

THE METRO SOUTH ASSOCIATION OF REALTORS® (“MSAR”), INC.

“POLICIES AND PROCEDURES MANUAL”

*Adopted by the Board of Directors on December 8, 2008
Amended on April 28, 2009*



Mission Statement

The Metro South Association of REALTORS® advocates, protects and enhances REALTOR® interests; promotes professionalism and integrity; upholds the REALTOR® Code of Ethics; and safeguards equal housing opportunity and private property rights.

“MSAR Vision Statement – Maximize REALTOR® Profitability”

1671 Adamson Parkway, Suite 100, Morrow, GA 30260

www.msar.org

*In the event there is a conflict between the Policies and Procedures
And the Constitution and Bylaws, the Bylaws will always prevail.*

1. PROCEDURE FOR INITIAL ADOPTION OF THE METRO SOUTH POLICIES AND PROCEDURES MANUAL:

The proposed Policies and Procedures Manual shall be made available to each Officer and Director attending the Board of Directors meeting. The President shall preside at the meeting. A motion will be made and seconded for adoption and sufficient time will then be made available for discussion. Motions and seconds for changes to the document will be accepted, discussed and voted. Any and all proposed changes will be voted on prior to voting on the document itself. A majority vote shall determine the matter. The President may elect to call for a voice vote, standing vote or written vote.

The matter shall be conducted according to Robert's Rules of Order's latest edition.

Upon adoption, the Policies and Procedures Manual shall be effective upon affirmative vote of the Board of Directors and remain in effect until modified or abolished.

2. PROCEDURES TO AMEND, CHANGE, MODIFY, OR DELETE ANY PART OF THE POLICIES AND PROCEDURES MANUAL:

Any proposed addition, change, or deletion must first be submitted in writing to the President of the Metro South Association. The President shall present the proposed matter to the Executive Committee; and upon approval by the Executive Committee, the matter will then be presented to the Board of Directors. If approved by the Board of Directors, the matter shall be considered adopted.

Note: The AE shall update the Policies and Procedures Manual as changes occur.

3. DISTRIBUTION OF THE POLICIES AND PROCEDURES MANUAL:

A copy of the proposed Policy and Procedures Manual shall be made available to all Members of The Metro South Association of REALTORS®.

Upon adoption, the Policies and Procedures Manual shall be given to all current and subsequent Officers, Directors, and Committee Chairs.

The Policies and Procedures Manual shall be made available to all Members by accessing the Association website, www.msar.org

Note: A notebook shall be kept in the Board Office for the Policies and Procedures Manual. The notebook shall be available to Association Members.

4. TERMINOLOGY:

To give the reader a clearer understanding of the terms, names, or titles of various entities, the following is provided for clarification:

- The Metro South Association of REALTORS®: MSAR, the Association, Board of Directors
- Executive Vice President: EVP or AE (Association Executive)
- Georgia Association of REALTORS®: GAR, the Georgia State Association
- National Association of REALTORS®: NAR, the National Association

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ACCOUNTING AND BUDGET PROCEDURES:

(1) The Accounting procedures will be aligned as much as possible with the Committees. The fiscal year will be October 1 through September 30, inclusive. Each Committee will submit a proposed budget for the next fiscal year to the Budget and Finance Committee.

- (2) The annual budget will consist of the following provisions as a minimum of:
 - (a) The anticipated income by accounting category.
 - (b) The anticipated expenses by accounting category.
- (3) The proposed annual budget will be submitted to the Board of Directors at the August meeting.
- (4) Any changes requested and not approved by the Board of Directors will be submitted to the Budget and Finance Committee. A revised budget proposal will be presented to the BOD at the September meeting.

FINANCIAL STATEMENT:

A monthly Financial Statement shall be prepared, reviewed by the Treasurer and presented to the Board of Directors for filing.

BAD CHECKS (NSF OR CLOSED ACCOUNT):

Returned checks will not be re-deposited. A telephone call by Association Staff will be made to the signer of the NSF check. The Member will be given five (5) business days to replace the check with cash, cashier's check, certified check, or money order. There will be a \$50.00 returned check fee applied that also must be paid when the check is replaced. If the Member does not replace the check within the five (5) business days' period, the original charge which the check was intended to pay and the \$50.00 returned check fee, shall be reported to the Broker.

BANKING RELATIONSHIPS/CORPORATE RESOLUTIONS:

Utilization of any financial institution for savings, checking, investments, etc., shall be only as authorized by the Board of Directors through Corporate Resolution. New signature cards will be prepared annually for all accounts. The AE is authorized to transfer funds electronically within bank accounts to maintain appropriate balances in the operating and payroll accounts.

DEPOSIT AND EXPENDITURES:

- The Board of Directors shall authorize the accountant firm of Hargrave, Freeman & Leto, P.C., 151 North Main Street, Jonesboro, GA 30236, to administer the day-to-day finances of the Association.

DEPOSIT AND EXPENDITURES: (Continued)

- All monies received by the Board for any purpose shall be deposited to the credit of the Board in a financial institution or institutions selected by resolution of the Board of Directors.
- All bank accounts for the benefit of the Association shall be approved by two-thirds (2/3) vote of the Board of Directors.
- All checks drawn upon an account of The Metro South Association of REALTORS[®], Inc. shall have two (2) authorized signatures, which may be any one of the following elected officers: the Treasurer, the President, or the President-Elect, **plus** the Association Executive or the duly authorized assistant designated by the Board of Directors.

SECURITY:

A safe is maintained in the Association office. The Association Executive and full-time Staff Members shall know the combination to the safe.

BOARD ATTORNEY (USE OF LEGAL COUNCIL):

All contacts, of whatever nature, to the Board's Attorney must be made through the Association Executive or the President in all matters concerning the Board. Individual Members contacting the Board's Attorney, on their own behalf, will be responsible for any fees charged.

EDUCATION, EVENTS, AND CONTRACTS:

A Committee Chair or Member shall have authority for expenditure, if it is within the Committee's budget. If the Committee has no budget, the Committee Chair must have approval from the Executive Committee or Board of Directors.

Any and all expenses, e.g. speakers, meeting room deposits, contracts for events must be approved by the Executive Committee or Board of Directors and signed by the Association Executive to assure the monies are within the budget of the Committee.

The Association Executive shall receive approval of expenditure from the Executive Committee or Board of Directors if the expenditure is not in compliance with budget.

RECORD RETENTION

It is the Policy of The Metro South Association of REALTORS® ("Association") that the following records shall be maintained for at least the periods of time set forth below.

No employee, officer or director of the Association shall destroy any of the below referenced records without following the procedures set forth herein. The Association Executive (AE) shall be responsible for periodically reviewing the records of the Association for compliance with this policy. No records of the Association shall be destroyed except under the supervision of the Association Executive.

Any officer of the Association shall have the right to suspend the destruction of any records of the Association for thirty (30) days upon written notice to the Association Executive specifying the records not to be destroyed during this thirty (30) day period of time period.

Type of Document	Minimum Requirement
Accounts Payable Ledgers and Schedules	7 years
Bank Reconciliations	7 years
Bank Statements	7 years
Bills of Sale	7 years
Checks	10 years
Contracts (still in effect)	Length of contract plus 7 years
Correspondence (general)	2 years
Correspondence (with vendors)	7 years
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses/Expense Distribution Schedules	7 years
Insurance Policies, etc.	Length of policy plus 10 years
Internal Audit Reports	3 years
Inventories of Products, Materials, and Supplies	7 years
Invoices (to customers, from vendors)	7 years
Legal Opinions, Lawsuits and Correspondence Regarding Legal Matters	10 years
Membership Applications and Records	Permanently
Minute Books, Constitution and Bylaws, and Articles of Incorporation	Permanently
Notes and Deeds to Secure Debt	Length of instrument plus 7 years
Outside Audit Reports	20 years
Payroll Records and Summaries	7 years
Personnel Files (terminated employees)	7 years
Records of Ethics Hearings and Commission Arbitrations	10 years
Retirement Records	10 years
Tax Returns and Worksheets	20 years
Trademark Registrations and Copyrights	Permanently
Withholding Tax Statements	7 years
Year-End Financial Statements	20 years

(Note: Policy provided by the Georgia Association of REALTORS®.)

PAYMENT OF MEMBER FINANCIAL OBLIGATIONS:

(Amended By Board of Directors on 04/28/09)

Purpose: The Association policy for non-payment of dues obligation is as found in Article X, Sections 3-4 of the Constitution and Bylaws. The Bylaws are quite specific and the procedures are intended to be the same for all financial obligations owed to The Metro South Association of REALTORS®.

- Dues invoicing will occur during the months of July and August.
- Unless a Member elects to participate in an MSAR “*Membership Credit Card Payment Plan and Agreement*” – see Appendix “B”, all dues invoiced will be payable on or before September 30 (due dates that fall on either a Saturday or Sunday shall become due on the first Monday following the actual due date.
- **Penalties for Renewing Members:** If Board dues are not paid on or before September 30, a penalty of \$50.00 shall be due from October 1 - October 31 (whether or not said days are on a weekend), and an additional penalty of \$25.00 shall be imposed for each month (or portion) late thereafter.
- **Penalties for New Members:** If Board dues are not paid within 30 days of Membership to a Member Firm or Brokerage Company, a penalty of \$50.00 shall be imposed for day 31 (whether or not said days are on a weekend). Additionally, a fine of \$25.00 shall be imposed for each 30-day period (or portion) late thereafter.
- **Administrative Fee for New Members:** If within 72 hours of applying for membership and paying dues a **new** Member elects to leave MSAR, the Member shall receive a full refund. After 72 hours and up to thirty (30) days thereafter, a **new** Member requesting a refund shall be charged an administrative fee of \$50.00; and the fee shall be subtracted from the amount paid to MSAR.
- The right to waive late fees associated with dues or other administrative fees shall be at the discretion of the Board of Directors.

