



**Georgia Association of REALTORS®, Inc.**

**POLICIES**

**AND**

**PROCEDURES**

**MANUAL**

**Effective November 11, 2008**  
Amended September 6, 2019

## TABLE OF CONTENTS

DEFINITIONS AND GENERAL PROVISIONS	4
POLICIES:	
Antitrust Compliance Policies and Procedures	9
Confidentiality and Non-Disclosure Agreement	10
Conflict of Interest Disclosure Policy and Agreement	11
Harassment Policy and Procedures	14
Invitational Events Policy	15
Member Council	16
Professional Standards Policies	17
Ombudsman Overview	28
Citation Policy	30
Public Policy Positions	
Point of Sale Policy	31
Water Rights Policy	32
Water Supply and Conservation Policy	33
Social Media Best Practices	34
Whistleblower Policy	35
PROCEDURES:	
Election Procedures	36
Official Ballot Counting Sheet	38
Campaign Policy	39
NAR Region 5 Regional Vice President Candidate Guidelines	40
Mediation Procedures	41
Violation of Confidentiality, Conflict of Interest and Whistleblower Procedures	46
PRESIDENT	47
PRESIDENT-ELECT	49
IMMEDIATE PAST PRESIDENT	51
VICE PRESIDENT OF ADMINISTRATION AND FINANCE	52
VICE PRESIDENT OF GOVERNMENTAL AFFAIRS	54
VICE PRESIDENT OF MEMBER AND PUBLIC SERVICES	56
VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT	57
REGIONAL DIRECTOR	58
REGIONAL STRUCTURE	60
STATE DIRECTOR	61
COMMITTEE CHAIRMEN/VICE CHAIRMEN	62
NATIONAL ASSOCIATION OF REALTORS® DIRECTORS COMMITTEE	64
ADMINISTRATIONS AND OPERATIONS COMMITTEE	67
ADVISORY COUNCIL	69
ASSOCIATIONS EXECUTIVES COMMITTEE	70
AUDIT COMMITTEE	71
BROKER'S COUNCIL	73
COMMERCIAL CONNECTION FORUM	74
COMMUNICATIONS COMMITTEE	75
CONFERENCE COMMITTEE	77
ECONOMIC DEVELOPMENT ADVISORY COUNCIL	79
EXECUTIVE COMMITTEE	80
FINANCE COMMITTEE	82
FORMS COMMITTEE	84
GAR DISASTER RELIEF FUND	86
GEORGIA ASSOCIATION OF REALTORS® NAR STRATEGY ADVISORY GROUP	87
GLOBAL ALLIANCE FORUM	88

GRI BOARD OF GOVERNORS	89
HOUSING DIVERSITY AND OPPORTUNITY COMMITTEE	91
INSURANCE TRUSTEES	93
LEADERSHIP ACADEMY ADVISORY GROUP	94
LEGAL ACTION COMMITTEE	96
MEMBER COUNCILS	98
MLS FORUM	99
NOMINATING COMMITTEE	100
PARTNERS STRATEGIC ADVISORY GROUP	102
PRESIDENT AND PRESIDENT-ELECT FORUMS	103
PROFESSIONAL DEVELOPEMENT COMMITTEE	104
PROFESSIONAL STANDARDS COMMITTEE	106
REALTOR® PARTY ADVISORY GROUP	108
REALTORS® ISSUES ACTION COMMITTEE	110
REALTORS® POLITICAL ACTION COMMITTEE	112
REALTORS® POLITICAL INVOLVEMENT COMMITTEE	115
SCHOLARSHIP FOUNDATION TRUSTEES	119
SPECIAL RECOGNITION COMMITTEE	120
STATE AND LOCAL GOVERNMENT AFFAIRS COMMITTEE	122
STRATEGIC PLANNING COMMITTEE	124
TECHNOLOGY FORUM	126
YOUNG PROFESSIONALS NETWORK ADVISORY COMMITTEE	127

## **DEFINITIONS AND GENERAL PROVISIONS**

**PRESIDENTIAL ADVISORY GROUP (PAG)** –A PAG is a group of Members, Staff, or other Association stakeholders that are appointed by the President to advise the President on a specific issue or topic. A PAG can be an effective way to approach an issue that may span multiple committees or functional areas of the Association. A PAG reports its findings and recommendations, if any, directly to the association President. The President has complete discretion over the PAG, its responsibilities, and its findings or recommendations. Upon completion of the PAG work a report shall be submitted to the Administrations and Operations Committee for review prior to being presented to the Executive Committee by the President.

**TASK FORCE**- A Task Force is appointed by the President and approved by the Executive Committee to fulfill a specific short-term task or goal and should be disbanded once its mission is accomplished. A task force reports their findings and/or recommendations, if any, to the Executive Committee. A Task Force shall limit its scope to the task or goal defined by the Executive Committee. The Executive Committee is the only Committee that may authorize a Task Force.

**COMMITTEE and FORUMS** - Committees and Forums are standing governance units defined in our Bylaws and/or in our Policies and Procedures Manual under authority established by the Board of Directors. Creation of additional Committees and Forums are subject to approval of the Board of Directors. Committees may **recommend** action(s) affecting other Committees or functional areas within the Association to the committee or entity providing oversight of the committee or functional area as authorized by the Policies and Procedures for review and consideration at the next meeting of the committee. A motion to accept, amend, or defeat the recommendation shall be included in the committee minutes.

**SUBCOMMITTEE (A.K.A. Ad Hoc Committee, Work Group, Focus Group)** - A subcommittee is appointed by the Committee Chair from Members of the larger Committee and has a specific purpose or task to research and accomplish. Their findings and/or recommendations are reported to the full Committee. The

subcommittee shall be disbanded once its mission is accomplished. A subcommittee only operates within the scope of the broader Committee's purpose, duties, and responsibilities. A subcommittee that needs to continue beyond the term of the chair will need to be re-appointed by the subsequent chair.

**SCOPE AND PURPOSE OF COMMITTEES AND FORUMS** –shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities. Each Committee/Forum and position in the Association is a vital part of a system of interconnected defined roles all working together to implement and achieve the Vision of the Association. It is inherently important that the overall roles of the interconnection of committees, forums, offices, positions, and staff work well in concert to achieve the goals and vision of the Association. The overall purpose of each Committee and Forum shall be in support of the Strategic Plan of the Association.

**COMMITTEE REPORTING** – Each Committee Chair and/or Vice Chair shall report Committee activities and actions of said committee to the entity or Officer as specified in the Policies and Procedures Manual.

**COMMITTEE DRAFT SESSION** – Each Committee Chair and Vice Chair with oversight of a committee that participates in selecting committee members shall participate in a Committee Member selection process in collaboration with the Vice President, President-Elect, or Vice President to which their committee reports as well as the Committee's Staff liaisons.

**LEADERSHIP DEVELOPMENT CONFERENCE (LDC):** Each Committee Chair and Vice Chair shall attend the annual LDC held in October and hosted by the incoming President.

**STAFF LIASON** – The Staff Liaison is assigned by the CEO and serves as an advocate, advisor, administrator, and resource to enable each Committee, Forum, Task Force, and/or PAG to fulfill its charge and accomplish its goals within its stated scope, purpose, and budget and in accordance with the GAR Vision, Core Values, and the Strategic Plan.

**VACATED PRESIDENTIAL APPOINTED POSITIONS** -Should a vacancy occur in a position that is filled by Presidential appointment, the President who made the original appointment shall select a replacement eligible to serve for the remainder of the position's term and forward the name to the current President for appointment unless the rules of a particular committee or position override. If the President who made the original appointment is not available, the current President shall appoint a replacement eligible to serve for the remainder of the position's term unless the rules of a particular committee or position override.

**CONSENT AGENDA** –The GAR Board of Directors consent agenda shall be compiled by staff and reviewed by the Administration and Operations Committee prior to distribution or printing. The consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making, or action, are placed in the Board of Directors Meeting Agenda for review, consideration, and action.

The GAR Board of Directors Consent Agenda includes the following:

- Minutes of the previous Board of Directors meeting
- Committee minutes containing no action items requiring Board of Director approval that have taken place between the last Board of Directors meeting and the start of the Inaugural or Annual Conference
- Regional Director Reports
- Membership Report
- GARPAC Report
- Unaudited Profit and Loss Statements

The Consent Agenda allows the GAR Board of Directors to:

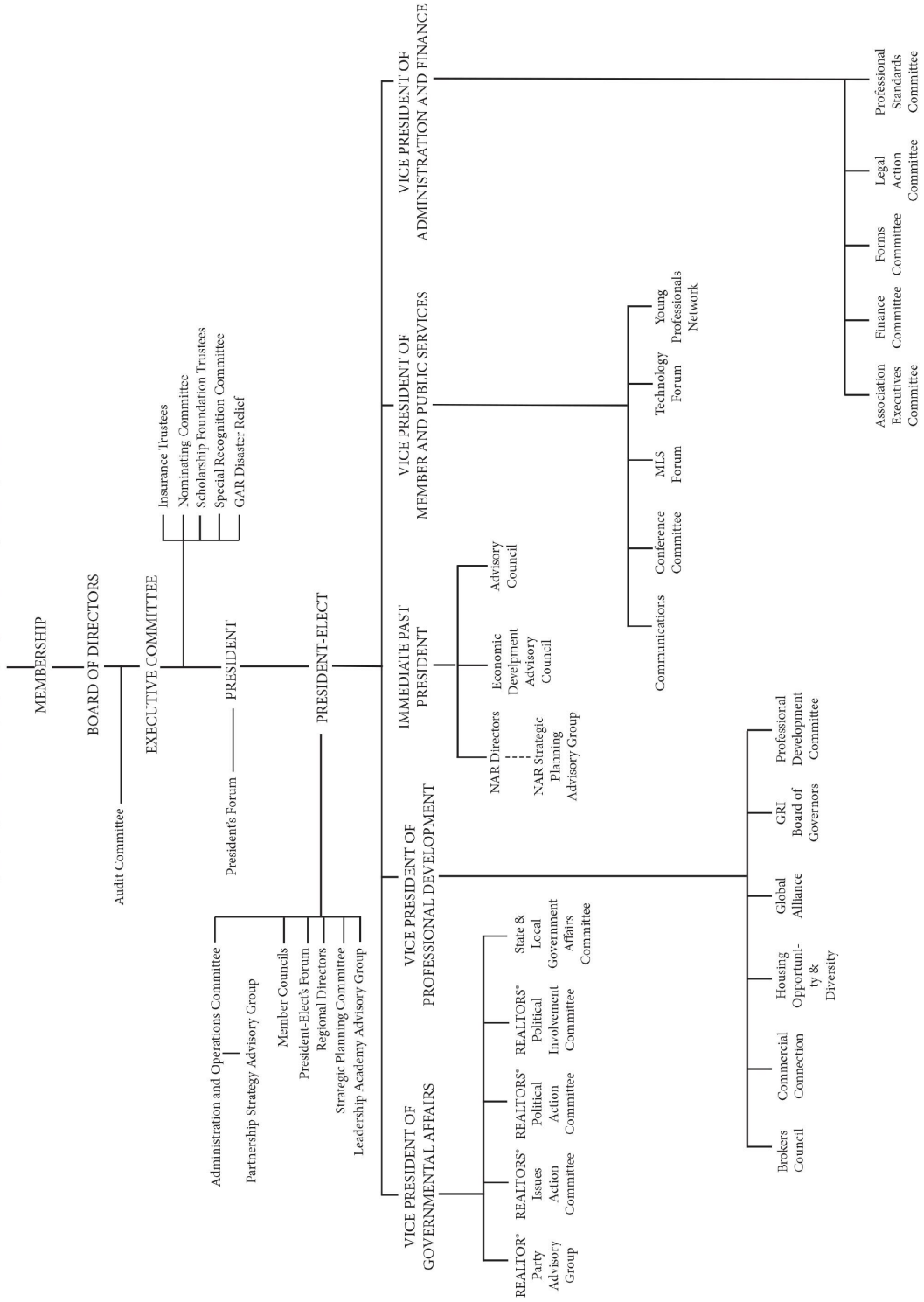
- Approve the items listed above without discussion or individual motions
- Streamline meetings to allow the focus to be on substantive issues.
- Remove individual items from the consent agenda on the request of any one member.

- Adopt by general consent without debate items not removed from the consent agenda.
- Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the President or Chair.

**FIDUCIARY DUTY** - In your role as a GAR Director, Officer, or as a member of certain Committees, you have a fiduciary duty to act in the best interests of GAR. Your fiduciary duties of care, loyalty, and obedience as defined by corporate law are owed to GAR, not to any local REALTOR® association or Institute, Society or Council that may have selected you to serve in your position as Director or other role at GAR. As a Director or while participating in your role or position at GAR, you are required to act in the best interests of GAR, rather than in the interests of yourself or another person or entity.

**CONFIDENTIALITY** - Unless there are exceptional reasons for confidentiality, meetings of the Association are open to any member. Each Committee description will state whether it is an open or closed meeting. Some committees may need to establish some level of confidentiality of a particular topic or issue and will expect the committee members and guests to abide by the level of confidentiality requested. Confidentiality is the preservation of privileged information. By necessity there will be times that personal and private information is disclosed in a particular meeting. Part of what you learn is necessary to provide services to the Member(s) of the Association or the Association as a whole. GAR expects you to respect the privacy of Members, Vendors, and Staff and to maintain their personal and/or financial information as confidential. Confidentiality of legislative advocacy negotiation may also be required on a case by case basis. General information, policy statements or statistical material that is not identified with any individual, Member, vendor, or staff is not classified as confidential. GAR is an organization that is transparent to its Members, but there will be instances that in terms of law, ethical, moral, or negotiation position that confidentiality is required and will be expected by those with privileged information. **Please refer to page 10 of these Policies and Procedures to view a copy of the GAR Confidentiality and Non-Disclosure Agreement.**

# GEORGIA REALTORS® ORGANIZATIONAL CHART





## **Antitrust Compliance Policies and Procedures**

It shall be the policy of the Georgia Association of REALTORS® to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. These policies and procedures apply to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
  1. Cost of operations, supplies, labor or services;
  2. Allowance for discounts;
  3. Terms of sale including credit arrangements; and,
  4. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operations, maintenance, and similar matters in which cost or efficiency is merely incidental.
3. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
5. It is the Georgia Association of REALTORS® policy that all meetings or seminars attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative should request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should publicly excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.
6. It is the Georgia Association of REALTORS® policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Georgia Association of REALTORS® employees annually and that the same be read, or understood at all meetings of the membership of the Georgia REALTORS®. A copy of these Antitrust Compliance policies and procedures shall be included as part of the agenda "packet" for each meeting of the Committee.



**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This Confidentiality and Non-Disclosure Agreement (Agreement), dated \_\_\_\_\_, between the Georgia Association of REALTORS® (“GAR”), a Georgia Corporation, and <insert full legal name of other entity>, an individual (“Recipient), provides for the non-disclosure of certain information considered to be confidential by GAR relating to the Recipient’s participation on GAR Committees, Sub-Committees or Task Force (the “Purpose”). I serve on the <insert name of committee(s)> GAR committee(s).

