the Association be “at risk” beyond the capability of normal economic conditions.

**CAPITAL BUILDING RESERVES**

The Association’s capital building reserves shall not exceed the amount equal to the cost of replacing the office building roof, building insurance deductibles, and an estimate amount for parking paving repairs.

**PERMANENT RESERVES**

The Association shall maintain permanent reserves in the amount of six (6) months of the budgeted expenses of the current year.

The Finance Committee shall strive to place Five Thousand dollars (\$5,000) per month into savings when funds/budget allows.

### **WORKING RESERVES**

The goal of the Association is to accumulate enough in working capital reserves in order to meet anticipated, non-capital expenses during the first quarter of the following year. This will ensure we do not draw from savings to operate the Association during the first quarter.

### **GENERAL RESERVES**

Reserve funds shall be earmarked as follows:

- Building Fund – 40%
- Capital Reserve – 15%
- Rainy Day Fund – 20%
- Lockbox – 15%
- Acquisition/Growth – 10%

### **SALARIES**

The salary of the CEO and any staff shall be established annually by the Personnel Committee and subject to approval by the Board of Directors at the time the annual operating budget is approved. Any change in salary not approved in the budget shall be subject to approval of the Board of Directors

### **TAX FILING**

The CEO shall insure that all required county, state and federal reports are filed, transmitted or furnished in a timely manner by the CPA. The CEO shall insure that all required county, state and federal tax deposits, payments and/or transfers are made in a timely manner.

### **TRAVEL POLICY FOR BOARD OFFICERS**

1. Travel Arrangements are to be made by the individual unless otherwise notified by the CEO.
2. Request for Reimbursement must be made on the approved form and submitted within thirty (30) days following completion of the event. Original invoices and/or receipts must be submitted for reimbursement. Receipts for expenditures less than \$10.00 are not required.
3. Directors, Officers, and Staff are required to use the most cost effective, but reasonable, form of travel and types or accommodations. Registrations forms, airline reservations and hotel reservations should be completed far enough in advance to ensure the lowest possible cost.
4. Reimbursement for Alcohol beverages/drinks is permissible within reason
5. No travel for family, spouses or guests will be reimbursed.
6. Any expenses over budgeted amount will not be reimbursed.

### **REIMBURSEMENTS:**

State Directors

As annually budgeted for GAR meetings. (\*)

AAAR Vice Presidents

100% of travel as annually budgeted for NAR and GAR meetings (\*)



AAAR President Elect	100% of Travel as annually budgeted- Split 50/50 between AAAR & MLS for GAR Inaugural Meeting, GAR Annual Convention, NAR Mid-Year meeting, NAR Annual Convention, and NAR Leadership Meeting. (*)
AAAR President	100% of Travel as annually budgeted - Split 50/50 between AAAR & MLS for GAR Inaugural Meeting, GAR Annual Convention, NAR Mid-Year meeting, NAR Annual Convention.
MLS President	100% of Travel as annually budgeted - for GAR Inaugural Meeting, GAR Annual Convention, NAR Mid-Year meeting, NAR Annual Convention. (In addition, MLS meetings such as Inman, Connections, and the CMLS Conferences may be included.) (*)
MLS President Elect (VP)	100% of Travel as annually budgeted - for GAR Inaugural Meeting, GAR Annual Convention, NAR Mid-Year meeting, NAR Annual Convention. (In addition, MLS meetings such as Inman, Connections, and the CMLS Conferences may be included.) (*)
Legislative Chairman	As annually budgeted for NAR Legislative Meeting (*)
Chief Executive Officer	100% of Travel as annually budgeted - Split 50/50 between AAAR & MLS for GAR Inaugural Meeting, GAR Annual Convention, NAR Mid-Year meeting, NAR Annual Convention, AE Regional Conference, ASAE Annual Conference, and NAR AE Institute. (In addition, MLS meetings such as Inman, Connections, and the CMLS Conferences may be included if the MLS elected officials are attending and the meetings have been budgeted.)

*(\*) All Attendees that are to be reimbursed are required to attend meetings as assigned by the AAAR President and /or the CEO in order to receive their reimbursement for the travel.*

*(100% of budget includes Registration, Meals, Airfare, Mileage, Parking, Taxi's, Hotel Expenses, Tips, and Miscellaneous approved related items. All expenses are subject to review and approval by the Treasure and the Finance Committee. Receipts must be submitted along with a completed Expense Reimbursement Form. All reimbursement requests must be submitted during the calendar year in which the position is held, and the travel occurred. (Budget is calculated based on the following: mileage: IRS rate permissible. Air: coach class ticket.)*

### **VENDORS AND CONTRACTS**

The appropriate sitting President and the CEO shall be authorized to enter into contracts for budgeted items on behalf of the Association. Contracts over Five Thousand dollars (\$5,000) that were not budgeted for or major policy changes shall require approval by the Board of Directors. Only the CEO, (his/her appointed staff) or the appropriate President may contact a vendor and have communications on behalf of the Association.