BOARD OF DIRECTORS:

As prescribed in the Constitution and Bylaws of this Association, the Board of Directors serves as the governing body of the Board and consists of the Elected Officers and twelve (12) REALTOR[®] Members of the Board. Additionally, fourteen (14) MSAR Members, serving as State Directors of the Georgia Association of REALTORS[®], serve on the Board in a non-voting capacity. The Officers and the Immediate Past President of the Board shall serve on the Executive Committee as voting Members of the Board of Directors.

Purpose: The Board of Directors, vested with all corporate powers, shall approve changes to the Constitution and Bylaws and establish the Policies and Procedures for The Metro South Association of REALTORS[®].

Composition, Terms & Limits: As defined in the MSAR Bylaws Article XI-Officers, Directors & Association Executive, Sections 1-6, and Article XII, State (GAR) Directors.

Quorum: As defined in the MSAR Bylaws, Article XIII-Meetings, Section 5, Quorums.

Duties and Responsibilities:

- All corporate powers shall be vested in the Board of Directors who shall also establish Policies and Procedures of The Metro South Association of REALTORS[®].
- Shall administer the finances of The Metro South Association of REALTORS[®] and shall have authority to appropriate money.
- Shall have full power to borrow money, to issue notes, bonds or certificates of indebtedness as may be deemed necessary to carry out the objectives and purposes of the Metro South Association.

Removal of Officers and Directors: As defined in the MSAR Bylaws Article XI, Section 5.

- May employ, or may empower the President to employ, an Association Executive and may otherwise prescribe functions of the Executive Vice President. The Board of Directors may also authorize the employment of such other persons as may be deemed necessary to properly conduct the activities of The Metro South Association of REALTORS[®] and may employ legal counsel and fix the terms of compensation for services rendered.
- Shall have full power in establishing the amount of bond to be furnished by the person or persons entrusted with the funds of The Metro South Association of REALTORS[®]. All Members of the Board of Directors, Chairs, and Staff shall be covered under general liability insurance through **NAR Errors & Omission**.
- Absence from two (2) consecutive or three (3) cumulative meetings of the Board, *without an excuse deemed valid by the Board of Directors*, shall constitute automatic resignation; and the Member shall be notified by e-mail and letter.

Note: It shall be the duty of the Association Executive to designate an individual to keep the records of the Association and to carry on all necessary correspondence by e-mail and letter with the National Association of REALTORS[®] and the Georgia Association of REALTORS[®].

EXECUTIVE COMMITTEE:

Purpose: The Executive Committee shall serve as the policy review and steering committee and shall be responsible to the Directors for the effective conduct of the affairs of The Metro South Association of REALTORS[®]. Additionally, the Executive Committee shall recommend the formulation of Association missions, goals, objectives and related policies and within that framework plan, organize, coordinate, control, and direct the staff, programs, and activities of The Metro South Association of REALTORS[®].

Composition & Terms: As defined in the MSAR Bylaws, Article XIV - Committees.

Restrictions: All Executive Committee meetings will be closed except for the Association Executive, unless otherwise permitted by the President.

Quorum: More than fifty percent.

Reporting: To the Board of Directors.

Duties and Responsibilities:

- Is empowered by the Bylaws to act on behalf of the Board of Directors between meetings of the Board, except that the Committee may not amend the Association's Constitution and Bylaws.
- Meets at the call of the President or Association Executive.

PRESIDENT:

Purpose: The President shall be the Chief Elected Officer of The Metro South Association of REALTORS® and shall have general and active management of the business of The Metro South Association of REALTORS®, shall see that all orders and resolutions of the Board of Directors are carried into effect, and shall have the power and duties usually vested in the office of President of a corporation.

Term: One (1) Year.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Serves as the Chair of the Board of Directors.
- Serves as the Chair of the Executive Committee.
- Serves as the Chair of all Special Meetings and General Membership Meetings.
- Serves as the Chair of at least two (2) yearly Broker/Owner events and shall interview and select the speakers.
- Serves as the Chair of the Strategic Planning Committee and holds semi-annual or as-needed Committee meetings.
- Appoints a Chair for the Standing Committees of the Metro South Association (see Committee descriptions re the selection of the Committee Members and Vice-Chairs), and may appoint, with the approval of the Board of Directors, such other Committees and Task Force Groups as needed. (Task Force Groups are appointed to evaluate, develop and recommend courses of action on specific subjects. Those Task Force Groups will normally expire after one year unless a longer period of time is needed.)
- Serves as a Member of the Administration and Operations (A&O) Committee and as an ex-officio non-voting Member of all Standing and Special Committees, except the Arbitration and Professional Standards, Grievance, Nominating, Regional Leadership Development, and Special Awards Committees.
- Coordinates a “Local Leadership Training Program” to which all Members of the Board of Directors, Committee Chairs, Vice-Chairs, and potential new Leaders will be invited. As part of the Local Leadership Training Program, shall distribute and review the Association’s Constitution and Bylaws, Policies and Procedures Manual, and Strategic Plan.
- Makes appointments to fill any vacancies in offices and vacancies in the Board of Directors.
- Serves as the official spokesperson for The Metro South Association of REALTORS® and can, at the President’s discretion, appoint a spokesperson for the Association.
- Is encouraged to become a Member of the Women’s Council of REALTORS®.

PRESIDENT: (Continued)

- Attends the Association’s “*New Member Orientation*” programs or assigns a Member of the Leadership Team to attend each Orientation.
- Attends the Annual GAR Professional Standards Training (mandatory).
- Performs such other duties as directed by the Executive Committee or the Board of Directors.
- Depending upon the current budgeted finances of the Association:
Attends the two (2) Georgia Association of REALTORS® Conventions and other meetings authorized by the Board of Directors, and attends the Leadership Development Conference (LDC) at GAR’s Inaugural meeting.
- Attends meetings of the Metro Alliance Group (consisting of the following Associations: ABR, Atlanta Commercial Board, DeKalb, Metro South, and NAMAR).
- Composes/writes a minimum of six (6) President’s Messages for the Association’s Newsletter and works with the Association Executive to produce the monthly publication.
- At the President’s discretion, selects a “*Volunteer of the Quarter*”. Such recognition certificate, prepared by the President or AE, will be presented at the General Membership Luncheons.
- At the end-year General Membership Luncheon, the *outgoing* President may select and present on behalf of the Association, the recipient of *The J.L. Christian Memorial Award* (this Award is presented to a REALTOR® Member who most exemplifies the REALTOR® Spirit); the *President’s Award*; and an appropriate recognition award or gift to all Officers, Directors, and Committee Chairs who served with the President during the current year. (The cost of the awards is to be budgeted at the annual Budget and Finance Committee meeting.)
- Serves as President-Elect of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

President’s General Refundable Expenses:

The President shall attend and be reimbursed for two (2) Georgia Association of REALTORS® meetings and the GAR Convention Leadership (LDC) Training:

Expenses: Convention/Meeting Registration
Airfare or Car Mileage - Allowance as Used by the IRS
Tips, Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(For total amount allowed, refer to the Annual Budget approved by the Board of Directors. To be reimbursed, complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

PRESIDENT-ELECT:

Purpose: The President-Elect shall, in the absence of the President, or at any time when requested to do so by the President, discharge the duties of the President. The President-Elect shall succeed to the Office of President.

Term: One (1) Year

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves as Vice-Chair of the Board of Directors.
- Serves as Vice-Chair of the Executive Committee.
- Serves as Vice-Chair of Strategic Planning Committee.
- Chairs the Programs Committee. Duties include interviewing and selecting speakers for four (4) General Membership luncheons and selecting musical entertainment for the year-end business meeting.
- Chairs the Nominating Committee.
- Chairs the Sponsorship (“Partnership”) Committee.
- Serves as a Member of the Budget and Finance Committee.
- Assists the President in planning and implementing two (2) yearly Broker/Owner events.
- Serves as an ex-officio non-voting Member of all other Standing and Special Committees, except the Arbitration and Professional Standards, Grievance, Regional Leadership Development and Special Awards Committees.
- Cooperates with the Board Committee Chairs in selecting their respective Vice-Chairs.
- Attends the Annual GAR Professional Standards Training (mandatory).
- Attends meetings of the Metro Alliance Group (consisting of the following Associations: ABR, Atlanta Commercial Board, DeKalb, Metro South, and NAMAR).
- Depending upon the current budgeted finances of the Association, attends: The National Association of REALTORS® “*Leadership Summit*”, the National Association of REALTORS® Annual Conference & EXPO, and other meetings authorized by the Board of Directors, including the Leadership Development Conference (LDC) at the Georgia Association’s Inaugural Meeting.

PRESIDENT-ELECT: (Continued)

- Performs such other duties as directed by the President, Executive Committee, or the Board of Directors.
- Serves as a Trustee of The Metro South Association of REALTORS[®] EDUCATION FOUNDATION.

President-Elect Refundable General Expenses:

Depending upon the current finances of the Association, the President-Elect shall attend the NAR “*Leadership Summit*” usually held in Chicago, IL (NAR provides two nights’ lodging and certain meals), and the NAR Conference & EXPO.