1. **Confidential Information Defined.** Confidential Information is any information marked as “confidential” by GAR, or is represented by GAR as being confidential or declared “confidential” 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. Such information includes, but is not limited to, all documents, data, records, files, memoranda, reports, email transmissions, fax transmissions and any other source of information regarding GAR, or its business, including, without limitation, information concerning any committee, its members, its process, applicants (including the contents of any applications) and selected candidates.
2. **Protection of Confidential Information.** Recipient agrees to use the Confidential Information solely for the Purpose described above. Recipient agrees to use a reasonable degree of care in protecting the Confidential Information, and shall not disclose such information to any third party without prior written consent of GAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information, Recipient shall: (a) immediately notify GAR; (b) take all reasonably, appropriate steps to prevent further unauthorized access and/or use; and (c) cooperate with GAR in its efforts to secure the Confidential Information and protect its rights therein.
3. **Return or Destruction.** Recipient shall retain records of the tangible items of Confidential Information furnished to it by GAR. Upon notice received from GAR, and/or upon cessation of the parties’ pursuit of the purpose, Recipient shall immediately return or destroy all copies of all tangible items of Confidential information.
4. **Term.** Confidential information disclosed pursuant to this agreement will be subject to the terms of \_\_\_\_\_ this Agreement in perpetuity.
5. **Breach of Agreement.** In the event a Recipient fails to abide by the terms of this agreement, the Chair or Vice Chair or any member who becomes aware of such breach, shall report the issue to the Administration and Operations Committee Chair; and Recipient shall be subject to discipline in accordance with GAR’s Policies and Procedures Manual.

**<insert name and position>**

**Signature:**

\_\_\_\_\_

# CONFLICT OF INTEREST DISCLOSURE POLICY AND AGREEMENT

## A. POLICY

This conflict of interest policy is written to assist directors, officers, committee members, guests in attendance and employees of the Georgia Association of REALTORS® (GAR) in identifying actual and potential conflicts of interest involving a Contract or Transaction with GAR; and to provide GAR with a procedure where the Contract or Transaction can be treated as lawful and binding even though a director, officer, committee member or employee has, or may have, a conflict of interest with respect to the Contract or Transaction. In the event there is any inconsistency between state law and the requirements and procedures prescribed herein, state law shall control.

### 1. DEFINITIONS:

- a. Acting Officially: shall mean discussing, deliberating on, making a recommendation with respect to or voting on.
- b. Conflict of Interest: shall mean any circumstance described as such in this Policy.
- c. Contract or Transaction: shall mean any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by GAR. The making of a gift to GAR is not a Contract or Transaction.
- d. Family Member: shall, with respect to a Responsible Person, mean a spouse, domestic partner, an individual sharing the same home, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, grandchild or grandparent of a Responsible Person or the trust or estate of any of the above parties.
- e. Material Financial Interest: shall mean a direct or indirect financial or beneficial financial interest of any kind or an interest that results in or is reasonably expected to return or produce some monetary gain or other material thing of value for the person with the Material Financial Interest.
- f. Qualified Person: shall mean any Responsible Person who, with respect to a Conflict of Interest Contract or Transaction involving another Responsible Person, does not have either: 1) a conflicting interest respecting the Contract or Transaction; or 2) a familial, financial, professional or employment relationship with the Responsible Person that would reasonably be expected to exert an influence on the Responsible Person's judgment when voting on the Contract or Transaction.
- g. Responsible Person: shall mean any person serving as an officer, director, committee member, committee guest or employee of GAR.

### 2. PROCEDURES FOR A RESPONSIBLE PERSON WITH A CONFLICT OF INTEREST TO ENTER INTO A CONTRACT OR TRANSACTION WITH GAR.

- a. Prior to the Board of Directors or any GAR Committee thereof (hereinafter collectively and individually referred to as "GAR Body") Acting Officially with respect to a Contract or Transaction with which a Responsible Person has a Conflict of Interest, the Responsible Person shall disclose the following to the Chair of the GAR Body Acting Officially: 1) the existence and nature of the Conflict of Interest; and 2) all facts known to the Responsible Person respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment as to whether or not to proceed with the Contract or Transaction. The disclosure shall be made by the Responsible Party as soon as reasonably possible after the Responsible Party realizes that he or she has a Conflict of Interest. The Chair of the GAR Body considering such Contract or Transaction

shall, prior to the GAR Body Acting Officially, report the substance of the disclosure made by Responsible Person to the GAR Body and cause the same to be entered into the minutes of the meeting of the GAR Body.

- b. A Responsible Person shall play no part, directly or indirectly, in the GAR Body when it is Acting Officially with respect to the Contract or Transaction in which the Responsible Person has a Conflict of Interest. This shall include without limitation the Responsible Person not being able to see or hear and not being physically present in the room when the GAR Body is Acting Officially. If the responsible person has a presentation or materials relating to a request for funds, a contract, or transaction, such documents shall be provided to the Chair or Vice Chair to share with the Committee so the party responsible for presenting the document(s) can leave the room before the agenda item is discussed and voted on by the committee. If the Chair and Vice Chair both have a conflict, the Chair shall appoint another member of the committee to assume the position of Chair for that specific agenda item only.
- c. A Responsible Person shall not be counted towards a quorum of any meeting in which the GAR Body is Acting Officially with respect to a Contract or Transaction with which the Responsible Person has a Conflict and such Responsible Person's ineligibility to be counted toward a quorum or to vote shall be reflected in the minutes of such GAR Body.
- d. The Contract or Transaction shall be approved by the affirmative vote of a majority (but not less than two) Qualified Persons on the GAR Body to become effective.

**3. AGREEMENT OF RESPONSIBLE PARTY NOT TO ACCEPT GIFTS OR GRATUITIES.**

Each Responsible Party agrees not to accept any gifts, gratuities, free services, entertainment, loans or other things of value (hereinafter collectively "Things of Value") from any person, company or other legal entity that is either doing business or seeking to do business with GAR except for Things of Value that have a nominal value not exceeding \$25 in any given calendar year and are not given on a regular basis.

**4. CONFLICT OF INTEREST DEFINED:** For purposes of this policy, the following circumstances are deemed to create a Conflict of Interest:

- a. A Contract or Transaction between GAR and a Responsible Person or Family Member of a Responsible Person; or
- b. A Contract or Transaction between GAR and an entity in which a Responsible Person or a Family Member of a Responsible Person has a Material Financial Interest

**B. OTHER CONFLICTS OF INTEREST NOT NECESSARILY INVOLVING A CONTRACT OR TRANSACTION**

A Responsible Party shall refrain from participating in any decision as a member of a GAR Body where the Responsible Party cannot exercise the requisite sound judgment, duty of care and duty of loyalty required of the Responsible Person under Georgia law nor shall any Responsible Person knowingly violate any of these duties while serving on a GAR Body.

**C. AGREEMENT**

Each Responsible Person shall agree to sign and submit a copy of this Conflict of Interest Disclosure Policy and Agreement to GAR.

1. Relationships, positions, or circumstances include service as a director of or consultant to a not-for-profit organization or ownership of a business that provides goods or services to GAR.

2. Disclosure regarding business interests of a Responsible Person or a Family Member shall be confidential and made available only to the Chair, the Chief Executive Officer, and any committee appointed to address Conflicts of Interest. EXCEPTION: When additional disclosure is necessary in connection with the implementation of this policy.

I have reviewed, and agree to abide by, GAR's Conflict of Interest Disclosure Agreement for the term:

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Georgia Association of REALTORS®  
Harassment Policy and Procedures  
can be found in the Georgia Association of REALTORS®  
Constitution and Bylaws under Article XIII, Section 1.**

## POLICY REGARDING INVITATIONAL EVENTS

Each year the Democratic Party of Georgia and the Georgia Republican Party host fundraisers and recognize their respective elected officials at the state and national levels. Similar events may occur throughout the year. Often there is also a VIP reception/photo opportunity preceding each event.

For many years, the RPAC Trustees have approved funding for these functions and have authorized the RPAC Chairman to have discretion over the list of invitees. Because of the limited number of seats and the fact that the expenditure of funds is specifically for the purpose of affording key GAR members and staff the opportunity to obtain a high level of exposure to elected officials, spouses are not invited.

The Governmental Programs Manager is directed to obtain the list of invitees to the respective functions from the RPAC Chairman and to issue the invitations. The Governmental Program Manager is also directed to ensure all seats are filled. In the event of cancellations, additional GAR members should be invited.

The RPAC Trustees have adopted the following protocols:

For political events allowing participation by GAR members, invitations shall be extended to the following individuals:

1. GAR President
2. GAR Contract Lobbyist
3. Director of Governmental Affairs (GAR staff)
4. Chairman, REALTORS® Political Action Committee
5. GAR member serving as National RPAC Trustee (if applicable)
6. Vice Chairman, REALTORS® Political Action Committee
7. GAR Vice President of Governmental Affairs
8. GAR President-Elect
9. RPAC District Trustees *[For any remaining spaces, invitations shall be extended to all of the Trustees; responses will be taken on a first-come, first-served basis.]*
10. GAR Chief Executive Officer

-----  
If seats are still available, invitations shall be offered as follows until all spaces have been filled:

11. Chairman, State & Local Government Affairs Committee
12. Chairman, REALTORS® Issues Action Committee
13. Chairman, REALTORS® Political Involvement Committee
14. Remaining GAR Leadership (VP of Administration and Operations, VP of Professional Development, VP of Public & Member Services and Immediate Past President)
15. RPAC Alternate Trustees
16. State & Local Government Affairs Committee Members (voting)
17. RIAC Trustees
18. RPIC Committee Members

When additional VIP activities are provided, the RPAC Chairman shall automatically invite the GAR President. The RPAC Chairman shall then use his/her discretion to fill any remaining positions.

[NOTE: Although these protocols are considered to be standard RPAC policy, the RPAC Chairman shall ultimately have full discretion regarding invitations.]

**Georgia Association of REALTORS®  
Member Council Services**

**GAR shall provide the following services / structure:**

- Maintain Council Records (membership and reports)
- Provide a Council page on the GAR website and update monthly with Council member roster, Calendar of Events, Contacts, etc...
- Monthly Electronic Communications to Council members
- Coordinate and schedule Education events. Process payments and education credit.
- Shall create and process new member applications
- Shall keep membership records up to date and serve as the Point of Entry for the NRDS database
- Shall be responsible for all dues billing and processing
- Shall hold an annual Council meeting with GAR Staff and Leadership
- Shall prepare quarterly financial and membership reports to send to the Chair and Leadership electronically
- Council will function much like a Committee of the State Association
- Shall not provide MLS services
- Professional Staff and ongoing training

**Council shall be responsible for the following:**

- All events including Education events would be self supporting through registration fees or sponsorships
- The Council shall be responsible for securing the site and providing a facilitator for Education events
- All additional income from events will be sent to GAR and be designated for the Council for Audit purposes
- Shall secure sites for membership meetings, education programs and all other events scheduled by the Council
- Shall have the ability to set the Council fee in excess of the per member fee to fund additional programs, products and/or services

	Local Board retains Charter and staff	Shared Staff/Board	Council of State Association
Hours of Operation	May be part- time	May be part-time	Same as State
Local Staff	Yes	Maybe	TBD by agreement
IRS filings, etc.	Yes	Yes	No
NAR Core Standards	Yes	Yes	No
Sponsor Solicitations	Yes	Yes	Not by staff
Government Affairs	Required by Core Standards	Required by Core Standards	In participation with the State
REALTOR® of the Year Awards	Yes	Yes	Yes
Membership Meetings	Yes	Yes	Yes
State Directors	Determined by membership numbers	Determined by membership numbers	Chair to serve as a State Director

**Service Fee to Georgia REALTORS®**

\$125.00 per member annually; \$2,500 Council fee annually



**Georgia Association of REALTORS®  
Statewide Professional Standards Policies**

*Areas of the Code of Ethics and Arbitration Manual Requiring Association Action*

**Part One – General Provisions Relating to Ethics**

**Section 1. Definitions Relating to Ethics**

- (b) “Board/Association” means – any signatory Board/Association of the Statewide Professional Standards Enforcement Agreement or the Georgia Association of REALTORS®.

**Section 6. Conduct of Hearing**

The Georgia Association of REALTORS® restricts all participants of an ethics hearing from recording the hearing via a court reporter or electronic recorder and only allows the Georgia Association of REALTORS® to record the proceedings.

**Part Two – Membership Duties and Their Enforcement**

**Section 13. Power to Take Disciplinary Action**

- (b) On the member’s being convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a (1) felony or (2) a crime involving moral turpitude or (3) on a member’s being determined by a court of competent jurisdiction, or official of the State of Georgia authorized to make the determination, as having violated a provision of the Georgia real estate law or a regulation of the Georgia Real Estate Commission.

**Section 14. Nature of Discipline**

- ¶ 2 In addition to any discipline imposed, the Georgia Association of REALTORS® will not impose an administrative processing fee against respondents found in violation of the Code of Ethics or other membership duties.

**Section 15. Selection and Appointment of the Grievance Committee**

**And Part Eight – Membership Duties and Their Enforcement**

**Section 38. Selection and Appointment of the Grievance Committee**

There will be a standing Committee known as the Professional Standards Committee, made up of 18 members who will oversee the Statewide Professional Standards Program. The Grievance Panel will be composed of a portion of the 18 members and members in good standing from each signatory Board/Association. Each Board/Association shall submit at least one (1) appointee to serve on the Grievance Panel. There is no cap on the number of appointments each signatory Board/Association may submit for the Grievance Panel.

Members of the Grievance Panel from each signatory Board/Association shall be appointed by the Presidents of the respective Boards/Associations, subject to confirmation by the respective Boards of Directors, provided 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 Panel for any member from their respective Boards/Associations who may become unable to serve for any reason.

Members of the Grievance Panel shall be appointed for three (3) year terms. Members of the Panels shall be eligible for reappointment. For the initial operation under this agreement, the GAR President shall appoint members to one (1), two (2) and three (3) year terms (one-third for each term).

In order to review a complaint for alleged unethical conduct of a request for arbitration, the Grievance Panel will be split into 4 panels. There will be a Grievance Panel meeting scheduled twice a month with panels alternated. Each panel would then be invited to approximately 6 meetings per year.

Signatory Commercial Boards/Associations may appoint up to 15 (fifteen) Grievance Panel members.

The Commercial Boards/Associations Grievance Panel members will not be asked to serve on one of these 4 panels. Instead, when an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and a member of a Commercial Board/Association is the respondent, the GAR President or their designee, in consultation with the Commercial Board/Association President(s), shall appoint a panel consisting of Commercial Board/Association Grievance Panel members to review the complaint and/or arbitration request.

When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and the respondent is a member of a non Commercial signatory Board/Association, the GAR President, or their designee, shall appoint a panel consisting of either the Chair or Vice Chair of the Grievance Panel, 2 members of the Grievance Panel that are not members of a Commercial Board/Association and, in consultation with the Commercial Board/Association President, 2 members of the Grievance Panel that are Commercial Board/Association members, to review the complaint and/or arbitration request.

When a dispute arises over a commercial transaction between two members of a signatory Board/Association that are not members of a Commercial Board/Association, the complainant may request a panel as set forth in section 5 (a)iii(1) or 5 (a)iii(2) in the Statewide Professional Standards Enforcement Agreement.

#### **Section 16. Selection and Appointment of the Professional Standards Panel And Section 39.**

There will be a standing Committee known as the Professional Standards Committee, made up of 18 members who will oversee the Statewide Professional Standards Program. The Professional Standards Panels will be composed of a portion of the 18 members and members in good standing from each signatory Board/Association. Each signatory Board/Association shall submit at least two (2) appointees to serve on the Professional Standards Panel. There is no cap on the number of appointments each signatory Board/Association may submit for the Professional Standards Panels.

The members of the Professional Standards Panel shall be appointed by the President of the respective Boards/Associations, subject to confirmation by the respective Boards of Directors, provided 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 Panel for any member from their respective Boards/Associations who may become unable to serve for any reason.

The Chair and Vice Chair of the Professional Standards Committee shall be selected from the appointed Professional Standards Panel members by the GAR President and GAR President Elect respectively in accordance with the GAR Policies and Procedures.

Members of the Grievance Panels and the Professional Standards Panel shall be appointed for three (3) year terms. Members of the Panels shall be eligible for reappointment. For the initial operation under this agreement, the GAR President shall appoint members to one (1), two (2) and three (3) year terms (one-third for each term).

Signatory Commercial Boards/Associations may submit up to twenty (20) Professional Standards Panel members.