### **WHISTLEBLOWER POLICY**

The Association requires that its operations be managed professionally, honestly, and in accordance with sound practices and the requirements of its Bylaws, Policies and Procedures. The purpose of this policy is to be a key defense against fraud occurring in an organization and to give constituents and staff the availability of a means to anonymously report suspected wrongdoing.

Federal law prohibits retaliation against whistle blowing with respect to a violation of a federal law or regulation, to include: Forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation with the Association's conflict of interest policy; misappropriation or misuse of Association resources, such as funds, supplies, or other assets;

authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

Any director, officer or member should report violations or suspected violations of this policy. Any member of the Association, who suspects that the policy is being violated, or suspects other irregularities or wrongdoing, shall immediately report the same to the CEO and/or the Association/MLS President. If the member is uncomfortable raising these issues with either of these people for any reason whatsoever, the member shall report the same to any member of the Board of Directors.

The Whistleblower Policy is intended to encourage and enable directors, volunteers, and members to raise concerns within the Association for investigation and appropriate action. With this goal in mind, no director, officer, or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position.

**ACTING IN GOOD FAITH:**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting, auditing practice, a violation of the Code of Ethics, or an Association policy, procedure, or bylaw. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in disciplinary action against the accuser.

**CONFIDENTIALITY:**

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline as outlined in The Association's Confidentiality and Non-Disclosure Policy and Agreement.

**PROCEDURES FOR VIOLATION OF CONFIDENTIALITY, CONFLICT OF INTEREST, AND WHISTLEBLOWER POLICY REPORTING RESPONSIBILITY:**

All directors, officers and members have an obligation to report violations or suspected violations of Confidentiality, Conflict of Interest, and/or Whistle Blowing Policies to the CEO, and or the Association/MLS President.

**AUTHORITY OF ADMINISTRATION AND OPERATIONS COMMITTEE AND HANDLING OF ALL REPORTED VIOLATIONS:**

All reported concerns will be forwarded to the Board of Directors in accordance with the procedures set forth herein. Same question as above.

The Board of Directors shall address all reported concerns. The CEO shall immediately notify the Board of Directors of any such report. The CEO will notify the sender and acknowledge receipt of the concern within five (5) business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns. All Reports will be promptly investigated by the Board of Directors and appropriate corrective action will be recommended, if warranted by the investigation to an appointed panel of five (5) members from the Board of Directors, who did not serve on the original investigation panel to be selected by the Association/MLS President, or the highest-ranking officer not included in the complaint. In addition, the action taken must include a conclusion and/or follow up with the complainant for complete closure of the concern. The Board of Directors has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

## Exhibit E – Expense Report

2023 AAAR EXPENSE REPORT EVENT:		NAME:	Your name here		DATES:		Start date - end date		AAAR	
Name of event goes here (GAR Inaugural, etc)	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	TOTAL	CARD = Y	
Air Travel (Enter total under DAY 1)	Air fare	Hotel Notes:							\$0.00	This column is only used if your ticket was purchased with AAAR credit card
Air Travel (Enter total under DAY 1)		1) Enter total net of any items not reimbursable. Highlight							0.00	
Hotel (Enter folio total under DAY 1)	Hotel	all items not reimbursable on the attached detail.							0.00	
Hotel (Enter folio total under DAY 1)								0.00		
Food - Reimburse (breakfast)	use this line for breakfast - please attach receipt									
Food - Reimburse (lunch)	Use this line for lunch - please attach receipt									
Food - Reimburse (dinner)	Use this line for dinner - please attach receipt									
Food - AAAR Card	These lines are only if your meal was purchased on an AAAR credit card									
Food - AAAR Card										
Food - AAAR Card										
Daily Food Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Local Transportation - Reimburse								0.00		
Local Transportation - Reimburse								0.00		
Local Transportation - AAAR Card								0.00		
Local Transportation - AAAR Card								0.00		
Mileage (Enter From and To below):	Enter # of miles below									
Enter starting City - destination										
Starting City - Home										
\$65.5 cents reimbursement per mile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Uber/Lyft/Ride Share								0.00		
								0.00		
								0.00		
Entertainment (Enter location & purpose):	Note: Receipt must note the individuals attending									
								0.00		
								0.00		
Ticketed Events (Enter event name):										
Conference Registration Ticket here								0.00		
								0.00		
Other not applicable above (Detail below):										
								0.00		
<b>TOTALS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		
Submitted By: <u>          Your Name          </u>	Date	<u>          Date submitted          </u>		Amount Reimbursed		<u>          \$0.00          </u>				
Approved By: <u>                                  </u>	Date	<u>                                  </u>		Amount on AAAR Card		<u>          \$0.00          </u>				
Reviewed By: <u>                                  </u>	Date	<u>                                  </u>		Control Totals Should be 0.00's		<u>          \$0.00          </u> \$0.00				

Note: AAAR Card and personal receipts for travel must be attached to form. A form is still required for travel that is 100% on AAAR Card.