Expenses: Convention/Meeting Registration
Airfare or Car Mileage - Allowance as Used by the IRS
Tips/Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(For total amount allowed, refer to the Annual Budget approved by the Board of Directors. To be reimbursed, complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

IMMEDIATE PAST PRESIDENT:

Purpose: To support and advise the President and Board of Directors. In the absence of the President and President-Elect, shall discharge the duties of the President and performs such other duties as directed by the President, Executive Committee or the Board of Directors.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Board of Directors.
- Serves on the Executive Committee.
- Serves on the Strategic Planning Committee.
- Attends the Association's two (2) yearly Broker/Owner events.
- Attends Annual GAR Professional Standards Training (mandatory).
- Serves as the Chair of the Association's "Leadership Committee" (to annually train incoming Leadership).
- Performs other duties as directed by the Board of Directors.
- Serves as President of The Metro South Association of REALTORS[®] EDUCATION FOUNDATION.

TREASURER: (Elected Position)

Purpose: The Treasurer shall be the Chief Financial Officer of The Metro South Association of REALTORS[®] and shall serve as a liaison between the Budget and Finance Committee, the Executive Committee, and Board of Directors.

Term: One (1) Year.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee and the Board of Directors.
- Serves as Chair of the Budget and Finance Committee.
- Serves on the Administration and Operations (A&O) Committee.
- Serves on the Strategic Planning Committee.
- Maintains accurate accounts of the receipts and disbursements of the funds of The Metro South Association of REALTORS[®].
- Insures that all monies and other valuable effects of the Association are maintained in such depository as may be designated by the Board of Directors and shall cause proper vouchers for such disbursements to be deposited.
- Insures a detailed record of income and expenses and renders a statement of The Metro South Association of REALTORS[®] accounts to the Board of Directors.
- Insures that accounting procedures of The Metro South Association of REALTORS[®] are aligned, as much as possible, with the Committees of the Association.
- Prepares the Annual Budget of the Metro South Association to consist of the anticipated income by accounting category, the anticipated expenses by accounting category and timeframe, the authority to obligate funds by Officer and Committee, and the frequency of that authority. Such budget to be approved by the Board of Directors.
- Renders to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of The Metro South Association of REALTORS[®].
- Attends the Metro South Association Annual Leadership Development Training and the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as the Treasurer of The Metro South Association of REALTORS[®] EDUCATION FOUNDATION.

VICE PRESIDENT OF ADMINISTRATION:

Purpose: The Vice President of Administration shall be the Secretary of The Metro South Association of REALTORS[®], and shall serve as a liaison between the Board of Directors and the Administration and Operations (A&O), Board Store, Constitution and Bylaws/ Policies and Procedures Committees, Festival of Trees (Special Committee), and the Metro South Association's MLS Liaison.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors as the Secretary of the Association.
- Serves on the Strategic Planning Committee.
- Records (or shall cause to be recorded) the minutes of all proceedings of the Board of Directors and of the Members in regular meetings.
- Issues (or shall cause to be issued) proper notice of all meetings of the Board of Directors.
- Keeps and authenticates the records of the Association and records of the Board of Directors and carries on all necessary correspondence with the National Association of REALTORS[®] and the Georgia Association of REALTORS[®].
- Attends meetings of assigned Committees as frequently as possible and serves as an advisor.
- In the absence of the respective Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS[®] Annual Leadership Development Training.
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as Secretary of The Metro South Association of REALTORS[®] EDUCATION FOUNDATION.

VICE PRESIDENT OF GOVERNMENTAL AFFAIRS AND COMMUNITY SERVICES:

Purpose: The Vice President of Governmental Affairs and Community Services shall serve as a liaison between the Board of Directors and the Government Affairs/Legislative Committee, the REALTORS® Political Action Committee (RPAC), the Communications/ Public Relations Committee, the Community Affairs Committee, and the Political Communications Director (PCD).

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors.
- Serves on the Strategic Planning Committee.
- Participates in monthly Government and Community Affairs meetings, as an “Ambassador” for the Metro South Association, in those areas in which the Association serves.
- Keeps abreast of local political issues and the local representatives of the areas in which the Metro South Association serves.
- Attends meetings of assigned Committees as frequently as possible and serves as an advisor.
- In the absence of the respective Committee Chairs and the Political Communications Director, reports the activities of said Committees or Director to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends meetings of the Metro Alliance Group (consisting of the following Associations: ABR, Atlanta Commercial Board, DeKalb, Metro South and NAMAR).
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training.
- Attends Annual GAR Professional Standards training (mandatory).
- Attends the Association’s yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

VICE PRESIDENT OF MEMBER SERVICES:

Purpose: The Vice President of Member Services shall serve as a liaison between the Board of Directors and the Membership Committee, Circle of Excellence Committee, Special Awards Committee, and the REALTOR[®] of the Year Committee.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee and the Board of Directors.
- Serves on the Strategic Planning Committee.
- Attends meetings of assigned Committees as frequently as possible and serves as an advisor.
- Along with the Membership Committee, entertains Member concerns and/or requests and presents them to the Board of Directors, together with recommendations for resolving such issues.
- In the absence of the other respective Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS[®] Annual Leadership Development Training.
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT:

Purpose: The Vice President of Professional Development shall serve as a liaison between the Board of Directors and the Education/Orientation Committee, Equal Opportunity/Cultural Diversity Committee, Grievance Committee, Professional Standards Committees.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors.
- Serves on the Strategic Planning Committee.
- Attends meetings of assigned Committees (excepting Grievance and Professional Standards) as frequently as possible and serves as an advisor.
- In the absence of the Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends The Metro South Association of REALTORS® Annual Leadership Development Training.
- Assists the Immediate Past President plan and implement the Association's Regional Leadership Training Program (to train incoming Leadership).
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

LOCAL (MSAR) DIRECTORS (Votes on Local Metro South Association issues)

Purpose: See MSAR Constitution and Bylaws, Article XI, Sections 3-5.

Term: See Bylaws.

Duties and Responsibilities:

The Local Director shall serve as a liaison between the Membership of The Metro South Association of REALTORS[®] and the Board of Directors and is responsible for and accountable to the General Membership to:

- Be knowledgeable about The Metro South Association of REALTORS[®] Constitution and Bylaws, Policies and Procedures, Strategic Plan, budget, programs and services;
- Attends meetings of the Board of Directors, participates in discussions of agenda items (remembering that they are representing the Membership as a whole), and reports on real estate-related situations;
- Be familiar with proper parliamentary procedure (Robert's Rules of Order);
- If appointed, serves as a liaison to a Committee or Task Force of The Metro South Association, be conscientious in attendance and in advising the Board of Directors of any pertinent matter;
- Be available to meet with the Board on its programs and educational conferences;
- Encourages REALTOR[®] Members to develop their professional skills and to enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS[®]; and
- Be available to serve as the Board's representative at meetings of allied organizations.
- Attends the Association's yearly Broker/Owner events.
- Attends Annual GAR Professional Standards Training (mandatory).

STATE (GAR) DIRECTORS: (See Constitution and Bylaws, Article XII, Sections 1-6)

Duties and Responsibilities:

The State Director shall serve as a liaison between the Membership of The Metro South Association of REALTORS® and the Membership of the Georgia Association of REALTORS®, and is responsible for and accountable to the membership of both organizations to:

- Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies and Procedures, Strategic Plan, programs and services;
- Attends meetings of the Region Caucuses and the Board of Directors, participates in discussions of agenda items (remembering that they are representing the Georgia Association as a whole) and reports on real estate-related situations within the Member's Board or Region;
- Be familiar with proper parliamentary procedure (Robert's Rules of Order);
- If appointed to serve as a liaison to a Committee or Task Force of the Georgia Association of REALTORS®, be conscientious in attendance and in advising the Board of Directors of any pertinent matters;
- Be available to meet with GAR on its programs and educational conferences; and
- Encourages Members to participate in all Georgia Association meetings and conventions, as well as any National Association or Georgia Association educational seminar being conducted within the proximity of The Metro South Association of REALTORS®.
- State Directors are encouraged to attend the Metro South Association's yearly Broker/Owner events.

ATTENDANCE AT STATE CONVENTIONS:

State Directors shall attend the two Annual GAR Conventions. If attendance is not possible, notice shall be given to the MSAR AE to allow time for an alternate Director to be named for purposes of voting representation for the Association. Metro South Association State Directors must register for the meetings. In accordance with the current MSAR budget, the Board shall reimburse each State Director for expenses incurred at each GAR Convention.

To be eligible for reimbursement, the following criteria must be met:

- Must attend the closing GAR Board of Directors meeting.
- Complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

NAR DIRECTOR:

Purpose: The NAR Director of The Metro South Association of REALTORS® shall serve as a liaison between the Membership of The Metro South Association of REALTORS® and the Membership of the National Association of REALTORS®.

Term: One (1) Year – Appointed by the President.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Must be current or past Member of The Metro South Association of REALTORS® Board of Directors.
- Attends The Metro South Association of REALTORS® Annual Local Leadership Training Program.
- Attends the two (2) National Association of REALTORS® Conventions as a “voting Member” representing the Board of Directors of The Metro South Association of REALTORS®.
- Presents a verbal report at the MSAR Board of Directors meetings.
- Encouraged to attend the Association’s yearly Broker/Owner events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

Note: The National Association of REALTORS® Constitution states that local Boards with a Membership of 2,000 or more Members shall be entitled to a Director. The NAR Constitution requires that yearly July 31 Membership counts be used to calculate NAR Director Entitlement.