When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and a member of a Commercial Board/Association is the respondent, the GAR President or their designee, in consultation with the Commercial Board/Association President(s), shall appoint a Hearing Panel consisting of Commercial Board/Association Professional Standards Panel members to review the complaint and/or arbitration request.

When an Ethics complaint or Arbitration request has been filed by a member of a Commercial Board/Association and the respondent is a member of a non Commercial signatory Board/Association, the GAR President, or their designee, shall appoint a Hearing Panel consisting of either the Chair or Vice Chair of the Professional Standards Committee, 2 members of the Professional Standards Panel that are not members of a Commercial Board/Association and, in consultation with the Commercial Board/Association President(s), 2 members of the Professional Standards Panel that are members of a Commercial Board/Association, to hear the complaint and/or arbitration request.

When a dispute arises over a commercial transaction between two members of a signatory Board/Association that are not members of a Commercial Board/Association, the complainant may request a Hearing Panel as set forth in either section 5(b)iii(1) or 5(b)iii(2) of the Statewide Professional Standards Enforcement Agreement.

### **Part Three – The Grievance Committee**

#### **Section 17. Authority**

There will be a standing Committee known as the Professional Standards Committee, made up of 18 members who will oversee the Statewide Professional Standards Program. The Grievance Panels will be composed of a portion of the 18 members and members in good standing from each signatory Board/Association. Each Board/Association shall submit at least one (1) appointee to serve on the Grievance Panel. There is no cap on the number of appointments each signatory Board/Association may submit for the Grievance Panel.

#### **Section 19. Grievance Panel Review of an Ethics Complaint**

C. Appeal from the decision of the Grievance Panel related to an ethics complaint.

If one Grievance Panel dismisses the complaint, the complainant may appeal the dismissal within twenty (20) days from the receipt of the dismissal notice. If a Grievance Panel deletes an Article from the ethics complaint, the complainant may also appeal. An Appeal Panel will be appointed as outlined in the Statewide Professional Standards Enforcement Agreement and shall consider only the information and documents considered by the first Grievance Panel with the appeal and render its decision, which shall be final. The parties are not present at the meeting at which the appeal is considered.

## Part Four – The Ethics Hearing

### Section 20. Initiating an Ethics Hearing

- (c) ¶2 – The President may appoint an Appeal Panel as outlined in the Statewide Professional Standards Enforcement Agreement, which shall act on behalf of the Board of Directors. The decision of the panel shall be final and binding and shall not be subject to further review by the Board of Directors.
- (f) Any person, whether a member or not, having reason to believe that a member is guilty of any conduct subject to disciplinary action, may file a complaint in writing with the secretary, dated and signed by the complainant, stating the facts on which it is based (Form #1, Complaint, Part Nine); provided, however that the complaint must be filed within one hundred and eighty (180) days after the facts constituting the matter complained of could have been known in the exercise of reasonable diligence.
- (g) Any complaint alleging a violation of the Code of Ethics by a Board/Association Member or by any other person subject to the disciplinary authority of the Board/Association, will be scheduled for review by a Grievance Panel at the next scheduled meeting.
- (h) If the Grievance Panel concludes that the complaint is vague, overly general, does not allege violations of specific Articles, or is otherwise insufficient on its face, the complaint shall be referred back to the complainant accompanied by the Grievance Panels initial conclusions. The complainant shall be free to re-file an amended complaint.
- (i) If the Grievance Panel concludes that the allegations in the complaint, if taken as true, could not support a finding that the Code of Ethics had been violated, then the complaint shall be dismissed and the complainant advised of the dismissal and of their right to appeal the dismissal.
- (j) If the Grievance Panel concludes that the complaint alleges conduct which, if taken as true, could support a possible violation of the Code of Ethics, then staff, or in the absence of staff, the Grievance Panel Chairperson will ascertain whether or not there were any prior violations of the Code of Ethics in the past three (3) years. The complaint will then be sent to the respondent together with a response form which will advise the respondent of the complaint; which will ask the respondent to affirm that they have not been found in violation of the Code of Ethics by any Board/Association within the past three (3) years; and which shall give the respondent an opportunity to waive the right to a hearing by acknowledging the conduct alleged in the complaint and by agreeing to accept discipline which will not exceed a fine in excess of \$15,000 or suspension for a period of thirty (30) days should a violation of the Code ultimately be determined.
- (k) Alternatively, the respondent has the right to a hearing pursuant to the procedures established in Part Four of the NAR Code of Ethics and Arbitration Manual.
- (l) If the respondent does not acknowledge the conduct alleged in the complaint or waive the right to a hearing, or does not respond within twenty (20) days from receipt of the complaint, a hearing shall be scheduled in the manner provided for in Section 21, Ethics Hearing.
- (m) If the respondent waives the right to a hearing and acknowledges the conduct alleged in the complaint, such elections will be affirmatively indicated on the response form which shall be returned to the Grievance Panel Chairperson (or staff) within twenty (20) days from receipt of the complaint by the respondent. The Grievance Panel Chairperson (or

staff) will verify the respondent's assertions as to prior violations in the past three (3) years. In the absence of any prior violations within the past three (3) year period, the complaint will be referred to a panel of the Professional Standards members for consideration within thirty (30) days. The panel shall be appointed pursuant to the procedures established elsewhere in this Manual.

- (n) The Professional Standards Hearing Panel will meet in executive session. Neither the complainant nor the respondent will be present. Association staff and counsel will be present as deemed necessary by the Chairperson. The initial question to be determined by the panel will be whether the allegations in the complaint, as acknowledged and agreed to by the respondent, support a violation of one or more of the Articles of the Code of Ethics. The panel shall prepare a brief, concise decision which shall include findings of facts, conclusions and a recommendation for discipline if a violation is found. Discipline that may be imposed, if a violation is determined, may only include one or more of the following: letter of warning or reprimand, mandatory attendance at a relevant educational program, probation, suspension for thirty (30) days, or a fine not in excess of \$15,000.
- (o) The decision of the panel will be filed with the Secretary within ten (10) days after the panel's decision is final. The procedures for dissemination of the decision shall be those in Section 22. Appeals of decisions shall be pursuant to Section 23, Action of the Board of Directors of this manual. The Board of Directors in Section 23 will be replaced with the GAR Executive Committee or Tribunal consisting of at least five (5) members of the Executive Committee.
- (p) The expedited Code enforcement procedures established in the Code of Ethics and Arbitration Manual are available only to REALTORS® holding primary or secondary membership in the Board/Association enforcing the Code or other membership duties and are not available to REALTORS® who become subject to the Code of Ethics or other membership duties pursuant to their participation in or access to MLS under Board of Choice.
- (q) Where an ethics complaint names more than one respondent, the expedited Code enforcement procedures are available only when all respondents are eligible and all respondents elect to utilize these procedures.

## **Section 21. Ethics Hearing**

- (e) Complainants may withdraw their complaints at any time prior to the start of an ethics hearing. If a complaint is withdrawn by the complainant after the Grievance Panel determines the complaint requires a hearing, it will be referred back to a different Grievance Panel to determine whether a potential violation of the public trust may have occurred. Only where the Grievance Panel determines a potential violation of the public trust may have occurred may the Grievance Panel proceed as the complainant. A complaint so withdrawn shall not be deemed a final determination on the merits. The complaint, and response, if any, shall be provided to Hearing Panel members at the location where the Hearing will take place. All paperwork provided at the Hearing will be left with the Professional Standards Administrator.

## **Section 22. Decision of Hearing Panels**

- (a) Names of the parties will not be included when presenting the Hearing Panel's decision to the Executive Committee or Tribunal of Executive Committee consisting of at least 5 members for review.

## **Section 23. Action of the Executive Committee**

- (b) If no appeal is filed, the Executive Committee or Tribunal consisting of at least five (5) members of the Executive Committee will adopt the Hearing Panel's recommendation and issue its order accordingly, unless:
  - (1) the Executive Committee or Tribunal, if concerned with a possible procedural deficiency, may refer the decision back to the Professional Standards Committee for a new hearing and recommendation by a different Hearing Panel; or
  - (2) if the Executive Committee or Tribunal members are concerned with the appropriateness of the recommendation of sanction, the Committee or Tribunal may impose alternative discipline that does not exceed that recommended by the Hearing Panel, or may refer the decision back to the original Hearing Panel for further consideration and recommendation accompanied by the Executives' concerns regarding the proposed discipline; or
  - (3) if the Executive Committee or Tribunal conclude the findings of fact do not support a possible violation of the Code of Ethics, the complaint will be dismissed.
- (c) All appeals must be in writing and must be accompanied by a deposit in the sum of \$250.00.
- (m) Appeals will be heard by a panel as outlined in the Statewide Professional Standards Enforcement Agreement. The decision of the appeal panel shall be final and binding and shall not be subject to further review by the Executive Committee.
- (n) If the respondent is found in violation of the Code of Ethics a second time within three (3) years, the respondents name, the fact that the respondent has been found in violations of the Code of Ethics, the Article(s) violated, and the discipline imposed will be not be published.

## **Section 24. Initial Action by Executive Committee**

¶3 Upon determination that the member has refused to arbitrate a properly arbitrable matter, the Executive Committee may direct the implementation of appropriate sanction and should, if it has reason to believe that the imposition of sanction will become the basis of litigation and a claim for damages consequent to such sanction, delay the effective date of implementing the sanction to a date following receipt by the Board/Association of a judicial decision in a petition for declaratory relief filed by the Board/Association to confirm the propriety of its action. On the other hand, if the complaint against the member is that, having properly submitted a dispute to arbitration, the member has refused to abide by the award, such refusal should not be referred to the Grievance Panel as a violation of the Code of Ethics unless it reflects an established pattern or practice of noncompliance with the commitment to arbitrate. A refusal to abide by an award in arbitration should be enforced in the manner set forth in Part Ten, Sanction 56, Enforcement.

### **Part Five – Conduct of an Ethics Hearing**

#### **Postponement of Hearing:**

Postponement may be granted if there are extenuating circumstances. Requests for postponement must be made in writing and sent to the Professional Standards Administrator. Permission can be given by the Chairperson. All parties shall be advised of the date of the rescheduled hearing.

**Recording the Hearing:**

The Georgia Association of REALTORS® restricts all participants of an ethics hearing from recording the hearing via a court reporter or electronic recorder and only allows the Georgia Association of REALTORS® to record the proceedings.

**Statements of Professional Standards Policy  
Applicable to Ethics Proceedings****25. Expenses related to conduct of hearings by Multi-Board or regional Grievance or Professional Standards Committees**

Expenses related to conduct of hearings by the Statewide Agreement shall be borne by the Georgia Association of REALTORS® and shall not be supported by fees charged to the members other than as otherwise authorized by the *Code of Ethics and Arbitration Manual*.

**33. Use of Panels in place of the Board of Directors**

Any matter brought before the Board of Directors may be considered by the Executive Committee or Tribunal consisting of at least five (5) members of the Executive Committee, which shall act on behalf of the Board of Directors. The decision of the panel shall be final and binding and shall not be subject to further review by the Board of Directors.

**ARBITRATION****Statements of Professional Standards Policy Applicable to Arbitration Proceedings****3. Circumstances under which arbitration is contingent upon the REALTORS® voluntary participation**

The Board will offer arbitration in Complaints dealing with members, classified as voluntary by a Grievance Panel.

**Part Seven – Arbitration General Provisions****Section 26. Definitions Relating to Arbitration**

- (b) “Board/Association” means – any signatory Board/Association of the Statewide Professional Standards Enforcement Agreement or the Georgia Association of REALTORS®.

**Section 31. Conduct of a Hearing**

The Georgia Association of REALTORS® restricts all participants of hearings from recording the hearing via a court reporter or electronic recorder and only allows the Georgia Association of REALTORS® to record the proceedings.

## **Part Nine – The Grievance Panel in Arbitration Proceedings**

### **Section 40. Authority**

There will be a standing Committee known as the Professional Standards Committee, made up of 18 members who will oversee the Statewide Professional Standards Program. The Grievance Panels will be composed of a portion of the 18 members and members in good standing from each signatory Board/Association. Each Board/Association shall submit at least one (1) appointee to serve on the Grievance Panel. There is no cap on the number of appointments each signatory Board/Association may submit for the Grievance Panel.

Members of the Grievance Panel from each signatory Board/Association shall be appointed by the Presidents of the respective Boards/Associations, subject to confirmation by the respective Boards of Directors, provided 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 Panel for any member from their respective Boards/Associations who may become unable to serve for any reason.

Commercial Boards/Associations may submit up to 15 (fifteen) Grievance members.

The Commercial Board/Association Grievance members will only be asked to serve when an Ethics complaint or Arbitration request has been filed from a member of a Commercial Board/Association and/or the member of a Commercial Board/Association is the respondent.

### **Section 42. Grievance Panels Review and Analysis of a Request for Arbitration**

- (c) If the Grievance Panel determines that a matter should not be arbitrated by the Board/Association because of the amount involved or the legal complexity, or for any other valid reason specified in the Grievance Panel decision and written report, either of the parties may appeal the decision within twenty (20) days of the date of notice of the Panel decision. The Hearing Panel can also dismiss the arbitration request if the Hearing Panel concludes the matter is not arbitrable.

## **Part Ten – Arbitration of Disputes**

### **Section 44. Duty and Privilege to Arbitrate**

- (b) Arbitration facilities for Board/Association Members are mandatory in the types of arbitration described in the preceding paragraphs (1) and (2). Arbitration facilities are offered as voluntary in the types of arbitrations described in the preceding paragraphs (3) and (5). No arbitration facilities will be allowed without signed Arbitration agreements from both parties. Arbitration facilities for Board/Association members will not be provided in the types of arbitrations as described below in preceding paragraphs (4) and (6).

### **Section 45. Board's Right to Decline Arbitration**

- (b) The President will appoint a panel as outlined in the Statewide Professional Standards Enforcement Agreement, to hear the appeal. The decision of the appeal panel is final and not subject to further review by the Executive Committee or Tribunal.



## **Section 46. Duty to Arbitrate Before State Association**

By becoming and/or remaining members of this Board/Association, all members bind themselves and agree to submit to arbitration by the arbitration facilities of the Georgia Association of REALTORS® any dispute with a member of any other local Board/Association or Georgia Association of REALTORS®, provided:

- (1) The dispute is a dispute as defined and for which arbitration is required by Article 17 of the Code of Ethics, and
- (2) The Georgia Association of REALTORS® has established facilities for such arbitration.

## **Section 47. Manner of Invoking Arbitration**

- (a) A request for arbitration shall be in writing (Form #A-1 or #A-2, Request and Agreement to Arbitrate, Part Thirteen, or any other appropriate form permitted by law), must be signed by the complainant, must indicate the nature of the dispute and the amount in the dispute, and must be accompanied by the required deposit of \$250.00.
- (b) The Professional Standards Administrator shall promptly refer the request for arbitration to the Chairperson of the Grievance Panel for determination by the Panel within twenty (20) days as to whether the matter is subject to arbitration.
- (c) If the Grievance Panel finds the matter properly subject to arbitration, the Chairperson shall refer it back to the Professional Standards Administrator with instructions to arrange a hearing, notifying the parties of the Grievance Panels decision, and informing the parties of their ability to challenge the classification (See section 45(d), Board's Right to Decline Arbitration). The Administrator shall notify the respondent within five (5) business days of receipt of the Grievance Panels instructions by mailing a copy of the request for arbitration, the Notice to Respondent (Arbitration) (Form #A-3), and two (2) forms for response (Form #A-4, Response and Agreement to Arbitrate, Part Thirteen), with directions to complete and return the written response and deposit amount of \$250.00 within fifteen (15) days from the date of mailing to respondent.

The GAR President or their designee shall select the Chairperson of the Hearing Panel, who shall possess the powers of the neutral arbitrator within the meaning of the Georgia arbitration statutes.

## **Mediation**

**Initiation of Mediation Proceedings:** As specified in the arbitration procedures elsewhere in the NAR Code of Ethic and Arbitration Manual, upon receipt of a request for arbitration, will advise all parties of their mediation obligations and options to participate in mediation prior to review of the arbitration request by the Grievance Panel. Mediation is voluntary and if the parties agree, the matter will be referred to the Mediation Officer, who will arrange a mutually convenient time and location for mediation. If the Mediation is unsuccessful, or if either of the parties wishes to discontinue the mediation process for any reason, then mediation will be terminated and the request for arbitration will be referred to the Grievance Panel for review. If either party requests that mediation be deferred until after the arbitration request can be reviewed by the Grievance Panel, the arbitration request will be referred to the Grievance Panel for that Panel's determination whether (a) an arbitrable issue exists, and (b) whether arbitration would be voluntary or mandatory. Where any party initially declines to mediate pending the Grievance

Panels review of the arbitration request, the parties shall in all instances again be offered the opportunity to mediate following the Grievance Panel review.

#### **Section 48. Submission to Arbitration**

- (a) Submission of a dispute to arbitration by the Board/Association shall consist of signing and delivering to the Secretary either a request or response form provided by the Board/Association (Form #A-1 or #A-2, Request and Agreement to Arbitrate, or Form #A-4, Response and Agreement to Arbitrate) or any other similar writing permitted by law and making the appropriate deposit of \$250.00.
- (b) Option #3 Amended  
In the event the respondent fails or refuses to sign the Response and Agreement Form (Part Thirteen, Form #A-4), the arbitration hearing may not be scheduled and conducted. In the event the respondent signs the Response and Agreement to Arbitrate form, but fails or refuses to make the required deposit, or fails or refuses to take part in the arbitration hearing, the arbitration hearing may be scheduled and conducted in the absence of the respondent.

#### **Section 49. Initial Action by Executive Committee**

If the complainant alleges that a member has improperly refused to submit a dispute to arbitration, the complaint shall not be referred to the Grievance Panel or a Hearing Panel, but shall be brought before the Executive Committee or Tribunal at the next regular meeting or at a special meeting called by the President for that purpose. The procedures for notices, time of notice, and hearing prescribed for matters before a Hearing Panel shall apply. The sole question of fact for the Executive Committee or Tribunal to decide will be whether the respondent has failed to submit an arbitrable matter to arbitration in violation of Article 17.

#### **Section 50. Preliminary Judicial Determination Prior to Imposition of Discipline**

If the Executive Committee has reason to believe that the imposition of a proposed sanction will become the basis of litigation and a claim for damages, it may specify that the discipline shall become effective upon entry of the final judgment of a court of competent jurisdiction in a suit by the Board/Association for declaratory relief declaring that the discipline proposed violates no rights of the member.

#### **Section 51. Arbitration Hearing**

- (b) The arbitration request, and response if any, shall be provided to the Hearing Panel members the day of the hearing. All materials will be given to the Professional Standards Administrator before leaving the hearing.

#### **Section 54. Costs of Arbitration**

The deposit of the prevailing party will be returned. The deposit of the other party will be retained by the Georgia Association of REALTORS® serving as the administrator of the arbitration. If the award is divided between the parties, the deposit fee will be refunded in inverse portion to the award (i.e. the party that is awarded 70% receives 70% of their deposit back; the party that is awarded 30% gets 30% back). That portion which is not returned shall be retained by the Georgia Association of REALTORS® serving as the administrator of the arbitration. When a REALTOR® requests arbitration to determine which of multiple respondents is entitled to disputed funds, or

where a party makes no claim to the disputed funds, that party may not be assessed an arbitration filing fee.

#### **Section 55. Request for Procedural (Arbitration)**

- (a) A written request for procedural review of the arbitration hearing procedures must be filed with the President within twenty (20) days after the award has been served on the parties and be accompanied by a deposit in the sum of \$500.00 made payable to the Georgia Association of REALTORS®.
- (c) The request for procedural review will be heard by an Appeal Panel as outlined in the Statewide Professional Standards Enforcement Agreement. The decision of the panel shall be final and binding and shall not be subject to further review by the Executive Committee.

#### **Section 56. Enforcement**

The judgment of any competent court of record in Georgia, state or federal, may be rendered upon the award. If a member fails to comply with an award, the recipient to whom the award has been rendered by the arbitration panel shall be advised by the Board/Association to seek judicial enforcement and to request reimbursement of legal fees incurred in seeking enforcement.

# Georgia Association of REALTORS®

## Ombudsman Overview

### A. Purpose

The purpose of the Ombudsman is to provide a knowledgeable, informed contact when REALTOR® members or members of the public contact the Georgia Association of REALTORS® or local board/association with a complaint against a REALTOR®.

The role of the Ombudsman is to communicate with the party(ies) and attempt to facilitate a resolution of misunderstandings and/or disagreements before matters evolve into a formal complaint. Ombudsmen do not determine whether violations have occurred or adjudicate issues.

### B. Goals

- Listen to the parties
- Defuse situation and emotions
- Clarify the issues
- Deal with the facts
- Deal with only the essential elements of the dispute
- Discourage irrelevant, inflammatory elements
- RESOLVE the dispute

### C. Qualifications

1. REALTOR® with tact, diplomacy, and a sense of equity who are familiar with license law and rules and regulations of the Georgia Real Estate Commission and have seven years of active real estate experience.
2. REALTOR® with a minimum of five years experience on a state or local Professional Standards Committee, Grievance Committee/Panel, Mediation Committee, Hearing Panels or as a Mediator.
3. REALTORS® familiar with the NAR Code of Ethics, license law and rules and regulations of the Georgia Real Estate Commission, and applicable MLS rules and regulations.
4. Primary member of the State and/or Local Board/Association of REALTORS®.

### D. Responsibilities

1. Maintain confidentiality of all parties.
2. Field and respond to any real estate questions including but not limited to:
  - a) General questions about real estate practice
  - b) Transaction details
  - c) Ethical practices
  - d) Options for filing complaints
3. Cases to be Handled:
  - Uncomplicated
  - Communication based
  - Appropriate monetary settlement
  - Can be solved by providing basic knowledge

**E. Selection and Term**

Members interested in serving as Ombudsmen must complete the Ombudsman Application. The applications will be reviewed and appointments made by a Panel composed of the Chair and Vice Chair of the Professional Standards Committee and the Professional Standards Administrator.

Term will be for the length of 3 years.

The selection Panel will select one Ombudsman from each Region and three at-large Ombudsmen.

**F. Limitations**

1. Ombudsmen may not refer concerns they have regarding the conduct of any party utilizing their services to the Grievance Panel, to the Georgia Real Estate Commission, a local MLS Committee or to any other regulatory body except concerns where the public trust has been violated (as defined in Article IV, Section 2 of the NAR Bylaws), in which case the Complainant will be referred back to the state or local board/association Professional Standards Administrator.

2. Cases to be Avoided:

- Apparent violations of law
- Cases already referred to legal counsel, a court of law; the Georgia Real Estate Commission; a professional standards hearing panel; or any other regulatory body.
- Large or inappropriate monetary amounts
- Cases involving more than two parties

3. Ombudsmen will adhere to Article 11 of the Code of Ethics and make appropriate referrals when the issues are outside their area of expertise.

**G. Process**

1. When contacted, state or local Board staff will offer the services of an Ombudsman as an alternative to submitting a formal complaint. Complainants will also be advised that they may decline Ombudsman services and have their complaint to be considered by a Grievance Panel to be either dismissed or forwarded to a hearing panel for resolution.

2. If a complaint is received by GAR and the complainant agrees, the Ombudsman may attempt to resolve the matter before a formal complaint is filed. If resolution is not reached, the Complainant may continue with the complaint procedure as outlined in the NAR Code of Ethics and Arbitration Manual.

3. In carrying out assigned duties, the Ombudsman may:

- a) Contact the REALTORS® who are named to obtain information to provide an informed response.
- b) Call upon other Ombudsmen for consultation.

4. The Ombudsman will submit a report to the Professional Standards Administrator on a form provided for the purpose of tracking the nature of the complaint, services rendered and potential areas for education.

## Georgia Association of REALTORS®

### Citation Policy

1. All complaints in proper form alleging a violation of the National Association of REALTORS® Code of Ethics received by Georgia Association of REALTORS® are reviewed by the Grievance Panel.
2. The Grievance Panel will determine whether the allegations in the complaint if assumed to be true could be a possible violation of the Code of Ethics.
3. Assuming there is a possible violation is a citable offense – according to the Citation Schedule Fines adopted by the Georgia Association of REALTORS®.
  - a. If the allegation is a citable offense, the complaint and citation is sent to the respondent with a copy of the complaint and citation sent to the respondent's designated REALTOR®.
  - b. If the allegation is a non-citable offense, the complaint will be processed in accordance with the Georgia Association of REALTORS® Statewide Professional Standards Policies and the Code of Ethics and Arbitration Manual.
  - c. If the allegation alleges both citable and non-citable offenses, the complaint will be automatically forwarded for a hearing in accordance with the Georgia Association of REALTORS® Statewide Professional Standards Policies and Code of Ethics Arbitration Manual.
4. Once a respondent has received a copy of the complaint and citation, s/he must do one of the following:
  - a. Within fifteen (15) days of receipt of the complaint and citation pay a \$150 fine payable to the Georgia Association of REALTORS® and within sixty (60) days of receipt of the complaint and citation, take a three (3) hour Code of Ethics update course (either in-person or online). The Code of Ethics updated course must be approved by the Georgia Real Estate Commission for three hours of continuing education and meet the National Association of REALTORS® Code of Ethics Biannual update
  - b. Within fifteen (15) days, file a response and request a hearing to be held in accordance with the Georgia Association of REALTORS® Statewide Professional Standards Policies and the Code of Ethics and Arbitration Manual.\*\*Failure to do either may result in a membership violation
5. If a respondent has received more than two (2) citations in any twelve (12) month period or three (3) in three (3) years, the complaint will be forwarded for a hearing in accordance with the Georgia Association of REALTORS® Statewide Professional Standards Policies and the Code of Ethics and Arbitration Manual.
6. No ethics complaints can be filed anonymously.

## **POLICY STATEMENT POINT-OF-SALE**

### **Background**

Municipalities, counties, and state legislators have expressed interest in requiring a seller of residential real estate to obtain a point-of-sale inspection and to make any required repairs to the property before the transfer of real property may occur. These inspections are promoted as enhancing the quality of housing stock and therefore ensuring the health and safety of residents. In actuality, these practices only apply to the select few in a community who decide to sell their homes, rather than the entire community at large.

### **GAR Position**

While GAR supports the availability of quality housing stock, we believe that point-of-sale inspections:

- Are inequitable as they place the burden on homebuyers and sellers for something that is the responsibility of the whole community;
- Are inefficient in achieving the highest level of compliance to a community's code standards and conservation goals;
- Are counterproductive to maintaining an affordable housing stock;
- Add complications to the real estate sales transaction. Since many steps are involved in the inspection and repair process, this adds delays to the transaction process;
- Create an unknown expense for both parties to negotiate. The cost of repairs can cause the home sale price to increase, leaving the potential homebuyer with an added expense, and possibly, an inability to purchase the home;
- Create an unfunded government mandate at the expense of homebuyers and sellers.

GAR believes that existing law which requires a seller to disclose material defects at the time of sale, and which encourages buyers to obtain a home inspection before purchasing a property, provides sufficient self-improvement of current housing stock and negates the onerous effect of point-of-sale requirements.

## **POLICY STATEMENT WATER RIGHTS**

### **Background**

Water is a vital natural resource which impacts the health and prosperity of our state. Georgia is a riparian rights state and GAR opposes any attempt to shift Georgia's water policy to the public trust doctrine. The public trust doctrine is a principle that maintains that resources such as water are so vital that the government is required to maintain those resources for the public's use. The public trust doctrine restricts and denies property owners of their legal rights to the water on their land. By placing water resources in the custody of the state, the public trust doctrine gives all Georgia citizens legal standing to file suit challenging the use of water on private land as well as for permitted or proposed developments. This approach is anti-private property rights and detrimental to the future growth and development of our state.

In 2008, the General Assembly adopted Georgia's first comprehensive statewide water plan, which solidified Georgia as a regulated-riparian water rights state. This means that water runs with the land. Property owners have the right to make reasonable use of the water on their land and can withdraw up to 100,000 gallons per day before government regulations are imposed.

### **GAR Position**

The foundation of our industry is the protection and defense of private property rights. GAR supports the existing riparian water rights system, where water runs with the land and property owners in Georgia maintain the right to use their water in a reasonable manner in accordance with the law.

GAR opposes the public trust doctrine and any government attempt to reduce the water rights of Georgia property owners.



## **POLICY STATEMENT WATER SUPPLY AND CONSERVATION**

### **Background**

Recent drought conditions along with the federal judicial ruling impacting water withdrawals from Lake Lanier have increased the focus on Georgia's water supply and conservation measures. Georgia recently adopted its first statewide comprehensive water plan as well as a water conservation and implementation plan. Efforts to pass statewide legislation to mandate the retrofit of older plumbing fixtures at the point of sale have failed; however, local governments are not prohibited from adopting point-of-sale mandates. In 2007, DeKalb County was successful in passing a point-of-service mandate, which requires purchasers of homes built prior to 1993 to verify all plumbing fixtures have been retrofit prior to receiving water service.

### **GAR Position**

GAR believes that water is a vital commodity essential to life, prosperity, and economic development. As a valued commodity water supply and water usage behaviors are subject to supply and demand market factors. We support market-based conservation measures and oppose any point-of-sale government mandates.

GAR supports measures to increase Georgia's water supply including expediting the permitting and development of new reservoirs and raising the levels of existing reservoirs. We believe that Georgia must increase the state's water storage capacity in order to prepare for projected increases in population.

GAR supports responsible market-driven conservation measures and opposes any point-of-sale government mandates such as retrofit-at-resale. Conservation measures supported by GAR include:

- An incentive pricing scale which would encourage users to voluntarily implement water-saving devices and penalize those heavy users who are unwilling to conserve.
- Cash rebates for voluntary purchase/installation of low-flow plumbing fixtures.
- Rebates in the form of credits against property owners' water bills for voluntary purchase/installation of low-flow plumbing fixtures.
- Rebates in the form of property tax credits for voluntary purchase/installation of low-flow plumbing fixtures.
- Distribution of water conservation kits including low-flow showerheads, faucet aerators, toilet leak tablets, and toilet tank displacement kits.

## SOCIAL MEDIA BEST PRACTICES

Georgia REALTORS® (GAR) values social media. Its proper use creates awareness of our purpose and mission. It is also a great communication and marketing tool. As a GAR leader\*, what you share on the Internet is (or may be interpreted to be) representative of GAR and, in any event, must be approached with caution.

The written word is easily misunderstood and misinterpreted, especially in a leadership position as you are held to a higher standard by others. GAR also respects your right to interact and communicate about non-association related matters using the Internet. In order to protect GAR from the posting of comments and information that may have a harmful effect on its reputation and/or its employees, the following best practices have been developed.

For the purpose of this document, “engaging in social media” means posting or uploading content to any type of interactive electronic communication including but not limited to websites, blogs, social networks, discussion boards, and listservs.

- You assume any and all risks associated with engaging in social media.
- Before engaging in social media, know GAR’s position on issues. Be sure it is clear that your opinion and views expressed are yours alone and that any statements, opinions and beliefs do not necessarily reflect the views of the Association.
- When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to GAR or to any third party that has disclosed information to us. This includes but is not limited to the use of Association trademarks and copyrighted material.
- Use caution when posting photos of leadership, staff and members from REALTOR® events.
- Since the Internet is public space, you must refrain from engaging in social media that may disparage or harm the image or reputation of GAR or any of its employees.
- When engaging in social media, do not expect your comments to be private. Even comments posted in private groups can easily be shared publicly.
- When it comes to political advocacy and candidate campaigns, represent and conduct yourself online as a member of the Georgia REALTOR® Party, which supports real property rights regardless of political affiliation.
- RPAC investments should not be solicited in any online public forum.
- Do not share or publicly post any decisions that are confidential. This includes board matters, personnel, staffing, professional standards decisions, and financial information.