Depending upon the current finances of the Metro South Association, the NAR Director shall be reimbursed for attendance at the two NAR Conventions – see Annual Budget for amount.

To be eligible for reimbursement, the following criteria must be met:

- Must attend the closing NAR Board of Directors meeting.
- Complete a Request for Reimbursement (Expense Statement) form and submit to the AE, along with a copy of the original receipts.)

ASSOCIATION EXECUTIVE: (See MSAR Bylaws, Article XI, Section 6)

Purpose: Shall be an employee hired by the majority consent of the Executive Committee, subject to final approval by the Board of Directors, and shall be the Staff liaison between the President, the Executive Committee, and the Board of Directors.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Responsible for the day-to-day operations of The Metro South Association of REALTORS®.
- The Association Executive shall maintain the records of the Association and attend to all necessary correspondence, including NAR & GAR. In accordance with the job description currently on file, the Association Executive is responsible for and accountable to the Board to:
- Present all communications received to the President first and then to the Board;
- Prepare schedules of meetings and events for the year and notify all Board Members of regular and special meetings, and prepares the Association's Newsletter publications;
- Prepare agenda and minutes for the Executive Committee, Board of Directors, Equal Opportunity/Cultural Diversity, Grievance and Professional Standards Committees;
- Insure that proceedings of meetings of Members and Directors, all correspondence received, books, reports, and documents are properly kept and filed;
- Maintain books, records, papers and seal of the corporation, and affix the seal where necessary under the direction of the Vice President of Administration or as delegated by the Board;
- Maintain revisions to the governing documents, including but not limited to, the Constitution and Bylaws, Employee Handbook, Policies and Procedures Manual, Strategic Plan, and Committee Structure, and publish and distribute such revisions to the proper agencies (i.e. NAR, IRS, Board Accountant);
- Receive all monies due the Board, from all sources, providing a full account to the Treasurer at the earliest practicable time;
- Insure that Member companies holding Non-Member (Salesperson) licensees are compliant with Membership requirements;
- Insure that the Articles of Incorporation and the Constitution and Bylaws of the Board are recorded or filed, as notice to the public, when State law permits or requires such recording or filing; and
- Insure that the provisions of the Constitution and Bylaws are followed and inform the Board of Directors of any inappropriate operation contrary to the Bylaws.

ASSOCIATION EXECUTIVE GENERAL EXPENSES:

Depending upon the current finances of the Association, the Association Executive shall be reimbursed for attendance at the two (2) GAR Conventions, GAR AE meetings, NAR AE Institute, the NAR “*Leadership* Summit”, and the NAR Conference & EXPO. Any other Association meetings will require approval of the Executive Committee.

Expenses: Convention/Meeting Registration
Airfare or Car Mileage (Allowance as Used by the IRS)
Tips/Shuttle or Taxi
Hotel – Number of Nights as Determined by Official Program
Meals – Three Meals per Day

(For the total amount allowed for all of the above functions, refer to the Annual Budget approved by the MSAR Board of Directors.)

Board Committees

Standing Committees are prescribed in the Association's Constitution and Bylaws. The President has the authority to appoint Special Committees, as deemed necessary, subject to confirmation by the Board of Directors.

Standing Committees of the Board:

Administration and Operations (A&O)
Budget and Finance
Communications/Public Relations
Constitution and Bylaws/Policies and Procedures
Education and Orientation
Equal Opportunity/Cultural Diversity
Grievance*
Legislative and Government Affairs
Membership
Political Communications Director (PCD)
Professional Standards*
Programs
Real Property (*Reports to Education Foundation*)
REALTORS[®] Political Action (RPAC)
Sponsorship (Partnership)
Strategic Planning

Special Committees of the Board:

Board Store
Circle of Excellence (COE)
Community Services/Special Social Functions
Nominating
REALTOR[®] of the Year
Special Awards

- With the exception of the Executive, Nominating, Programs, Sponsorship and Professional Standards Committees, the President shall appoint all Committee Chairs. The Chairs shall select the Committee Members, with the approval of the President. The Chairs, in cooperation with the President-Elect, shall select the Committee Vice-Chairs.
- The President and the Vice Presidents are accountable for the work of the Committees and shall be notified of Committee meetings.
- **Each Committee Chair is encouraged to attend the Board of Directors meetings and be prepared to report to the Board on the activities of their Committee. If the Chair is unable to attend, the Chair shall communicate the Committee's activities to their respective Vice President in a timely manner to allow the Vice President sufficient time to prepare the Committee report.**

** Appointments to the Grievance and Professional Standards Committees shall be consistent with the Multi-Board Professional Standards Enforcement Agreement of the Association.*

ADMINISTRATION AND OPERATIONS COMMITTEE (A&O):

Purpose: The Administration and Operations Committee of The Metro South Association of REALTORS® shall advise the Board of Directors concerning personnel policies, administrative policies and personal property through the Vice President of Administration.

Term: One (1) Year for the Chair and Vice-Chair.

Reporting: To the President, Treasurer, and Board of Directors.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of two (2) other REALTOR® Members.
- Prepares, or causes to be prepared, the budget for the Administration and Operations Committee that shall consist of the wages, bonuses and other costs as inherent expenses of such wages of the Staff of The Metro South Association of REALTORS®.
- Prepares, or causes to be prepared, the budget for the Administration and Operations Committee that shall consist of the general fixed operating income/expenses of the Real Assets and fixed/variable costs of operations of The Metro South Association of REALTORS®.
- Assists the AE in interviewing and selecting Staff Employees.
- The Chair attends Board of Directors meetings and is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

BOARD STORE COMMITTEE:

Purpose: The Board Store Committee shall advise the Board of Directors concerning the Board Store Operations through the Vice President of Administration.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and the Vice President of Administration.

Duties and Responsibilities

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of two (2) other REALTOR[®] Members.
- Maintains an inventory of items maintained in The Metro South Association of REALTORS[®] Board-Operated Store.
- Operates the Board Store within the limits of the budget of The Metro South Association of REALTORS[®].
- Maintains, or causes to be maintained, a detailed record of Sales, Expenditures and General Expenses.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

BUDGET AND FINANCE COMMITTEE:

Purpose: The Budget and Finance Committee prepares the Annual Budget for submission to the Board of Directors.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and the Board of Directors.

Duties and Responsibilities:

- Chaired by the Treasurer of The Metro South Association of REALTORS®.
- The Committee consists of the Chair and a minimum of six (6) other REALTOR® Members to include the President and President-Elect, Chair of the Administration and Operations (A&O) Committee, and three (3) at-large REALTOR® Members selected by the Chair, plus any additional Members as shall be determined/approved by the President.
- Prepares a detailed record of income and expenses and renders a statement of The Metro South Association of REALTORS® budget proposal to the Board of Directors at the requested scheduled meeting.
- Prepares the accounting procedures of The Metro South Association of REALTORS® to be aligned, as much as possible, with the Committees of the Association.
- Prepares the Annual Budget of The Metro South Association of REALTORS® to consist of the anticipated income by category, the anticipated expenses by category and timeframe, and the authority to obligate funds by Officer and Committee and the frequency of that authority.
- Prepares such other reports as directed by the President, the Executive Committee, or the Board of Directors.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.

CIRCLE OF EXCELLENCE COMMITTEE (COE):

Purpose: To function as an Applications Committee charged with the responsibility of qualifying Members for the award in accordance with established guidelines through the Vice President of Member Services.

The rules, qualifications, categories, type of awards, the awards venue, and the admission fees are recommended by the COE Committee and approved by the Board of Directors.

This Committee is self-sustaining, developing its own budget with the approval of the Board of Directors.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Member Services.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of at least five (5) REALTOR[®] and Affiliate Members.
- Meetings are scheduled by the AE, at the request of the Chair.
- The purpose of the meetings is to organize the schedule, including dates for submission of applications, applications review, the awards ceremony, and to develop a budget and fund-raising strategies.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE:

Purpose: This Committee shall be responsible for coordinating information for publications in the Association's Newsletter; i.e. educational seminars, Circle of Excellence, educational designations, quarterly meeting program information, articles by the President, etc. Also responsible for promoting the Association and the REALTOR® image to the general public by supplying information of public interest to the outside media through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair, the Vice President of Governmental Affairs and Community Services, and the desired number of at-large REALTOR® and Affiliate Members.
- Meets monthly to assist the Association Executive plan and review material for the Association's Newsletter and media releases, and reviews the Newsletter draft prior to publication.
- Solicits input from various Committees and promotes participation in Association programs to the Members of the Metro South Association.
- Promotes the REALTOR® image to the general public.
- Encourages Members to submit articles for possible publication in the Georgia REALTOR® magazine and/or publications of the National Association.
- The Chair attends Board of Directors meetings and is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

COMMUNITY SERVICES AND SPECIAL SOCIAL FUNCTIONS:

Purpose: To conduct all Metro South Association-sponsored Community Service activities and Social functions, as approved by the Board of Directors and in accordance with its Strategic Plan, through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair.