## WHISTLEBLOWER POLICY

The Association requires that its operations be managed professionally, honestly, and in accordance with sound practices and the requirements of its Bylaws, Polices and Procedures.

The purpose of this policy is a key defense against fraud occurring in an organization is the availability of a means for constituents to anonymously report suspected wrongdoing.

Federal law prohibits retaliation against whistleblowing with respect to a violation of a federal law or regulation, to include: Forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation with the GAR conflict of interest policy; misappropriation or misuse of GAR resources, such as funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

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

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

## **GEORGIA ASSOCIATION OF REALTORS®, INC. ELECTION PROCEDURES**

The Chairman of the Board of Directors will call for the report of the Nominating Committee as the first order of business at the Board of Directors meeting.

The Chairman of the Board of Directors will ask for a motion to elect the unopposed slate of nominees.

The Chairman of the Board of Directors will announce the names of the remaining nominees.

Each of the nominees, appearing in alphabetical order by last name, will be given up to three minutes to address the Board of Directors. No other members or guests will be permitted to address the Board of Directors on behalf of any of the candidates.

Only registered Directors who are present may vote. Voting will be by secret ballot on color-coded ballots which will be distributed to each State Director at the time of Director check-in on Saturday morning or by electronic means. Director check-in begins at 8:45 am and ends promptly at 9:30 am.

Following each round of voting, unfolded ballots shall be passed face down to the center aisle(s) for collection by GAR staff and taken to the counting room.

The Chairman of the Board of Directors will not vote on any of the ballots unless there is a tie vote. Ballots will be counted by the Election Committee. The Election Committee will consist of:

- The Chairman of the Nominating Committee
- Six other members of the Nominating Committee
- Three people to represent each Candidate and one additional alternate
- GAR Staff member who will assist as needed

The Chairman of the Board of Directors will again announce the names of the nominees for the position that is being opposed.

### **Election Procedures:**

#### **First Ballot:**

- On the first ballot, Directors will vote for the number of positions available by circling the correct number of names appearing in alphabetical order by last name displayed on the color-coded ballot.
- The nominee receiving the most votes (provided it is a majority) will be duly elected to that position.

#### **Second Ballot (if needed):**

- On the second ballot, Directors will strike through the elected name.
- On the second ballot, Directors will vote for the number of positions available by circling the correct number of names appearing on the ballot.
- The nominee receiving the most votes (provided it is a majority) will be duly elected to that position.

#### **Third Ballot (if needed):**

- On the third ballot, Directors will strike through the two elected names.
- On the third ballot, Directors will vote for the number of positions available by circling the correct number or names appearing on the ballot.

- The nominee receiving the most votes (provided it is a majority) will be duly elected to that position.

Fourth Ballot (if needed):

- On the fourth ballot, Directors will strike through the three elected names.
- On the fourth ballot, Directors will vote for the number of positions available by circling the correct number of names appearing on the ballot.
- The nominee receiving the most votes (provided it is a majority) will be duly elected to that position.

**Please note:**

- If no nominee receives a majority vote on any ballot taken, then the nominee with the lowest number of votes on that ballot shall be dropped from the ballot, and the remaining nominees shall be voted on in the next ballot.
- Any ballot with more or less than the appropriate number of names circled will not be counted.
- The Election Committee members who represent the candidate who has been duly elected shall be excused from subsequent vote tallies for that position.
- It is the responsibility of each Candidate to file with Nominating Committee staff liaison the names of their representatives, and one alternate, no later than one week prior to when the vote will take place.

**Ballot Counting Procedures:**

- Once the ballots are collected by the GAR staff and taken to the counting room, the ballots will be separated into three stacks.
- Three groups will be formed to count each stack made up of 2 Nominating Committee members and one representative from each candidate. A counting sheet will be provided to each group with each nominee's name listed. One person from the Nominating Committee will call out the names and the other member from the Nominating Committee will mark the counting sheet. Each candidate representative will observe to make sure the votes are marked correctly. Each person in the groups including the Candidate representative will sign the counting sheet.
- In the event of the use of electronic voting or the use of electronic means to count the votes, one representative from each candidate shall be present in the counting room to review the ballot prior to counting.
- After all of the ballots have been counted and verified by each person in the group, they will report the totals to the Nominating Committee Chair.
- The combined verified total from each of the three groups will be official number.
- The Nominating Committee Chair will announce the nominee receiving the most votes (provided it is a majority) to the Board of Directors and that nominee will be duly elected to that position. The number of votes for each candidate will be given to the Board of Directors after each vote.

Robert's Rules of Order defines majority as "more than half of the votes cast in person legally entitled to vote, excluding blanks or abstentions, at a properly called meeting at which a quorum is present."

The Chairman of the Board of Directors will proceed with the order of business of the Board of Directors meeting while the votes are being counted.

**Official Nominating Counting Sheet  
Georgia REALTORS®**

Nominee Name	Votes	Total
Nominee 1		
Nominee 2		
Nominee 3		
Nominee 4		
Nominee 5		
Nominee 6		
Nominee 7		

**By signing your name below, you certify that you counted and/or witnessed the counting process and have no objections with the totals provided.**

Nominating Committee  
Member: \_\_\_\_\_

Nominating Committee  
Member: \_\_\_\_\_

Candidate  
Representative: \_\_\_\_\_

Candidate  
Representative: \_\_\_\_\_

Candidate  
Representative: \_\_\_\_\_

**GEORGIA ASSOCIATION OF REALTORS® , INC.**  
**Campaign Policies**

1. The candidate for office may officially announce his/her candidacy and begin activities no earlier than the first business day after the May Nominating Committee meeting as long as written notification to run has been sent to the Georgia REALTORS® office;
2. Upon request, declared candidates will be provided an excel document of all GAR Directors mailing addresses and email addresses at no charge;
3. Candidates and their supporter's shall make sure that all materials contain only accurate and positive information about the candidate themselves and *not knowingly or recklessly make false or misleading statements about other real estate professionals, their businesses, or their business practice. (Article 15 of the Code of Ethics)* This is a reminder that anyone may file an Ethics complaint against a member.
4. Electronic media communications (email, text messages, etc...) to members shall be allowed and must include an "opt-out" provision;
5. Campaigning is allowed during the Georgia REALTORS® Annual Conference by a Candidate or their representative, however, no campaigning is allowed in any committee meetings, education sessions or business meetings of the Georgia REALTORS®. No campaign literature may be placed in any meeting rooms. It shall be the policy of the Association that such campaign materials are to be passed to members on a personal basis and candidates nor supporters shall block the entrance to any meeting rooms.
6. During the Annual Conference, each candidate will be provided with equal space for purposes of displaying campaign materials.
7. Campaign materials may not be placed on walls at the Annual Conference;
8. Candidates made aware of campaign violations committed by others on their behalf shall make best efforts to immediately remediate the violation.
9. In the interest of absolute neutrality and avoidance of misunderstanding, GAR staff and GAR Nominating Committee members shall not be permitted to display campaign materials of support for any REALTOR® candidate for Association elective office on themselves, including meeting registration desks and meeting rooms. Any member of the Nominating Committee must verbally support the Nominating Committee slate.
10. All displayed campaign materials must be removed from all public spaces by no later than 10pm the night before the Board of Directors meeting. If materials are left after 10pm, the Georgia REALTORS® Staff has authority to discard the materials.
11. Any request regarding Campaign policies may be submitted to the Georgia REALTORS® Nominating Committee Chair in writing for final approval.

## **NAR Region 5 Regional Vice President (RVP) Candidate Guidelines**

### **Application / Interview Process:**

- All applicants desiring to be considered for NAR Region 5 Regional Vice President shall complete and submit the NAR Application for Elected Officers no later than April 15.
- An electronic copy of all submitted applications shall be retained by NAR Directors Committee Staff Liaison until the conclusion of the Board of Directors meeting during the Annual Conference.
- All applicants shall dress and conduct themselves during the interview with the NAR Directors Committee, in the same manner as they will when representing the Georgia REALTORS® as the Region 5 RVP Candidate during the NAR Region 5 Nominating Committee Interview.
- All applicants shall meet the requirements as outlined in the NAR Region 5 Policies and Procedures: as attached and amended from time to time by the NAR Region 5 Caucus.
- Scheduled interviews and selection of the GAR Candidate shall be conducted by the NAR Directors Committee between April 15 - 30.
- All Candidates shall be allotted ten (10) minutes during the NAR Directors-At-Large Committee meeting, held between April 15 – April 30, five (5) minutes to present their qualifications, and five (5) minutes for review and Q & A.
- Selection of the GAR Candidate shall be by written ballot; ballots shall be collected, reviewed, and confirmed by the CEO; with the Chair abstaining unless the original vote results in a tie
- The NAR Directors Committee Chair shall direct the staff liaison to notify all applicants of the Committee selection electronically immediately following the meeting.
- Applicants not selected by the NAR Directors Committee shall have the right to notice the Chair of Nominating Committee within the established policy adopted by the Board of Directors of intent to run from the floor at the meeting of the Board of Directors held in conjunction with the Georgia REALTORS® Annual Conference.

### **Candidate Notification / Campaigning:**

- The GAR President shall notify the NAR Region 5 Leadership Team of the GAR Region 5 RVP Candidate following the conclusion of the GAR Annual Convention and Trade Expo but not later than October 1.
- GAR Candidate shall submit an application to the NAR Region 5 Nominating Committee as outlined in the NAR Region 5 Policies and Procedures.
- Within the established guidelines and restrictions placed on candidates by NAR, GAR endorsed Region 5 Candidate Campaigning shall be limited to state visits with NAR Directors from Region 5 and invitations for NAR Directors from Region 5 to attend GAR hosted receptions during the NAR Midyear Meeting (May) and NAR Annual Convention (November).

### **Candidate Funding:**

- The NAR Leadership Initiative Fund shall reimburse up to \$2,000.00 for the candidate to attend state meetings within Region 5 for the purpose of meeting with NAR Directors within the established guidelines of NAR. The GAR RVP Candidate shall be responsible for contacting each state and making all travel and meeting arrangements.
- GAR shall extend an invitation to all NAR Directors from Region 5 to attend the GAR receptions held during the NAR Midyear Meeting (May) and Annual Convention (November).
- The NAR Leadership Initiative Fund shall provide up to \$1,000.00 per GAR reception held during the NAR Midyear Meeting (May) and Annual Convention (November) to fund attendance of invited NAR Directors from Region 5.



**GEORGIA ASSOCIATION OF REALTORS®, INC.  
MEDIATION PROCEDURES**

**1. Types of Disputes Mediated**

Mediation is made available by the Georgia Association of REALTORS® (GAR) as a way to expedite the settlement of disputes in accordance with the following policies.

- a. GAR will mediate any disputes which are arbitrable (either mandatory or voluntary) in accordance with the NAR Code of Ethics and Arbitration Manual or for alleged ethics violations.
- b. Complaints brought by other REALTORS® or members of the public and naming REALTORS® as respondents may be mediated.
- c. Complaints initiated upon the motion of the Grievance Panel or initiated by the Grievance Panel upon the direction of the Board of Directors may not be mediated.
- d. Complaints alleging a violation of the public trust may not be mediated. (Public trust as defined in the NAR Bylaws, Article IV, Section 2: The "public trust", as used in this context, refers to demonstrated misappropriation of client or customer funds or property, willful discrimination, or fraud resulting in substantial economic harm).

**2. Appointments**

The Chair and Vice Chair of Professional Standards and the Professional Standards Administrator will appoint twelve mediators (one per Region and three At-Large) who will serve staggered three-year terms, three At-Large mediators.

**3. Qualifications**

To serve as a mediator for the Georgia Association of REALTORS®, an individual should meet the following qualifications:

- REALTORS® with tact, diplomacy, and a sense of equity who have a familiarity with state real estate rules and practice, seven years of real estate experience, who are or have managing broker experience, and who have completed a recognized course of instruction on mediation; or
- Professional mediators with recognized mediation credentials who are members in good standing with an established public or private dispute resolution organization and who possesses a fundamental knowledge of real estate satisfactory to the association; or
- Real estate professionals including title officers, real estate attorneys, appraisers, association staff, etc., who are trained in mediation by and possess real estate experience satisfactory to the association.
- Be familiar with the NAR Code of Ethics, Georgia real estate statutes and regulations, and applicable MLS Rules and Regulations.
- Primary member of GAR

- It is preferred that mediators have served on the Grievance Committee/Panel and/or Professional Standards Committee on a local or state level and have served on at least one hearing panel, but it is not required.

#### **4. Selection**

If members are interested in serving as Mediators, they must complete the Mediator Application. The applications will be reviewed and appointments made by a Panel composed of the Chair and Vice Chair of Professional Standards Committee and the Professional Standards Administrator.

#### **5. Mediation Procedures**

- As specified in the arbitration procedures elsewhere in the NAR Code of Ethics and Arbitration Manual, upon receipt of a request for arbitration, the Professional Standards Administrator will advise all parties of their mediation obligations and options to participate in mediation prior to review of the arbitration request by the Grievance Panel. Mediation is voluntary at this stage and if the parties agree, the matter will be referred to the Mediation Officer, who will arrange a mutually convenient time and location for mediation. If the Mediation is unsuccessful, or if either of the parties wish to discontinue the mediation process for any reason, then mediation will be terminated and the request for arbitration will be referred to the Grievance Panel for review. If either party requests that mediation be deferred until after the arbitration request can be reviewed by the Grievance Panel, the arbitration request will be referred to the Grievance Panel for that Panel's determination whether (a) an arbitrable issue exists, and (b) whether arbitration would be voluntary or mandatory. Where any party initially declines to mediate pending the Grievance Panels review of the arbitration request, and the Grievance Panel finds there to be an arbitrable issue with mandatory arbitration, then the parties shall in all instances be required to attempt mediation in-person prior to going before the Professional Standards Panel for a hearing. Parties who attempt mediation prior to the Grievance Panel's review shall not be required to go through mediation again after the Grievance Panel's review.
- Parties will receive the name of the GAR mediator serving in the Region of the respondent. If the mediator in that region is not agreed upon, then the parties will be sent a list of all GAR mediators. Costs for the services of the mediator outside that region will be the responsibility of the complainant and respondent. The fee will be a non-refundable amount agreed to in advance to be handled by the Professional Standards Administrator.
- The Professional Standards Administrator shall contact all parties to arrange time, location, and will send written confirmation of the arrangements by email with read receipt no later than ten (10) days prior to the scheduled mediation. The mediation may proceed sooner with the agreement of the Mediation Officer and all parties.
- Complainants or Respondents may decline or withdraw from mediation at any time.
- If parties resolve the dispute through mediation, the Mediation Officer shall furnish to each party a copy of the agreement including signatures of all parties and forward the original to the GAR Professional Standards Administrator. The original

signed Mediation Resolution Agreement will be kept in the parties' files in accordance with the terms of the agreement or in accordance with GAR policies.