Reporting: To the President, Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- In accordance with the Association's Strategic Plan, conducts all Metro South Association-sponsored Community Service projects (i.e. "Coats for Kids") and Social functions, as approved by the Board of Directors.
- Works in conjunction with the Communications/Public Relations Committee and this Committee's submission of media releases that result in favorable publicity for the Association.
- The Chair (Liaison) attends Board of Directors meetings.
- The Chair (Liaison) is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

CONSTITUTION AND BYLAWS/ POLICIES AND PROCEDURES COMMITTEE:

Purpose: This Committee shall prepare revisions or amendments to the Constitution and Bylaws and the Policies and Procedures Manual of The Metro South Association of REALTORS® and shall prepare official resolutions and proclamations as directed by the Executive Committee or the Board of Directors through the Vice President of Administration.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, Vice President of Administration, and the General Membership (Constitution and Bylaws).

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR® Members. One of the three REALTOR® Members shall be appointed as the Parliamentarian of the Association. The Parliamentarian shall attend the meetings of the Board of Directors and advise the President on matters of the Constitution and Bylaws and Parliamentary Procedures.
- Drafts revisions or amendments to the *Constitution and Bylaws* of The Metro South Association of REALTORS® as directed by the Board of Directors and/or the National Association of REALTORS®.
- Drafts revisions to the *Policies and Procedures Manual* of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Drafts official resolutions and proclamations of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Drafts documents expounding policy position or expression of The Metro South Association of REALTORS® as directed by the Board of Directors.
- Insures that proposed changes to the Bylaws are published as required in the Constitution and Bylaws, Article XVIII – Amendments.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

EDUCATION AND ORIENTATION COMMITTEE:

Purpose: To work in partnership/cooperation with the MSAR Director of Education and the MSAR Education Foundation, make recommendations to the Board of Directors concerning the education program of the Association, and conduct the education program of the Association through the Vice President of Professional Development.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and the Vice President of Professional Development.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of ten (10) other Members, six of which must be REALTOR[®] Members. (Members should reflect the diversity of the Association, its Societies, and Councils (including Women's Council) and also reflect the varied size offices.
- Schedules classes by working with the Association Director of Education.
- Plans topics for such classes, obtain the speakers, schedule and implement programs.
- Consideration shall be given to providing continuing education credit, professional development and approved courses of the Georgia Real Estate Commission.
- Classes shall be provided at a minimal cost to the Members of The Metro South Association of REALTORS[®]. A higher fee shall be charged to Non-Members, providing there is space available.
- Conducts the Orientation Program of the Association in accordance with the Directives of the National Association of REALTORS[®] and keeps the Board of Directors informed of any changes in the directives.
- Notifies the AE of any Educational Awards to be ordered and presented; notifies the Membership Committee when each Member has completed the Orientation Program; and hires professional Instructors within the limits of the approved authority to obligate funds.
- The Chair attends Board of Directors meetings and presents the Education Program to the Board, at the Metro South Association's yearly Broker/Owner events, and at the General Membership meetings.
- Performs such other duties as directed by the Education Foundation, President or the Board of Directors.

EQUAL OPPORTUNITY/CULTURAL DIVERSITY COMMITTEE:

Purpose: To create opportunity for positive exchange among diverse groups through community outreach, education and cultural diversity awareness through the Vice President of Professional Development.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and the Vice President of Professional Development.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR[®] and two (2) Affiliate Members.
- Meets as necessary with representatives of the Department of Housing and Urban Development (HUD), the State Human Rights Agency, and representatives of the Community Housing Resources Board to assess progress.
- Hosts Fair Housing/Equal Opportunity education programs, cultural proficiency training session, Affordable Housing Specialist designation class for the Leadership Team and Membership
- Encourages cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of the Fair Housing laws to insure equal opportunity for all.
- Promotes initiatives among Membership, i.e. networks with other Boards (EO/CD), contacts local ethnic/diverse organizations, and obtains list of bi-lingual Members.
- Conducts Community Outreach.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.
- **Yearly Budget** - Determine funding needs and sources, i.e. Submission of the Grant Application to NAR annually, Sponsorships, and Producing Income Events.

GRIEVANCE COMMITTEE:

Purpose: The function of the Grievance Committee is clearly distinguishable from the function of the Professional Standards Committee. The Professional Standards Committee is similar to a court. The court adjudicates matters that come before it. The Professional Standards Committee makes decisions on matters involving ethics or arbitration.

If the function of the Professional Standards Committee is understood as similar to a court, *the function of the Grievance Committee can then be understood as similar to that of the grand jury*. A grand jury evaluates potentially criminal conduct to determine whether the evidence and testimony presented warrants indictment and trial.

The Grievance Committee receives ethics complaints and arbitration requests to determine if a hearing is to be warranted. The Committee makes only such preliminary evaluation as is necessary to make these decisions.

While the Committee has meetings, it does not hold hearings; and it does not decide whether Members have violated the Code of Ethics. The Grievance Committee does not mediate nor arbitrate business disputes.

Restrictions: Must have been an active REALTOR[®] for a minimum of three (3) years.

Term: Three (3) Year Terms.

Reporting: To the President, Board of Directors, and Vice President of Professional Development.

Duties and Responsibilities: (See Part Three, NAR Code of Ethics and Arbitration Manual.)

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of five (5) REALTOR[®] Members.
- The Committee holds meetings on an as-needed basis. Meetings are called to insure a timely review of ethics complaints and arbitration requests.
- In evaluating ethics complaints, the Committee may require a written response from the respondent(s). The respondent(s) should be provided with a copy of the ethics complaint and advised that failure to respond may be the basis for a charge of having violated Article 14 of the Code of Ethics.
- In evaluating arbitration requests, the Committee may request a written response to the arbitration request from the respondent(s). If no response is filed within the time allotted, the Grievance Committee shall make its determination as to whether an arbitration hearing should be scheduled based upon the information in the arbitration request.
- Attends Annual GAR Professional Standards training (mandatory).
- The Chair attends Board of Directors meetings and is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE:

Purpose: To keep The Metro South Association of REALTORS® Members abreast of Legislative, Local, State, and National Issues through the Vice President of Governmental Affairs and Community Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR® Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and is to include: the Vice President of Governmental Affairs and Community Services, the RPAC Chair, and other at-large politically-involved Members from the MSAR Association.
- Reviews and is acquainted with legislation that in any manner affects the real estate industry.
- Acquainted with elected public officials and attends meetings affecting the real estate industry, including the Georgia Association of REALTORS® Legislative meetings (when the Georgia General Assembly is in session), and County Commission meetings within the areas which Metro South Association serves.
- Publishes information to the Membership in the Association's Newsletter publication.
- The Chair attends and provides updates at the Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President and Board of Directors.

MEMBERSHIP COMMITTEE:

Purpose: To set goals to increase and maintain Membership through the Vice President of Member Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and Vice President of Member Services.

Duties and Responsibilities: (Enumerated in Article IV – Membership of the MSAR Constitution and Bylaws.)

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR[®] and two (2) Affiliate Members. The make-up of the Committee should comprise a balanced representation of Brokers and Agents.
- The Committee **must** meet monthly.
- Along with the Vice President of Member Services, entertains Member concerns and/or requests and presents them to the Board of Directors, together with recommendations for resolving such issues.
- Communicates with Brokers to increase Membership. A list of all new applicants will be presented to the Board of Directors for its approval. The list will be published in the Association's Newsletter publication.
- Promotes and creates additional benefits of Membership for the Members.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- Performs such other duties as directed by the President or Board of Directors.

NOMINATING COMMITTEE:

Purpose: The Nominating Committee shall be responsible for annually nominating a slate of Officers and Directors to serve The Metro South Association of REALTORS[®], and the GAR State Directors.

Composition:

Chair: The President-Elect

Makeup: Two (2) Active Past Presidents, and Four (4) Active REALTOR[®] Members.

Term: One (1) Year

Reporting: To the Board of Directors and General Membership.

Duties and Responsibilities:

- At the May Board of Directors meeting, the President appoints the Nominating Committee (as a Special Committee), subject to the approval of the Board of Directors.
- The Nominating Committee selects one candidate for each office (except President and Immediate Past President) and one candidate for each position to be filled on the Board of Directors and the State Directors. **The Committee secures the permission of the candidates prior to their name being placed on the List of Nominees.**
- The Slate of Nominees will be presented to the Board of Directors at the June meeting. The Board of Directors may not change the Slate of Nominees.
- **Notification and Election** - Not later than August 15, the Slate of Nominees will have been published in the Association's official Newsletter publication and website; and the Slate of Nominees will have been mailed to each Member Office, with instructions to reproduce for each REALTOR[®] Member in its office.
- Additional Nominations may be made by Petition. The Petition must be signed by a minimum of 25 Active REALTOR[®] Members in good standing. The petition must be received at the Association office no later than the first MSAR Staff work day in September. Notice of additional nominees to the General Membership is not required.
- The Election shall take place at the Annual "General Membership Meeting". The Chair of the Nominating Committee will read the list of Nominees for all uncontested positions to be filled and move that the nominees be elected by majority vote of REALTOR[®] Members present and entitled to vote. The Chair will ask for a 2nd to the motion and a voice vote. **For all positions that have more nominees than positions to be filled, a written ballot will be used.** The ballots will be counted by an Election Committee composed of three (3) REALTOR[®] Members appointed by the President. **No proxy votes will be allowed.**
- In the event that no additional candidates for offices are nominated from the Membership, the Election of Officers and Directors shall be by affirmation upon a motion made and seconded to accept the candidates selected by the Nominating Committee and voted on by a majority of all REALTOR[®] Members present whether or not a quorum is present.

Installation – **The Elected Officers, Treasurer, and Directors will be installed and take office on the first day of January.**

POLITICAL COMMUNICATIONS DIRECTOR (PCD):

Purpose: To annually elect a Political Communications Director (PCD). The Member elected to serve in this position should be reported on the “Local Chair Reporting Form” issued by the Georgia Association of REALTORS®.