- Resolutions of mediated disputes may include but are not limited to payment of disputed funds, repairs or restoration of property, written or oral apology, or acknowledgement of a violation of the Code of Ethics. In cases where a REALTOR® acknowledges that the Code has been violated, the admission may be sufficient to resolve the matter or, alternatively, the parties may agree that discipline should be imposed. The discipline may, at the agreement of all parties, include any of the forms of discipline established in the NAR Code of Ethics and Arbitration Manual and may also include payment of monies to the complainant or to a third party. Also, the parties may agree that the complainant will withdraw a complaint in return for the respondent's action of acknowledgement. Any discipline imposed must be agreed to by all of the parties.
- If the mediation does not successfully resolve the dispute, the Mediation Officer will advise the GAR Professional Standards Administrator that the Mediation has been terminated without resolution.
- Mediators cannot refer concerns or complaints they have regarding the conduct of any party to mediation to the Grievance Panel, to the state real estate licensing authority, or to any other regulatory body. Mediators are, however, authorized to refer concerns that the public trust (see 1 d, above) may have been violated to the Grievance Panel.
- Failure or refusal of a respondent to comply with the terms of any mutually agreed upon resolution shall entitle the complaining party of an Ethics complaint to resubmit the original complaint. The time the matter was originally filed shall be considered the filing date for purposes of determining whether a complaint is filed in a timely manner.
- In the event either of the parties later fails to abide by the terms of the settlement, the matter may not be arbitrated; instead, the other party should be encouraged to have the settlement agreement judicially enforced by a court of competent jurisdiction.

## **6. Mediation Policy Issues**

- Attorneys – Parties do not need to be represented by attorneys in mediation because the process is non-adversarial and does not involve findings of fact or law. If one party intends to have an attorney present, all other parties to the mediation should be notified in advance of the session. If a party appears at the mediation with legal counsel and has not notified the other side, the unrepresented party has the option of rescheduling the mediation to a future date when their own counsel may be present.
- Witnesses – Since the mediation is not a fact-finding conference, witnesses are rarely helpful or necessary. In rare circumstances, a witness may be able to clarify a misunderstanding and should be invited to attend all or part of the mediation.
- Documentation – The parties do not need to prepare exhibits or provide extensive documentation during mediation. If a document would clarify an issue, it may be

used at the mediation. Parties should be reminded however that the mediation is not a fact-finding conference and the focus shall be on settlement of the dispute.

- Cancellations/Rescheduling – Mediation may be rescheduled provided all parties and the mediation officer agree. If a party fails to appear at a scheduled mediation, the mediation shall not be rescheduled, absent the consent of all parties and the mediation officer or extenuating circumstances.
- Multiple Sessions – All parties and the mediation officer should attempt to resolve the dispute in a single session. Further sessions shall be scheduled only if all parties and the mediation officer agree that it is appropriate. The mediation officer may, at his/her discretion, follow up with a telephone call.

## **7. Role and Obligations of the Mediation Officer**

- Confidentiality – The entire mediation process and all statements, communications, discussions and documents exchanged or generated in connection with any Mediation shall be confidential. Mediators will not be asked to participate in any hearings and/or court proceedings.
- The mediation officer's role is to facilitate communication, enhance the parties' ability to satisfy their own and each others' needs, and help the parties understand the alternatives to settlement.
- Mediation officers are encouraged to use a facilitative/problem-solving approach that respects the concept of party self-determination.
- Mediation officers may not impose a solution upon parties. Mediation officers may, with consent of the parties, offer settlement proposals or evaluations of likely outcomes at arbitration where appropriate.
- A person shall automatically be disqualified as a mediation officer in any case in which the person is: related by blood or marriage to either complainant or respondent; an employer, partner, employee, or in any way associated in business with either complainant or respondent; a party to the hearing, or a party or a witness in any other pending case involving a party to this hearing.
- Abide by confidentiality provisions, including not appearing or participating in subsequent hearings and/or court proceedings involving the parties.
- Complete paperwork in a timely manner.

## **8. Writing the Agreement**

All mediated agreements must be reduced to written form before terminating the mediation session. A Mediation Resolution Agreement will be provided. The written agreement should:

- Be written in language approved by all parties
- Include specifics (who, what, what, how much)
- Be written in simple, clear and familiar language
- Focus on positive action (avoid blame and reasons)

## 9. Ethical Issues

- A mediation officer shall not mediate if he or she is not impartial towards the parties in an assigned claim. A mediation officer shall disclose any real or potential conflicts of interest to all parties. If any party objects to the mediation officer continuing, the mediation shall be postponed and another mediation officer shall be assigned.
- Weapons - including guns and knives, may not be brought into a mediation by any participant even if carrying such weapons is permissible under the law.
- Report Harm – In instances where, in the opinion of the mediation officer, there is an unacceptable risk posed to the safety of any participant, the mediation will be recessed so the mediation officer may consult with staff, board or association elected leadership, or board counsel to take steps to ensure the safety of all participants in the mediation or dispute. The Executive Committee may, at their discretion, consult with and share necessary information with appropriate law enforcement or other government agencies. The mediation officer shall advise the parties regarding this limitation to confidentiality in the opening statement.
- Bad Faith – There is a presumption of good faith at mediation unless a party demonstrates otherwise. The mediation officer shall terminate the mediation if either acts in bad faith, including:
  - Falsifying/withholding information central to the mediation
  - Using the mediation process merely to gain an advantage in further proceedings

Bad faith does not include failing to reach an agreement or to compromise further than a party believes appropriate.

## **PROCEDURES FOR VIOLATION OF CONFIDENTIALITY, CONFLICT OF INTEREST, HARASSMENT, AND WHISTLEBLOWER POLICY**

### **REPORTING RESPONSIBILITY:**

All directors, officers and members have an obligation to report violations or suspected violations of Confidentiality, Conflict of Interest, Harassment, and/or Whistleblowing policies to the CEO, President, or a member of the Administration and Operations Committee.

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

All reported concerns will be forwarded to the A&O Committee in accordance with the procedures set forth herein.

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

### **ACTING IN GOOD FAITH:**

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

### **CONFIDENTIALITY:**

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

## **PRESIDENT**

**Purpose:** The President shall be the Chief Elected Officer and the official spokesperson for the Georgia Association of REALTORS®.

**Term:** One year

**Reporting:** Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Chair of the Board of Directors
- Serves as Chair of the Executive Committee
- Serves as Chair of the GAR Disaster Relief Fund
- Serves as the Chair of the President's Forum
- Serves as a Scholarship Foundation Trustee
- Serves on the Audit Committee as an ex-officio member without the right to vote
- Serves on the REALTORS® Political Action Committee as an ex-officio member without the right to vote
- Serves on the Administration and Operations Committee
- Serves on the Finance Committee
- Serves on the National Association of REALTORS® Directors Committee
- Serves on the Strategic Planning Committee
- Serves on the Economic Development Advisory Council
- Serves on the REALTOR® Party Advisory Group
- The President, President-elect and Immediate Past President shall meet annually after the Leadership Academy deadline to review the applications and select participants for the upcoming year's academy
- Serves as an ex-officio member of all committees, not specifically listed as serving by virtue of office, except the Advisory Council, Nominating and the Special Recognition Committees
- Shall have general and active management of the business of the Georgia Association of REALTORS® and shall see that all orders and resolutions of the Board of Directors are carried into effect
- Shall have the general power and duties usually vested in the office of President of a corporation
- Shall appoint a Chairman and a sufficient number of people to staff the standing committees of the Georgia Association of REALTORS®, and may appoint such other sub-committees, task forces and presidential advisory groups as needed
- Shall make Presidential committee appointments as defined in the Policies and Procedures between the close of the NAR Mid-year Meeting and the GAR Summer Executive Meeting.
- Shall ensure there is a continued adherence to and implementation of the Georgia REALTORS® Strategic Plan during the Presidential year and shall develop and maintain a leadership culture surrounding the Strategic Plan.
- Shall ensure the Chief Executive Officer and Leadership Team maintain an ongoing process whereby the key strategies, tactics, and programs are diligently pursued to achieve the defined objectives of the Strategic Plan.

- Shall meet with the Immediate Past President and President-Elect to evaluate the Chief Executive Officer. Such evaluation will be conducted between the the close of the GAR Annual Conference and Expo and the start of the NAR Convention. Shall provide the completed and signed evaluation to Administration and Operations Committee for review.
- Shall meet with the Chief Executive Officer prior to the Inaugural Meeting to evaluate the Chief Executive Officer's Action Plan
- Shall utilize the most recent "Talking Points" provided to the officers and regional directors by the Director of Communications and Marketing.
- Shall be responsible for scheduling and implementing the Georgia Association of REALTORS® Annual Leadership Summit held in the Fall
- Shall attend the strategic planning retreat
- Shall gather information from the Department Heads throughout the year
- Shall make recommendations for members of the Georgia Association of REALTORS® to serve on National Association of REALTORS® Committees and Forums for the upcoming year
- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall review staff evaluations as a member of the Administrations and Operations Committee
- Shall annually forward a letter to each local board president, with a copy to the Association Executive, regarding the professional development opportunities offered to Association Executives during the Association Executives Institute (AEI) and AE Regional Conference, and offered to the Association Executive and President Elect during the annual NAR Leadership Summit.
- Shall educate members of the importance of responding to Calls for Action
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee



## **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. The President-elect shall serve as liaison to the Administration and Operations Committee, the Leadership Advisory Group, the Regional Directors and the Strategic Planning Committee

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Chair of the Administration and Operations Committee
- Serves as the Chair of the President-Elect's Forum
- Serves as Vice Chair of the Board of Directors
- Serves as Vice Chair of the Executive Committee
- Serves on the Audit Committee as an ex-officio member without the right to vote
- Serves on the REALTOR® Policiation Action Committee as an ex-officio member without the right to vote
- Serves on the Finance Committee
- Serves on the Strategic Planning Committee
  
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves as a Scholarship Foundation Trustee
- Serves as a National Association of REALTORS® Director At-Large
- Serves as a Trustee of the GAR Disaster Relief Fund
- Serves on the Economic Development Advisory Council
- Serves on the REALTOR® Party Advisory Group
- The President, President-elect and Immediate Past President shall meet annually after the Leadership Academy application deadline to review the applications and select participants for the upcoming year's academy
- Conducts training at the Georgia Association of REALTORS® Leadership Development Conference for all Vice Presidents and Regional Directors with help from the President
- Shall meet with the Regional Directors during the Inaugural and Legislative Conference.
- Shall present annual training for the Regional Directors during the Annual Conference and Expo
- Serves as an ex-officio member of all committees, when not specifically listed as serving by virtue of office, except the Advisory Council, the Nominating Committee and the Special Recognition Committee
- Shall plan and conduct the Leadership Connection during the Inaugural and Legislative Conference and the Annual Conference and Expo
- Shall appoint the Vice Chairman, (whenever authorized) of the standing committees
- Shall appoint two At-Large members to the REALTORS® Issues Action Committee for a three-year term
- Shall confirm three At-Large Trustees to the REALTORS® Political Action Committee

- Shall appoint the Federal Political Coordinators (to coincide with the election cycle) to the REALTORS® Political Involvement Committee
- Shall educate members of the importance of responding to Calls for Action
- Shall make recommendations for appointments to National Association of REALTORS® committees and forums for the coming year
- Shall plan and serve as emcee for the Georgia Association of REALTORS® Leadership Development Conference
- Shall attend the Georgia Association of REALTORS® Annual Leadership Summit held in the Fall
- Shall attend the strategic planning retreat
- Shall review the Georgia Association of REALTORS'® Financial Policy and Procedures Manual
- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall attend the National Association of REALTORS® Leadership Summit
- Shall meet with the Immediate Past President and the President to evaluate the Chief Executive Officer. Such evaluation will be conducted between the close of the GAR Annual Conference and the start of the NAR Convention
- Shall review staff evaluations as a member of the Administrations and Operations Committee
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **IMMEDIATE PAST PRESIDENT**

**Purpose:** The Immediate Past President shall, in the absence of the President and President-Elect, discharge the duties of President. The Immediate Past President shall serve as the liaison between the NAR Directors Committee, the Economic Development Advisory Council, the Advisory Committee and the Executive Committee

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Chair of the National Association of REALTORS® Directors Committee
- Serves as Chair of the NAR Strategic Planning Advisory Group
- Serves on the Advisory Council
- Serves on the Administration and Operations Committee
- Serves on the Executive Committee
- Serves on the Economic Development Advisory Council
- Serves on the Finance Committee
- Serves on the Nominating Committee
- Serves on the Special Recognition Committee
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves on the Strategic Planning Committee
- Serves as a Scholarship Foundation Trustee
- Serves as a National Association of REALTORS® Director At-Large
- Serves on the Georgia Association of REALTORS® Board of Directors
- Serves as a Trustee of the GAR Disaster Relief Fund
- The President, President-elect, and Immediate Past President shall meet annually after the Leadership Academy application deadline to review the applications and select participants for the upcoming year's academy
- Shall meet with the President and the President-Elect evaluate the Chief Executive Officer; such evaluation will be conducted between the close of the GAR Annual Conference and the start of the NAR Convention
- Shall attend the strategic planning retreat
- Shall review staff evaluations as a member of the Administrations and Operations Committee
- Shall attend all Georgia Association of REALTORS® Board of Directors meetings
- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall educate members of the importance of responding to Calls for Action
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

**Purpose:** The Vice President of Administration and Finance shall be the Secretary of the Georgia Association of REALTORS®, and shall serve as liaison between the Association Executives Committee, Finance, Forms, Legal Action, Professional Standards and the Executive Committee.

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Vice Chair of the Administration and Operations Committee
- Serves on the Audit Committee as Ex-Officio member without the right to vote
- Serves on the Executive Committee
- Serves as Chair of the Finance Committee
- Serves on the Strategic Planning Committee
- Serves on the Economic Development Advisory Council
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves on the Board of Directors
- Serves as an ex-officio member with the right to vote on the Forms Committee
- Serves as an ex-officio member with the right to vote on the Legal Action Committee
- Serves as an ex-officio member with the right to vote on the Professional Standards Committee
- Serves as a Trustee of the GAR Disaster Relief Fund
- Shall cause the minutes of all proceedings of the Board of Directors to be recorded
- Shall cause proper notice of all meetings of the Board of Directors to be issued
- Shall be responsible for authenticating the records of the Georgia Association of REALTORS®
- Shall cause full and accurate accounts of the receipts and disbursements of the funds of the Georgia Association of REALTORS® to be kept
- Shall cause all monies and other valuable effects in the name of and to the credit of the Georgia Association of REALTORS® in such depository as may be designated by the Board of Directors, or by the President, and take proper vouchers for such disbursements to be deposited
- Shall cause a detailed record of income and expenses and render a statement of the Georgia Association of REALTORS® accounts to the Board of Directors at their scheduled meetings
- Shall annually prepare a budget for the Georgia Association of REALTORS® to be approved by the Board of Directors at its meeting Annual Conference and Expo
- Shall render to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of the Georgia Association of REALTORS®
- Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Shall review the Georgia Association of REALTORS® Financial Policy and Procedures Manual with Finance Committee and Audit Committee.
- Shall attend the Georgia Association of REALTORS® Annual Leadership Summit held in the Fall
- Shall attend the strategic planning retreat

- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall review staff evaluations as a member of the Administrations and Operations Committee
- Shall meet with the CPA, the Chief Executive Officer and the Finance Committee to review Georgia Association of REALTORS'® audited financial statements prior to the summer Executive Committee meeting
- Shall report Legal Action Committee minutes and expenditures
- Shall educate members on the importance of responding to Calls for Action
- Shall annually determine the board/association size for the following year based on the July 31 Membership Report and the categories as listed below:
  - Small Board: 25-175
  - Medium: 176-500
  - Medium Large: 501-1000
  - Large: 1001-2800
  - Mega: over 2800
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **VICE PRESIDENT OF GOVERNMENTAL AFFAIRS**

**Purpose:** The Vice President of Governmental Affairs shall serve as liaison between the REALTORS® Party Advisory Group, the REALTORS® Political Involvement, REALTORS® Issues Action, REALTORS® Political Action, and State and Local Government Affairs committees and the Executive Committee.