Term: One (1) Year.

Reporting: To the President, Board of Directors, the Vice President of Governmental Affairs and Community Services, and the Georgia Association of REALTORS®.

Duties and Responsibilities:

- Provides the necessary information and education to their local Board to enable them to establish a grassroots political network within their Board.
- Assists NAR and GAR with distribution of key political communications to Board Membership.
- Implements programs necessary to maximize Member participation in the REALTOR® political communications network.
- Shall be registered with the REALTOR® Action Center.
- Coordinates with the Federal Political Coordinator (FPC) for Congressional District to maximize efficiency within political network.
- Forms a contact team to assist NAR and GAR with reminder e-mails to Board Members for Calls for Action.
- Works within local Board to increase “Call for Action” participation.
- The PCD may serve as local RPAC Chair, Board President or any other leadership position within the same year.
- **The PCD is a Member position and should not be the Association Executive.** (While Association Executives serve an important role in making sure their Membership is equipped with the most up-to-date information, this position is designed for Member to Member communication.)
- The name of the PCD must be submitted to GAR by January 15th for Board/Association credit towards the GAR “Distinguished Service Award”.

(Note: Job Description provided by the Georgia Association of REALTORS®.)

PROFESSIONAL STANDARDS COMMITTEE: (Multi-Board)

Purpose: To provide a means for resolution regarding unethical conduct, contractual and non-contractual disputes in accordance with the Cooperative Enforcement Agreement (**copy of Agreement attached hereto**).

Multi-Board Cooperative Enforcement Agreement:

The purpose of this Agreement is to create NAR-recommended multi-Board professional standards enforcement procedures providing for the appointment of Mediation Officers and the establishment of a joint Professional Standards Committee and an Appeal Panel comprising Members from the following Boards of REALTORS®: the Metro South Association, the Fayette Board, Heart of Georgia Board (Griffin), and Newnan-Coweta Board, for enforcement of the Code of Ethics, including the mediation of disputes and the conduct of arbitration hearings, involving Members of the such multi-Boards to insure impartial and unbiased Hearing Panels for the conduct of hearings on a basis designed to provide this service and meet the responsibilities of the such multi-Boards, on an efficient and effective basis, to better serve their Members.

Number on Committee: Minimum of nine (9) from each Board.

Term: **Members of the Committee are appointed, by the President,** initially in terms of one, two and three years (one-third for each term). New appointments shall be made for three-year terms as each term expires. Members of the Committee shall be eligible for reappointment.

The Cooperative Enforcement Agreement also authorizes the appointment, by the President, of a panel of Mediation Officers to include at least (1) Mediation Officer from each signatory Board.

Reporting: To the President, Board of Directors, and the Vice President of Professional Development.

Duties and Responsibilities of Members:

- Annually, the Chair shall be selected from the Members of the Committee by a majority vote of the Presidents of the Boards which are signatories to the Cooperative Enforcement Agreement.
- Conducts hearings as received from the Grievance Committee.
- Panel Members may not be from the same brokerage firm, related to, or have close affiliation with any party to a complaint.
- Panel Members have the power and authority to hear and determine all matters involving a charge properly made of unethical conduct on the part of any Member within the jurisdiction of the multi-Board. These hearings shall be governed by the National Association of REALTORS® Code of Ethics and Arbitration Manual, which is revised on an annual basis.
- Attends Annual GAR Professional Standards training (mandatory).

COOPERATIVE ENFORCEMENT AGREEMENT

(1) AUTHORITY

The authority for the establishment and utilization of multi-Board professional standards enforcement procedures shall be established by this Agreement approved by the Boards of Directors of the undersigned signatories to this Agreement.

(2) GEOGRAPHIC AREA

The geographic area served by this Agreement shall be the area of the combined territorial jurisdiction assigned by the NATIONAL ASSOCIATION OF REALTORS® to the Boards which are signatories to this Agreement.

(3) PURPOSE

The purpose of this Agreement is to create multi-Board professional standards enforcement procedures providing for the appointment of Mediation Officers and the establishment of a joint Professional Standards Committee and an Appeal Panel comprising members from each signatory Board for enforcement of the Code of Ethics including the mediation of disputes and the conduct of arbitration hearings, involving members of the signatory Boards to insure impartial and unbiased Hearing Panels for the conduct of hearings on a basis designed to provide this service and meet the responsibilities of the signatory Boards on an efficient and effective basis to better serve their members.

(4) COMPOSITION OF TRIBUNALS

- (a) This Agreement authorizes the establishment of a multi-Board Professional Standards Committee. The Professional Standards Committee shall be composed of at least two (2) members in good standing from each signatory Board.
- (b) Limited Regionalization. The signatory Boards to this Agreement will retain their respective Grievance Committees to receive and review ethics complaints and arbitration requests. Similarly, requests for procedural review (arbitration) and appeals (ethics) would be considered by the Board of Directors (or a panel thereof) of the Board that had received and initially processed the complaint or arbitration request. Only the Professional Standards Committees of the Boards would be consolidated so that hearing panelists would be drawn from an expanded "pool."
- (c) The members of the Professional Standards Committee shall be appointed by the Presidents of the respective Boards, subject to confirmation by the respective Boards of Directors, provide that the Presidents shall have the power to appoint, on a timely basis, and without necessity of confirmation by the Boards of Directors, a substitute member to the Committee for any member from their respective Boards who may be disqualified for any valid reason from hearing a particular matter. The Professional Standards Committee Chairperson shall be selected from members of the Professional Standards Committee by a majority vote of the Presidents of the Boards which are signatories to this Agreement.

(4) **COMPOSITION OF TRIBUNALS** (Continued)

There shall be at least nine (9) members of the Professional Standards Committee from each signatory Board and more, if feasible, to handle the anticipated case load without undue stress.

- (d) Members of the Professional Standards Committee shall be appointed initially in terms of one (1), two (2) and three (3) years (one-third for each term). New appointments shall be made for three (3) year terms as each term expires. Members of the Committees shall be eligible for reappointment.
- (e) This Agreement also authorizes the appointment of a panel of Mediation Officers to include at least one (1) such Mediation Officer from each signatory Board. Although utilization of the service of mediation shall be voluntary, and although the process is not defined as a tribunal, all parties to any requested arbitration shall be provided the opportunity to mediate a dispute arising out of a real estate transaction and their relationship as REALTORS[®] prior to the arbitration of the dispute.

(5) **OPERATION**

- (a) Professional Standards hearings and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS[®] as amended from time to time and as adapted to conform to the provisions of applicable state law, and which is hereby agreed shall be considered as adopted and incorporated into the bylaws of each Board signatory to this Agreement.

The respondent's local Board, or the Board through which the respondent gains access to and use of the MLS, will be responsible for administering the procedures and all optional provisions (see Pages 1 and ii of the Code of Ethics and Arbitration Manual) of that Board will control.

- (b) Appeal to an ethics determination rendered by the multi-Board Professional Standards Committee shall be heard by those members of the Committee who did not constitute the original Hearing Panel (For this reason, there should be an adequate number of members appointed to the Committee to provide an Appeal Panel of at least five (5) members.
- (c) Appeal is not provided from the decision of an arbitration panel established under this Agreement, except with respect to a claim by a party alleging deprivation of due process. Such a claim shall be heard by an Appeal Panel as described in (b) above.
- (d) In matters of alleged unethical conduct, any determination rendered by a Hearing Panel of the multi-Board Professional Standards Committee, and as finally determined if appealed, will be provided to the respondent's Board of original jurisdiction for implementation.

(5) **OPERATION** (Continued)

- (e) In matters involving arbitration, any determination rendered by a Hearing Panel of the multi-Board Professional Standards Committee will be provided to each respective party's Board of original jurisdiction for informational purposes. In the event a party to arbitration refuses to pay an award in arbitration, the Board in which the award recipient holds membership shall advise the award recipient to seek judicial enforcement as set forth in Section 56, Part Ten, and in Appendix III, Part Ten of the Code of Ethics and Arbitration Manual.
- (f) In the event a complainant alleges that the respondent has improperly refused to submit a dispute to arbitration, the allegation shall be brought before a tribunal of five (5) members selected from the Board of Directors of the signatory Boards to be appointed by the Board Presidents. The procedure for notices, time of notices, and hearing prescribed for matters before a Hearing Panel shall apply. The sole question of fact to decide will be whether the party has refused to submit an arbitrable matter to arbitration in violation of Article 17. Upon determination that the member has refused to arbitrate a properly arbitrable matter, the (specify body name of tribunal) may direct implementation of appropriate sanction, including suspension or expulsion of the member from the local Board of REALTORS[®] and/or its MLS. The decision of the (specify body name of tribunal) shall be final and binding and is not subject to further review by the State Association or any signatory Board.

(6) **RESERVATION OF RIGHTS**

- (a) It is understood and agreed by the Board signatory to its Agreement that each Board reserves to itself all authority, rights, and privileges as have been assigned to it by its Charter and Agreement with the NATIONAL ASSOCIATION OF REALTORS[®] except as voluntarily modified by this Agreement.
- (b) It is further understood and agreed that any Board signatory to this Agreement may withdraw from the Agreement at any time provided the withdrawing Board shall provide notice to the other signatory Boards ninety (90) days in advance of the date of withdrawal.