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Chair of the REALTOR® Party Advisory Group
- Serves on the Executive Committee
- Serves on the Administration and Operations Committee
- Serves on the Finance Committee
- Serves on the Strategic Planning Committee
  
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves as a member of the Legal Action Committee
- Serves as a Trustee of the GAR Disaster Relief Fund
- Serves as an ex-officio member with the right to vote on the REALTORS® Issues Action Committee
- Serves as an ex-officio member without the right to vote on the REALTORS® Political Action Committee
- Serves as an ex-officio member with the right to vote on the REALTORS® Political Involvement Committee
- Serves as an ex-officio member with the right to vote on the State and Local Government Affairs Committee
- Shall attend the State and Local Government Affairs Committee meetings
- Shall attend the National Association of REALTORS® Midyear Legislative Meetings and participate in the Capital Hill visits
- Shall attend the National Association's REALTORS® Conference & Expo
- Shall attend political events
- Shall attend the Annual Georgia Association of REALTORS® Legislative Breakfast
- Shall attend the Georgia Association of REALTORS® Annual Leadership Summit held in the Fall
- Shall attend the strategic planning retreat
- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall review all minutes of liaison committees
- Shall review staff evaluations as a member of the Administration and Operations Committee
- Shall educate members of the importance of responding to Calls for Action
- Serves on the Georgia Association of REALTORS® Board of Directors

- Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **VICE PRESIDENT OF MEMBER AND PUBLIC SERVICES**

**Purpose:** The Vice President of Member and Public Services shall serve as liaison between the Communications, Conference, MLS Forum, Technology Forum, the Young Professionals Network and the Executive Committee.

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves on the Executive Committee
- Serves on the Administration and Operations Committee
- Serves on the Finance Committee
- Serves on the Legal Action Committee
- Serves on the Strategic Planning Committee
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves on the Committee
- Serves on the Board of Directors
- Serves as Trustee of the GAR Disaster Relief Fund
- Serves as an ex-officio member with the right to vote on the Conference Committee
- Shall attend, and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Shall review the minutes of all liaison committees
- Shall attend the Georgia Association of REALTORS® Annual Leadership Summit held in the Fall
- Shall attend the strategic planning retreat
- Shall attend all National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall review staff evaluations as a member of the Administration and Operations Committee
- Shall educate members of the importance of responding to Calls for Action
- Shall perform such other duties as directed by Board of Directors, the Executive Committee or the President



## **VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT**

**Purpose:** The Vice President of Professional Development shall serve as liaison between the Broker's Council, Commercial Connection, Housing Opportunity & Diversity, Global Alliance, GRI Board of Governors and the Professional Development Committees, and the Executive Committee.

**Term:** One year

**Reporting:** President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves as Vice Chair of the REALTOR® Party Advisory Group
- Serves on the Executive Committee
- Serves on the Administration and Operations Committee
- Serves on the Finance Committee
- Serves on the Legal Action Committee
- Serves on the Strategic Planning Committee
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Serves on the Georgia Association of REALTORS® Board of Directors
- Serves as Trustee of the GAR Disaster Relief Fund
- Serves as an ex-officio member with the right to vote on the Housing Opportunity & Diversity Committee
- Serves as an ex-officio member with the right to vote on the GRI Board of Governors
- Serves as an ex-officio member with the right to vote on the Professional Development Committee
- Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Review all minutes of liaison committees
- Shall attend the Georgia Association of REALTORS® Annual Leadership Summit held in November
- Shall attend the strategic planning retreat
- Shall attend National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the Mid-year Legislative Meetings and Expo
- Shall educate members of the importance of responding to Calls to Action
- Shall review evaluations of staff as a member of the Administration and Operations Committee
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **REGIONAL DIRECTOR**

**Purpose:** The Regional Director shall serve as liaison between the Member Boards in his or her Region and the Executive Committee.

**Term:** Two years (Staggered)

**Limits:** N/A

**Reporting:** President-Elect, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Serves on the Executive Committee
- Serves on the Communications and Public Relations Committee as a Contributing member
- Serves on the Strategic Planning Committee
- Serves on the Georgia Association of REALTORS® Board of Directors
  
- Shall provide a means of communication between the Georgia Association of REALTORS® and the Member Boards within his or her Region
  
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
  
- Shall elicit from each Member Board in his or her Region any problems or concerns it may be experiencing and provide specific timely solutions whenever possible keeping the President-Elect and Vice President of Member and Public Services informed of all such activities
  
- Shall encourage greater participation by each Member Board in his or her Region in the activities and programs of the Georgia Association of REALTORS® including, but not limited to, continuing education programs, the Georgia REALTOR® Institute program, the Inaugural and Legislative Conference, the Annual Conference and Expo, the annual Professional Standards Training, and the annual Leadership Development Conference
  
- Shall represent the Georgia Association of REALTORS® at local board/association functions within his or her Region in such matters as updating the Member Board on activities of the Georgia Association of REALTORS®, installation of officers, and such other official functions as requested by the Member Boards
  
- Shall act as the official spokesperson for the Member Boards in his or her Region regarding matters of mutual concern
  
- Shall host Annual Regional Roundtables for local board/association leadership, including RPAC Chairs and RPAC contribution processors, in cooperation with the RPAC Trustees
  
- Shall be prepared to disseminate proper procedures from all legislative committees dealing with Member Board activities in matters of ethics, education, political activities, membership, Board Orientation and other such activities of the Georgia Association of REALTORS®
  
- Shall educate members of the importance of responding to Calls for Action
  
- Shall assist in grassroots efforts via Regional Roundtables, talking points and media provided by the Communications Department
  
- Shall utilize the Regional Roundtables as a Communication vehicle to assess the needs of the membership
  
- Shall file Regional Director's reports prior to the Inaugural and Legislative Conference, summer Executive Committee meeting, and the Annual Conference and Expo with the Director of Leadership Services

- Shall conduct the Region Caucus for his or her region at the Inaugural & Legislative Conference and Expo; and the Annual Conference
- Shall attend the Georgia Association of REALTORS® Annual Professional Standards Training Program once per term
- Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Shall attend the Georgia Association of REALTORS® Inaugural & Legislative Conference
- Shall attend the Georgia Association of REALTORS® Annual Conference & Expo
- Shall train State Directors on duties and responsibilities and who the State Directors represent
- Shall inform local boards of the proper procedures for nominations for the Georgia Association of REALTORS® and National Association of REALTORS® positions and encourage participation
- Shall attend the strategic planning retreat
- Shall identify and encourage potential future leaders in his or her region.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall perform such other duties as directed by Board of Directors, the Executive Committee or the President

## **REGIONAL STRUCTURE**

The Georgia Association of REALTORS® shall be divided into nine regions numbered 1 through 9. Except as noted, the counties of the State of Georgia shall be assigned to the regions as follows:

**Region 1** – Bartow, Chattooga (unassigned), Cherokee, Cobb, Gordon, Murray, Pickens and Whitfield (Note: The following counties are assigned to the Chattanooga (Tennessee) Association of REALTORS®: Catoosa, Dade and Walker)

**Region 2** - Dawson, Fannin, Forsyth, Gilmer, Gwinnett, Habersham, Hall, Lumpkin, Rabun, Towns, Union and White

**Region 3** - Carroll, DeKalb (north of Southern Railway), Douglas, Floyd, Fulton, Haralson, Heard, Paulding and Polk

**Region 4** - Butts, Clayton, Coweta, DeKalb (south of Southern Railway), Fayette, Henry, Lamar, Newton, Pike, Rockdale, Spalding and Upson

**Region 5** - Baldwin (unassigned), Banks, Barrow, Burke (unassigned), Clarke, Columbia, Elbert, Franklin, Glascock (unassigned), Greene, Hancock (unassigned), Hart, Jackson, Jasper, Jefferson (unassigned), Jenkins (unassigned), Johnson (unassigned), Lincoln, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam (partially unassigned), Richmond, Screven (unassigned), Stephens, Taliferro (unassigned), Walton, Warren (unassigned), Washington (unassigned), Wilkes and Wilkinson (unassigned)

**Region 6** - Bibb, Bleckley (unassigned), Chattahoochee, Crawford, Dodge (unassigned), Harris, Houston, Jones, Macon (unassigned), Meriwether (unassigned), Monroe, Muscogee, Peach, Pulaski, Talbot, Taylor (unassigned), Troup and Twiggs

**Region 7** - Baker, Calhoun, Clay (unassigned), Colquitt, Crisp, Decatur, Dooly, Dougherty, Early (unassigned), Grady, Lee, Marion, Miller, Mitchell, Quitman (unassigned), Randolph (unassigned), Schley, Seminole, Stewart, Sumter, Terrell, Thomas, Webster, Wilcox and Worth

**Region 8** - Atkinson, Bacon, Ben Hill, Berrien, Brantley (unassigned), Brooks, Camden, Charlton, Clinch (unassigned), Coffee, Cook, Echols (unassigned), Glynn, Irwin, Lanier, Lowndes, McIntosh, Pierce, Tift, Turner and Ware

**Region 9** - Appling, Bryan, Bulloch, Candler, Chatham, Effingham, Emanuel, Evans (unassigned), Jeff Davis, Laurens, Liberty, Long, Montgomery, Tattnall, Telfair, Toombs, Treutlen, Wayne (unassigned) and Wheeler (unassigned)

The location of the principal office of a Member Board determines the Region to which the Member Board is assigned. Jurisdiction is determined by the National Association of REALTORS®

## **STATE DIRECTOR**

**Purpose:** The State Director shall serve as liaison between the membership of the Member Boards and the membership of the Georgia Association of REALTORS®

**Term:** Two years (staggered)

**Limits:** N/A

**Reporting:** N/A

### **Duties and Responsibilities:**

- Shall be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policy and Procedures, Strategic Plan, budget, programs, services and fiduciary duties.
- Shall prepare for and attend all meetings of the Board of Directors, participate in discussions of agenda items (remembering that they are representing the Georgia Association of REALTORS® as a whole) and report on real estate-related situations in evidence within his or her Member Board or Region
- Shall be familiar with proper Parliamentary Procedure
- Shall inform the Georgia Association of REALTORS® staff of problems of which they are aware so that staff can take appropriate action to help correct deficiencies
- Shall assist the Georgia Association of REALTORS® in the organization of new Member Boards and the evaluation of the activities of marginally performing Member Boards
- Shall, if appointed to serve as 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 matter pertinent to the committee
- Shall be available to meet with Member Boards on their programs and educational conferences
- Shall install Member Board Officers and Directors whenever an Officer of the Georgia Association of REALTORS® is unavailable to perform that function
- Shall encourage members to participate in all Georgia Association of REALTORS® meetings and conventions, as well as any National Association of REALTORS® or Georgia Association of REALTORS® education seminars being conducted within the proximity of the Member Boards
- Shall encourage members to submit articles for possible publication in the Georgia REALTOR® magazine and/or publications of the National Association of REALTORS®
- Shall provide coordination and leadership toward active and effective political involvement by Member Boards in governmental affairs
- Shall be trained on voting procedures and who is represented at the Georgia Association of REALTORS® Board of Directors meeting
- Shall attend the Georgia Association of REALTORS® Leadership Development Conference
- Shall encourage REALTOR® Board Members to develop their professional skills and enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS®

## **COMMITTEE CHAIR/VICE CHAIR**

**Purpose:** Committee chair shall serve as a liaison between his or her committee and the appropriate Vice President.

**Term:** One year except as provided in the Policy and Procedures of the Georgia Association of REALTORS®

**Limits:** One year except as provided in the Policy and Procedures of the Georgia Association of REALTORS®

**Reporting:** Vice President of Administration and Finance or Vice President of Governmental Affairs or Vice President of Member and Public Services or Vice President of Professional Development (refer to the organizational chart), President, President-Elect, Immediate Past President, Executive Committee, Board of Directors

### **Duties and Responsibilities:**

- Shall know the purpose and scope of the committee
- Shall know the financial aspects of the committee and be familiar with the budget process
- Shall attend the Georgia Association of REALTORS® Leadership Development Conference
- Shall assist the President-Elect, the President-Elect nominee, and the appropriate Vice Presidents in the selection of qualified committee members and attend the “Committee Draft” meeting
- Shall attend the Inaugural & Legislative Conference; and the Annual Conference & Expo of the Georgia Association of REALTORS®
- Shall plan and conduct effective meetings at a time and place convenient and timely for the members of the committee
- Shall report actions of the committee to the appropriate Vice President for approval and for submission to the Executive Committee
- Shall be familiar with proper Parliamentary Procedure
- Shall create and implement programs consistent with the Strategic Plan
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Shall establish goals and objectives for the committee and report the progress in achieving those goals and objectives
- Shall inform the committee members of the goals and objectives of the committee and the responsibilities and expectations of individual committee members
- Shall create an environment that encourages maximum committee member participation
- Shall work with staff to prepare the agenda in advance of each meeting and, whenever possible, distribute it to the members of the committee ten days prior to the meeting

- Shall approve the minutes and attendance records after each committee meeting
- Shall participate in the ongoing work of the committee
- Shall stay abreast of current events affecting his or her committee
- Shall identify and train future committee leadership
- Shall solicit the cooperation of brokers to increase agent participation in Calls for Action
- A Responsible Person shall play no part, directly or indirectly, in the GAR Body when it is Acting Officially with respect to the Contract or Transaction in which the Responsible Person has a Conflict of Interest. This shall include without limitation the Responsible Person not being able to see or hear and not being physically present in the room when the GAR Body is Acting Officially. If the responsible person has a presentation or materials relating to a request for funds, a contract, or transaction, such documents shall be provided to the Chair or Vice Chair to share with the Committee so the party responsible for presenting the document(s) can leave the room before the agenda item is discussed and voted on by the committee. If the Chair and Vice Chair both have a conflict, the Chair shall appoint another member of the committee to assume the position of Chair for that specific agenda item only.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President
- Shall adhere to the following guidelines when seeking Event Sponsors for GAR Committee Events and Region Roundtables:
  - Shall coordinate all requests for sponsorship (products, services, and/or funding) with the staff liaison.
  - Shall not solicit event sponsorship (products, services, and/or funding) from current GAR Partners.
  - Requests for sponsorships (products, services, and/or funding) shall not exceed \$1,000.00 per sponsor/per event.
  - Requests for sponsor funding shall be limited to one per event (not to exceed \$1,000.00 per event).
  - Recognition for GAR Committee Event Sponsors shall be limited to electronic event promotion, pre-approved event flyers, pre-approved event signage, and onsite event verbal recognition.
  - Shall refer all current GAR Partners with interest in event sponsorship (products, services and/or funding) to the Partnership Committee.

NOTE: The Vice Chair shall perform the duties of Chair in the absence of the Chair.

NOTE: The position of Vice Chair does not automatically indicate succession to the Chair's position the following year.

## **NATIONAL ASSOCIATION OF REALTORS® DIRECTORS COMMITTEE**

**Purpose:** The National Association of REALTORS® Directors serve as a liaison between the Georgia Association of REALTORS® and the National Association of REALTORS®.

### **Composition:**

**Number on Committee:** Varies

**Chairman:** Immediate Past President

**Vice Chairman:** N/A

**Makeup:** President of the Georgia Association of REALTORS®, President-Elect of the Georgia Association of REALTORS®, Immediate Past President of the Georgia Association of REALTORS®, REALTOR® Board Members elected by the Board of Directors of the Georgia Association of REALTORS®. Current or past NAR Region 5 Regional Vice Presidents shall be ex-officio members with the right to vote. All large Board appointees and large Company appointees shall be ex-officio directors without the right to vote.