###

(End of Cooperative Enforcement Agreement)

PROGRAMS COMMITTEE:

Purpose: To provide The Metro South Association of REALTORS® Members with the best possible programs for the General Membership meetings. Organizes social functions and events, and develops camaraderie among Members.

Composition:

Number on Committee: Varies

Chair: The President-Elect

Vice-Chair: Appointed by the President-Elect, with approval of the President.

Term: One (1) Year.

Reporting: To the President and the Board of Directors.

Duties and Responsibilities:

- Assists the AE in planning the Metro South Association's General Membership meetings.
- Properly displays the American Flag.
- Coordinates with the Staff including, but not limited to, meeting location, menu, expenses, speaker and promotional materials.
- Assists with social functions as directed by the President and performs such other duties as directed by the President or the Board of Directors.

REAL PROPERTY COMMITTEE: (MSAR Education Foundation)

Makeup:

- Chaired by a Member of the Board of Directors appointed by the Metro South Association President and approved by the Board of Directors. Composed of the Chair and a minimum of three (3) REALTOR[®] Members and two (2) Affiliate Members who shall serve no more than three (3) consecutive calendar years.
- The members of the Committee will be selected by the Chair of the Real Property Committee, with the approval of the President.
- The Association Executive will be a non-voting Member of the Committee, attends meetings, serves as the recording Secretary and maintains all Minutes and appropriate documents.

Reporting: To the MSAR President and President of the Education Foundation (the Immediate Past President of The Metro South Association of REALTORS[®]).

Duties and Responsibilities:

- Negotiates leases and rental agreements on any space(s) designated by the MSAR Education Foundation. After approval of the Education Foundation, the Chair shall have the authority to sign said agreements.
- Represents the Association with all Governmental Agencies as pertains to real property.
- Negotiates and enters into insurance agreements to protect the interest of the Association in matters pertaining to buildings and other real property. the Chair shall have the authority to sign said agreements.
- Represents the Foundation with lending and financial institutions, **with no authority to sign any deed or note.**

REAL PROPERTY COMMITTEE: (Continued)

- For operations and maintenance) the Committee has authority contained in the Committee's annual budget. In any emergency situation, the Association Executive and/or the Chair will consult with as many of the Committee Members as possible to determine the best course of action; but, in no event will decisions, the lack of which could result in loss of life or endanger the facilities be delayed. The person(s) making such decisions shall be indemnified and held harmless by the Committee, the Education Foundation, and the General Membership.
- Supervises maintenance and repair of the real property owned or controlled by the Foundation, collects rents, and resolves tenant disputes.
- Annually reviews the insurance coverage of the real property (not the Metro South Association liability policy) and makes recommendations to the Education Foundation for necessary adjustments in the coverage. The Chair of the Committee shall be the Association's voting representative to the governing body of any real property association with which the Foundation is affiliated.
- The Chair attends Education Foundation and MSAR Board of Directors meetings.
- The Chair is encouraged to attend the Association's yearly Broker/Owner events.
- The Chair of the Real Property Committee also serves as a Trustee of The Metro South Association of REALTORS® EDUCATION FOUNDATION.

REALTOR® OF THE YEAR COMMITTEE:

Purpose: This Award is presented to a REALTOR® Member based on the criteria published by the Georgia Association of REALTORS®. The recipient is selected by the Metro South Association REALTOR® of the Year Committee.

Composition: The Immediate Metro South Association Past REALTOR® of the Year as Chair and four (4) other REALTOR® Members, appointed by the President and approved by the Board of Directors.

Reporting: To the President, the Board of Directors, and the Vice President of Member Services.

Responsibilities:

- Based upon the merits and qualifications of each Nominee, the Committee may, at its discretion, select a Past Local MSAR REALTOR® of the Year as the Nominee for the State Award. The recipient selected will participate in the GAR State REALTOR® of the Year competition.
- If applicable, the Committee may also select, at its discretion, a “*Managing Broker Member of the Year*” and an “*Affiliate Member of the Year*” for outstanding service and contributions to the Metro South Association.
- Performs such other duties as directed by the President or the Board of Directors.

REALTORS[®] POLITICAL ACTION (“RPAC”) COMMITTEE:

Purpose: To achieve designated financial goals through fundraising and direct solicitation of funds. The RPAC goal for the Association is established by the Georgia Association of REALTORS[®] based on Membership.

Term: One (1) Year or as Appointed by the President.

Reporting: To the President, the Board of Directors, and the Vice President of Governmental Affairs and Community Services.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of three (3) REALTOR[®] Members and three (3) at-large Affiliate Members selected by the Chair, plus any additional Members as approved by the President.
- RPAC raises voluntary funds for use in making campaign contributions to political candidates at the Federal, State, and Local levels, as well as supporting issues of concern to the real estate industry. Close coordination with the State Affairs and Legislative/Political Affairs Committees is essential.
- The RPAC Chair can also be elected annually by the Metro South Association’s Board of Directors as its “Political Communications Director” (PCD).
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

SPECIAL AWARDS COMMITTEE:

Purpose: The Special Awards Committee shall be responsible for the criteria, development and presentation of Awards for The Metro South Association of REALTORS[®] through the Vice President of Member Services.

Term: One (1) Year for Chair and Vice-Chair.

Reporting: To the President, Board of Directors, and Vice President of Member Services.

Duties and Responsibilities:

- Chaired by a REALTOR[®] Member, appointed by the President.
- The Chair selects the Committee Members, with the approval of the President.
- The Chair, in cooperation with the President-Elect, selects the Vice-Chair.
- The Committee consists of the Chair and a minimum of four (4) REALTOR[®] Members from various companies.
- Reviews and approves all award nominations submitted to The Metro South Association of REALTORS[®] for presentation to the Members.
- Determines the winners for the **New Homes and Resale** (Individual and Team) **Agents of the Month**, the **Commercial** ((Individual and Team) **Agents of the Month**, and the **Rookie Agent of the Month**. Awards shall be presented at the appropriate functions.
- Determines the winners of the “Silver Box Award”, an award that recognizes extraordinary civic and volunteer work (non-real estate related) by Members of the Metro South Association...
- Receives and reviews the annual applications for the “**Rookie REALTOR[®] of the Year Award**” and presents the award to the recipient at the appropriate function.
- Receives and reviews the annual applications for the “**Office Professionals of the Year Award**” and presents the awards to the recipients at the appropriate function.
- Determines the method of presentation and the type of awards for all the Committee’s awards.
- The Chair attends Board of Directors meetings.
- The Chair is encouraged to attend the Association’s yearly Broker/Owner events.
- Performs such other duties as directed by the President or the Board of Directors.

SPONSORSHIP COMMITTEE:

Purpose: To raise funds for The Metro South Association of REALTORS® to help offset expenses.

Composition:

Number on Committee: Varies

Chair: The President-Elect

Vice-Chair: N/A

Reporting: To the President and Board of Directors.

Duties and Responsibilities:

- The Chair shall serve for a term of one year.
- Secures sponsors for the Metro South Association events.

STRATEGIC PLANNING COMMITTEE:

Purpose: The purpose of this Committee is to assure that future decisions made by the Association revolve around the Association's "Mission Statement" and the goals set by the Committee. **This Committee is responsible to** 1) set the short and long-term strategy for the Association (planning to include but not be limited to Membership and Staffing objectives, as well as Member services and benefits), 2) guide the implementation of/ or revise the Association's Strategic Plan (for adoption by the Board of Directors), and 3) develop future Leadership for the Association.

Composition: The President (Chair), President-Elect (Vice-Chair), Immediate Past President, Treasurer, the four (4) Vice Presidents, and a minimum of four (4) current Members of the Board of Directors. Members shall be chosen by the sitting President. The Association Executive shall be a non-voting member of the Committee and maintain the minutes and appropriate documents of/ or pertaining to the Committee.

Number on Committee: Twelve (12)

Chair: The President

Vice-Chair: The President-Elect

Makeup: Twelve REALTOR[®] Members, approved by the Board of Directors.

Term: **Rotating Term Appointment** - One to Three Years. Vacancies filled by appointment of MSAR President, with approval of Board of Directors. Terms of President and President-Elect shall be extended automatically through their term of office.

Reporting: To the Executive Committee and Board of Directors.

Duties and Responsibilities:

- Meets at least twice yearly or on an "as-needed basis". Members are to attend all scheduled Committee meetings and the Annual Leadership Training.
- Completes all assigned tasks.
- Works together with other Board Committee Members to attain the Goals of the Strategic Plan, which fulfills the Mission Statement of the Association, and supports all of the decisions made by the Strategic Committee.
- If the Committee holds a Strategic retreat at an out-of-city location, members are required to sign a member participation commitment letter. **Members are also required to sign a Confidentiality and Non-Disclosure Agreement (attached).**



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement (Agreement), dated as of ____ day of _____, 20____, is by and between **The Metro South Association of REALTORS®** (“MSAR”), a Georgia corporation, and _____, an Individual (“Recipient”). This Agreement shall govern the conditions of disclosure of information by MSAR to the Recipient of certain information considered to be confidential by MSAR relating to the Recipient’s participation on any MSAR Committee, Sub-Committee or Task Force (the “Purpose”).

- 1. Confidential Information Defined.** Confidential Information of MSAR shall include any information that is marked as “confidential” by MSAR, or is represented by MSAR as being confidential either before or within a reasonable time after its disclosure, or that the Recipient knew or, based on the content of and the circumstances surrounding its disclosure, should have known was confidential, all of such including, but not limited to all documents, data, records, files, memoranda, reports, e-mail transmissions, fax transmissions and other sources of information of whatever kind regarding MSAR, or its business, including without limitation, information about any committee, its members, its process, applicants (including the contents of any applications) and selected candidates. All recommendations made by any committee, sub-committee or task force shall go forth united unless authorized by the chairman.
- 2. Protection of Confidential Information.** Recipient agrees to use the Confidential Information solely for the Purpose described above. Recipient agrees to use no less than a reasonable degree of care in protecting the Confidential Information, and further shall not disclose the Confidential Information to any third party without the prior written consent of MSAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information of MSAR, Recipient shall: (a) immediately notify MSAR; (b) take all reasonably necessary steps to prevent further unauthorized access and/or use; and (c) cooperate with MSAR in its efforts to secure the Confidential Information and protect its rights therein.
- 3. Term.** Confidential Information disclosed pursuant to this Agreement will be subject to the terms of this Agreement in perpetuity.
- 4. Return or Destruction.** Recipient shall keep records of the tangible items of Confidential Information furnished to it by MSAR. Upon notice received from MSAR, and/or upon cessation of the parties’ pursuit of the Purpose, Recipient shall return or destroy all copies of all tangible items of Confidential Information immediately.
- 5. Breach of Agreement.** In the event that the recipient fails to abide by the terms of this agreement, recipient shall be subject to discipline in accordance with the Constitution and Bylaws, rules and regulations of The Metro South Association of REALTORS®, Inc.
- 6. Entire Agreement and Amendment.** This Agreement embodies the entire Agreement between the parties concerning the confidentiality of any information disclosed pursuant to the Purpose described above and no modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless in writing and signed by all parties.

Authorized representatives of each of the parties have executed and delivered this Agreement as evidenced by their respective signatures below:

The Metro South Association of REALTORS®	MSAR Officer or Director
Signature:	Signature:
Please Print:	Please Print:
Title: PRESIDENT	Title:
1671 Adamson Parkway, Suite 100	Street Address:
Morrow, GA 30260	City, State & Zip:

APPENDIX “A”

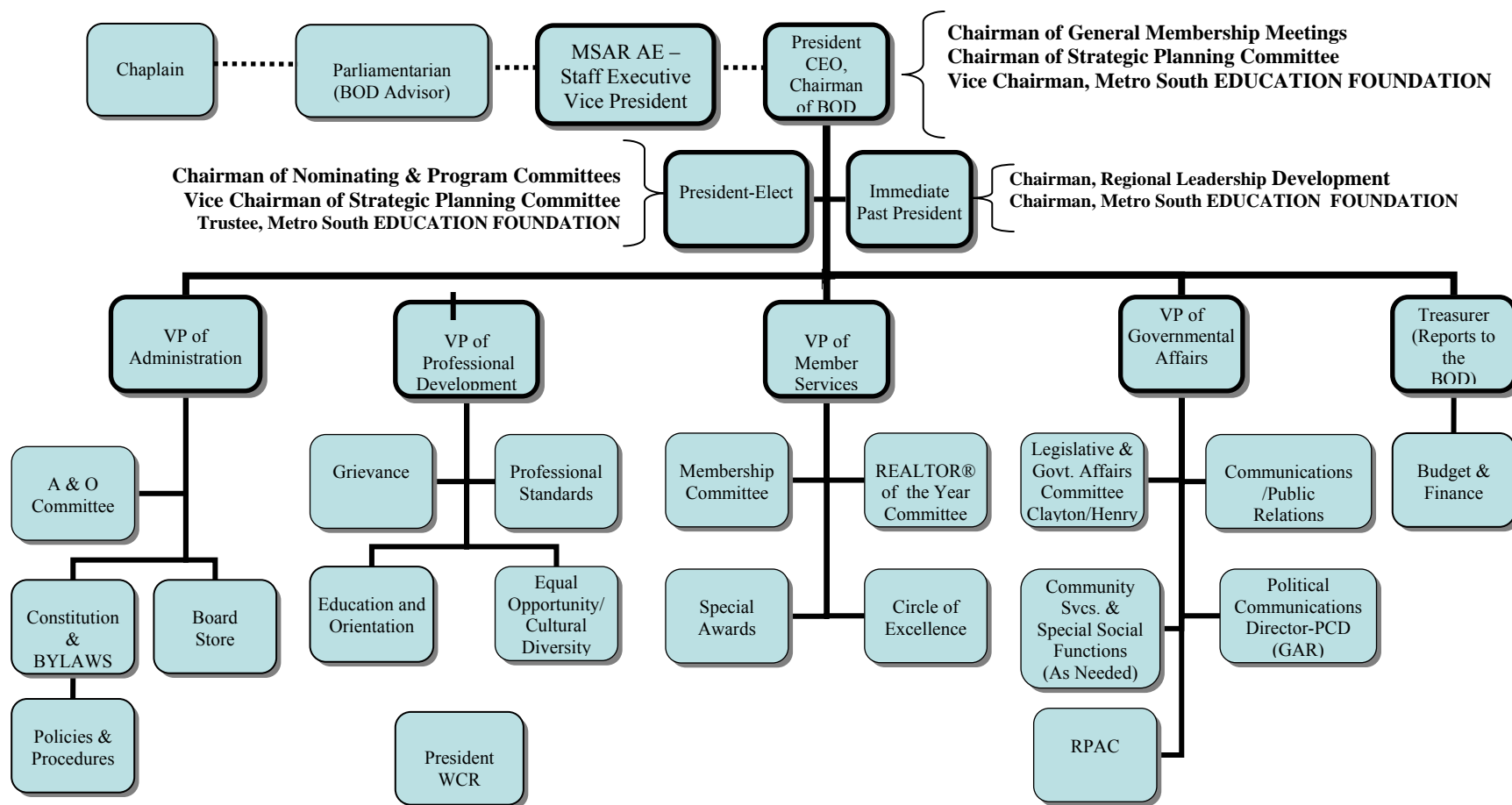
Metro South Association of REALTORS®

Board of Directors

“ORGANIZATIONAL CHART”

MSAR Board of Directors

The MSAR Board of Directors consists of: The President, President-Elect, Immediate Past President, 4 Elected Vice Presidents, Elected Treasurer, **12** Elected “Local Directors”, who vote only on “Local Issues”, and **14** Elected “State” (GAR) Directors, who vote only on “State-Related Issues”.



Provided MSAR has 2,000 Members, One NAR Director Elected for Term of One Year – Director Appointed by the Association President.

Revised 02/10/09

APPENDIX “B”

Metro South Association of REALTORS®

**“2010 Membership Credit Card
Payment Plan and Agreement”**



THE METRO SOUTH ASSOCIATION OF REALTORS[®], INC.
“2010 Membership Credit Card Payment Plan and Agreement”
(Credit Card Plan Approved by the Board of Directors on March 10, 2009-Amended on 04/28/09)

September 30, 2009	October 30, 2009	November 30, 2009	December 30, 2009
\$187.00 Local Dues/Admin. Fee	\$73.00 GAR Dues	\$57.50 NAR Dues	\$57.50 NAR Dues
(initial here:)*	(initial here:)*	(initial here:)*	(initial here:)*
Total Amount Due - \$375.00			

* Initial each section acknowledging the dates/amounts which will be charged to the credit card listed below.

By my initials above and my signature below, I agree to comply with the MSAR Payment Plan schedule and understand that I will be charged the initial payment of \$187.00 (which will include Local Dues of \$157.00 and a \$30.00 Administration Fee) on September 30, 2009. I further understand that State, National and Public Awareness Campaign fees will be divided as follows: \$73.00 on October 30, 2009; \$57.50 on November 30, 2009; and \$57.50 on December 30, 2009. **I understand that my membership in the Local, State and National Associations is not completed nor approved until all payments due are received under the Credit Card Plan as indicated above.**

I understand and agree that, if payment is not paid according to the above chart, late fees will accrue according to the MSAR “Policies and Procedures Manual”. A penalty of \$50.00 shall be due after September 30, 2009. Additionally, a late fee of \$25.00 shall be imposed for each 30-day period (or portion) late thereafter.

I understand and agree that my credit card will be charged in accordance with the amounts and dates indicated in the above chart. I also understand and agree that all monies paid under this agreement are completely **non-refundable** for any reason.

NOTE: REALTORS[®] Political Action Committee (“RPAC”) contributions are voluntary and used for political purposes. The amount indicated is only a suggestion, and you may give more or less or refuse to contribute without affecting your membership rights. Contributions will be split with 75% to REALTORS[®] Issues Action Committee (RIAC-a fund to support issues) and 25% to RPAC, which will be further divided as described as follows: 70% of each RPAC contribution is used by Georgia RPAC to support State and Local Political Candidates; 30% of the balance is sent to National RPAC to support Federal Candidates and is charged against your applicable limits of contributions as provided in 2 U.S.C., Section 441a and the corresponding Federal Election Commission regulations; and 65% of the NAR RPAC contributions are used for Federal Grassroots Political Activities. *“Contributions are not deductible as charitable contribution for Federal Income Tax Purposes.”* **Suggested RPAC contribution is \$25.00 and can be paid at any time during the year.**

- I wish to contribute \$_____ to RPAC. My contribution will be paid separately, and the amount is not included in this Agreement.
- I do not wish to contribute to RPAC.

CREDIT CARD INFORMATION

Name as it appears on card: _____

Card # _____ Expiration Date _____

I hereby authorize MSAR to charge my credit card with the above amounts and on the dates stated above.

Name (Print) _____ Signature _____

Date: _____