**Restrictions:** Contributing members are limited to National Association of REALTORS® Distinguished Service Award Recipients affiliated with a Member Board and those elected in accordance with Article IV of the Constitution and Bylaws of the National Association of REALTORS® who are affiliated with a Member Board

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One to three years (staggered)

No member may serve more than six consecutive years as a Director At-Large, except in special circumstances; the President may extend these terms with the approval of the Executive Committee. Service as an ex-officio member per GAR and/or NAR bylaws shall not count towards the six consecutive years term limit

**Quorum:** One-third

**Reporting:** Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall be knowledgeable about the National Association of REALTORS® Constitution and Bylaws, Code of Ethics and Standards of Practice, Statement of Policy and Position on Current Issues, Strategic Plan, budget, Talking Points on Current Legislative Issues, programs and services, and the Institutes, Societies, and Councils
- Shall be knowledgeable of pertinent issues and trends and be prepared to contribute to discussions that will lead to decisions which benefit both the Georgia Association of REALTORS® and the National Association of REALTORS®
- Incoming directors shall attend the Georgia Association of REALTORS® Board of Directors' training and the Georgia Association of REALTORS® Leadership Summit in the Fall
- Shall attend all Georgia Association of REALTORS® and National Association of REALTORS® meetings and Board of Directors meetings
- Shall attend all regular and special meetings of the Board of Directors of the National Association of REALTORS® unless excused by the Presidents of the both the Georgia Association of REALTORS® and the National Association of REALTORS® (Note: Written requests for excused



absences must be submitted in advance to the President of the National Association of REALTORS® with a copy to the President of the Georgia Association of REALTORS®)

- Shall attend the NAR 360: A Member and Director Update, the Georgia Association of REALTORS® Caucus, the Region 5 Caucus, and the full Board of Directors meeting at each regularly scheduled meeting
- Shall agree to serve or be a current member on at least one committee, sub-committee, forum, or sub-forum of the National Association of REALTORS®
- Shall attend all regularly scheduled and special called meetings of committee(s), sub-committee(s), forum(s), or sub-forum(s) to which he or she is appointed and to report pertinent activities of same to the President of the Georgia Association of REALTORS® and the other National Association of REALTORS® Directors
- Shall develop alliances with members of the Board of Directors of the National Association of REALTORS® from other states and territories
- Shall work to establish close relationships with current, future and past leadership of the National Association of REALTORS®
- Shall work to promote the interests of the Georgia Association of REALTORS® and to increase our presence and influence
- Shall assist the President of the Georgia Association of REALTORS® with the hosting or entertaining of guests during scheduled functions of the Georgia Association of REALTORS® and the National Association of REALTORS® meetings
- The Chair of the NAR Directors shall serve as the GAR representative on the NAR Region 5 Nominating Committee
- Shall be familiar with proper Parliamentary Procedure
- Shall meet between April 15 – 30 each year and select members to fill the estimated number of available positions as NAR Directors At-Large. Shall also select four eligible members to fill NAR Director At-Large alternate positions. The Chair of the NAR Directors Committee shall cause to send the NAR Director Committee selections to all candidates electronically.
- New Directors shall attend the National Association of REALTORS® Director Orientation
- Identify and solicit members to serve on National Association of REALTORS® committees/forums and actively support members in seeking/serving in NAR Leadership positions
- Shall conduct GAR Region 5 RVP Candidate interviews per the GAR RVP Candidate Nomination Guidelines
- Shall be responsible for reviewing, and amending as needed, the Georgia Association of REALTORS® NAR Region 5 Regional Vice President (RVP) Candidate Guidelines and the GAR Application for NAR positions.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in their report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

- Shall perform such other duties as directed by the Board of Directors or the Executive Committee

## **ADMINISTRATION AND OPERATIONS COMMITTEE**

**Purpose:** The Administration and Operations Committee shall oversee the employees and the physical assets of the Georgia Association of REALTORS® and review recommendations regarding any other business brought before the body.

**Composition:**

**Number on Committee:** Nine

**Chair:** President-Elect

**Vice Chair:** Vice President of Administration and Finance

**Makeup:** President, President-Elect, Immediate Past President, Vice President of Administration and Finance, Vice President of Governmental Affairs, Vice President of Member and Public Services and Vice President of Professional Development and two At-Large members

**Presidential Committee Appointments:** Each incoming President shall appoint one At-Large member for a two-year term.

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

- At-Large Appointees must meet 4 of the 6 requirements below:
  - Served as a Local Board President
  - Served on the GAR Executive or Finance Committee
  - Served as a GAR Regional Director
  - Graduate of the GAR Leadership Academy
  - Served as a GAR Chair or Vice Chair
  - Currently actively engaged with GAR with working knowledge of GAR
- At-Large members shall be selected from boards not represented by the elected officers or current At-Large appointees
- At-Large members shall not review employee evaluations or participate in salary reviews

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One year for President, President-Elect, Immediate Past President and Vice Presidents  
Two years (staggered) for At-Large

**Limits:** N/A

**Quorum:** Four

**Reporting:** President, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall be a liaison between the Chief Executive Officer, the Executive Committee and the Board of Directors
- Shall review all staff employment contracts
- Shall recommend changes to office policies and procedures as necessary
- Shall recommend changes to personnel manual and personnel job descriptions as necessary
- Shall review employee evaluations and approve salary adjustments
- Shall administer the Georgia Association of REALTORS® Disaster Relief Fund
- The President, the President-Elect and the Immediate Past President shall conduct a performance evaluation of the Chief Executive Officer between the close of the GAR Annual Conference and Expo and the start of the NAR Annual Convention. Such performance evaluation shall be completed on an appropriate performance evaluation form
- Shall annually review the Strategic Plan and set the Operational Objectives for the coming year to ensure that an ongoing program evaluation process whereby the impact of key strategies, tactics, and programs are rigorously assessed against the defined objectives of the Strategic Plan
- Shall review and present the total administrative and operational financial needs to the Executive Committee and review and give recommendations for specific expenditures not included in the budget related to administrative and operational functions
- Shall review and approve the staff recommendations for Affinity Partnerships
- Shall review and approve the Partnership Packages
- Shall review the Consent Agenda compiled by staff prior to distribution and/or printing for the Board of Directors meeting
- Shall oversee the maintenance and insurance of the property of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall annually review and approve the GAR Group Health Insurance Policy fifteen (15) to forty-five (45) days prior to the renewal date
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **ADVISORY COUNCIL**

**Purpose:** The Advisory Council shall act in an advisory capacity for the Georgia Association of REALTORS®.

**Composition:**

**Number on Council:** Varies

**Chair:** Immediate Past President twice removed

**Vice Chair:** N/A

**Makeup:** All Past Presidents of the Georgia Association of REALTORS® who are affiliated with a Member Board

**Restrictions:** All council meetings will be closed except for council members and appropriate staff unless otherwise permitted by the Chair.

No contributing members

**Term:** One year

**Limits:** N/A

**Quorum:** Five

**Reporting:** Immediate Past President, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall make recommendations to the President, the Executive Committee, and the Board of Directors on any matter it deems appropriate
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall not seek partnership funding from the Partnership Committee or any Partner of the Georgia Association of REALTORS®
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **ASSOCIATION EXECUTIVES COMMITTEE**

**Purpose:** The Association Executives Committee shall serve as a communications and education link between the Georgia Association of REALTORS® and its Member Boards on those items of information and policy which are pertinent to Association Executives and their Member Boards.

**Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** All Member Board Association Executives

**Restrictions:** All Committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One year for the Chair  
One year for the Vice Chair

**Reporting:** Vice President of Administration and Finance, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall set agenda and format of the Association Executive Forum to be held at the Inaugural and Legislative Conference
- Shall set the agenda and format of the Association Executive Committee to be held at the Regional AE Conference and the Annual Conference and Expo
- The Association Executives Committee is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **AUDIT COMMITTEE**

**Purpose:** The Audit Committee shall assist the Board of Directors in fulfilling its oversight responsibilities by reviewing the audited financial reports as well as all audit procedures and processes, including the established system of internal controls.

**Composition:**

**Number on Committee:** Eleven

**Chair:** Appointed by the President

**Vice Chair:** None

**Makeup:** Eleven members: Chair, seven At-Large members, the President, President-elect and Vice President of Administration and Finance are ex-officio members without the right to vote. The members are to be free of any relationship that would interfere with their exercise of sound judgment as committee members. Committee members will confirm that they and their companies/associations have no material business with the Association other than a membership relationship, or with any major vendor. At least one member must have a degree of financial expertise associated with being an executive officer, financial officer or financial/accounting professional.

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee. No one employed by the Association within the previous three years may serve on the Audit Committee.

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Three year staggered terms for the At-Large members

**Limits:** N/A

**Quorum:** Four

**Reporting:** Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall engage a certified public accountant to provide an annual audit. Said audit shall be conducted in the spring of each year and shall be conducted according to generally accepted accounting practices. The auditors shall be certified public accountants. The qualifications of an audit firm shall include a verifiable number of clients and experience commensurate with the needs of the Association. The same audit team may not conduct the annual audit for more than five consecutive years.
- Shall solicit proposals for engagement and evaluate auditors a minimum of every 5 years
- Shall oversee the audit process
- Shall oversee the Association's internal control structure and procedures related to both reporting as well as financial integrity
- Shall investigate matters brought to its attention within the scope of its duties
- Shall act independently of the Executive Committee and any entity or individual with material

business relationships with the Association

- Shall forward all recommendations to the Executive Committee as informational items
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- 
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee



## **BROKER'S COUNCIL**

**Purpose:** Provide Broker education, provide broker to broker resource network, and encourage participation of members and recruitment of non-members

### **Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Restrictions:** Limited to broker-owner, designated REALTOR®, managing director, qualifying broker, and senior officer in real estate brokerage

**Term:** One year for Chair  
One year for Vice Chair

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Organize broker educational programs and networking opportunities for sharing with fellow brokers ideas, successes, and challenges.
- Promote and strengthen broker involvement with the Association and NAR's Broker Involvement Program (BIP).
- The Brokers Council is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s).
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee.
- Shall not seek partnership funding directly from any Partner of the Georgia Association of REALTORS®.
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **COMMERCIAL CONNECTION FORUM**

**Purpose:** The Commercial Connection is the commercial component of the Georgia Association of REALTORS® (GAR). The Commercial Connection represents the collective commercial real estate constituencies of GAR, including affiliated commercial organizations. The Commercial Connection shall work to identify and serve the unified needs of commercial practitioner members throughout the state of Georgia.

**Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Two Commercial At-Large Executive appointments and all Georgia REALTOR® members designated as Commercial Practitioners in the NRDS Database. Members must annually complete the Georgia REALTORS online Committee application form selecting Commercial Connection Forum as one of their choices.

**Term:** One year for the Chair

One year for the Vice Chair

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall set agenda and format of the Commercial Connection Forum to be held at the Inaugural and Legislative Conference and the Annual Conference and Expo
- To encourage the adoption and implementation of securing a path to membership in the Georgia Association of REALTORS® to other commercial real estate professional groups
- To coordinate the Georgia Association of REALTORS® activities to increase interaction with commercial real estate professionals, GAR membership and other commercial business organizations, and governmental and non-governmental agencies that serve Georgia
- Shall provide meaningful dialogue among Commercial members to enhance GAR's ability to capture trends, regulations, legislative and public policy issues and economic conditions
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- To perform such other duties as directed by the Board of Directors, the Executive Committee or the President, or approved by the Committee
- The Commercial Connection Forum is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **COMMUNICATIONS COMMITTEE**

**Purpose:** The Communications Committee shall be charged with serving as GAR's 'communication ambassadors' by disseminating GAR's messages – both internal and external - via a variety of communication mediums. Committee will work with staff to recommend communication initiatives, deliver feedback on programs and campaigns, and analyze results of completed campaigns.

### **Composition:**

**Number on Committee:** Nineteen

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, Vice President of Member and Public Services, the Chair of the Association Executives Forum, the Chair of the Technology Forum, a member of YPN and thirteen At-Large members. The Regional Directors are contributing members. If representatives from the above mentioned categories are not available, substitutions may be made from the general membership. The President and President-Elect are ex-officio members with the right to vote.

**Restrictions:** N/A

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One year for the Vice President of Member and Public Services and the Chair of the Association Executives Forum, Technology Forum and YPN member

Two years (staggered) for the At-Large members

**Limits:** N/A

**Quorum:** Five

**Reporting:** Vice President of Member and Public Services, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall promote and protect the REALTOR brand among all audiences: members, local boards/associations, affiliates, consumers, non-member licensees and the media.
- Shall promote REALTOR association value to current members and potential members
- Shall provide tools to facilitate the productivity and business growth of members.
- Shall educate the general public on preservation of private property rights and/or Georgia REALTORS® dedication to protect them
- Shall work with other GAR committees to promote GAR initiatives
- Shall provide feedback on GAR communication initiatives and mediums as well as proposed partnerships
- Shall review campaign and tactic analytics to determine the success or failure of communication initiatives
- Shall review the Georgia Association of REALTORS® web site design and usability to ensure it is meeting membership needs

- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **CONFERENCE COMMITTEE**

**Purpose:** The Conference Committee shall assist the Georgia Association of REALTORS® staff with the planning, development and execution of the Inaugural Conference and the Annual Conference and Expo which fulfill Georgia REALTORS® guiding principles by elevating professionalism through education, developing future leaders, and providing meaningful opportunities for connections.

### **Composition:**

**Number on Committee:** Nineteen

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, the Vice Chair of the Professional Development Committee, a member of YPN (if a member of YPN is not available to serve, a substitution may be made from the general membership), plus fifteen At-Large members including when possible at least one member from each Region. The President, President-Elect and the Vice President of Member and Public Services are ex-officio members with the right to vote.

### **Restrictions:**

- No more than ten contributing member
- Except for those members who serve by virtue of office, no more than two (2) members may be from the same primary Member Board.
- Except from those members who serve by virtue of office, no more than five (5) members may be from the same Region.
- All members must adhere to the Conflict of Interest Policy and refrain from voting on issues that directly impact them.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** No member may serve more than two (2) consecutive terms, excluding time as Chair and Vice Chair

**Quorum:** Seven

**Reporting:** Vice President of Member and Public Services, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall assist with the Inaugural Conference and the Annual Conference and Expo of the Georgia Association of REALTORS® in cooperation with the staff of the Georgia Association of REALTORS®
- Shall recommend a single site for each future Inaugural Conferences and the Annual Conferences and Expos.
- The Chair shall create a Conference Committee Sub-committee designated as Site Selection that shall meet as needed to make recommendations for future conference sites. The Vice President of Member and Public Services shall be a member of Site Selection.

- Shall prepare and submit for approval by the Finance and Executive Committees a detailed annual budget for the Inaugural Conference and the Annual Conference and Expo
- The Chair shall create an Expo Work Group chaired by the Vice Chair to complete the following tasks
  - Trade show set-up
  - Exhibitor check-in
  - Assist in organizing and attend the Partners Appreciation Reception
  - Perform other duties as directed by the Chair
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)**

**Purpose:** The Economic Development Advisory Council advises the GAR CEO and Staff Liaison regarding economic development projections and engagements activities within the state.

**Composition:**

**Number on Committee:** Eighteen

**Chair:** Immediate Past President

**Vice Chair:** President

**Makeup:** President, President-Elect, Immediate Past President, Vice President of Administration and Finance; the Chairs and Vice Chairs of (1) Commercial Connection Forum, (2) Global Alliance Forum, (3) State and Local Governmental Affairs, (4) the two Executive Committee Commercial practitioner appointees; and Local Commercial Board Presidents (or their designee), Local Commercial Board President-Elects (or their designee), Local Commercial Board Association Executives (or their designee)

**Restrictions:** The Economic Development Advisory Council is not a policy-making body; however, recommendations and concerns may be forwarded to the appropriate GAR Committee(s)

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Concurrent with qualifying position

**Limits:** Concurrent with qualifying position

**Quorum:** Ten (10)

**Meeting Attendance Requirements:** Quarterly meetings (to include participation via video and/or teleconference for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter). Attendance required for participation at Inaugural Conference meeting in 1<sup>st</sup> quarter.

**Reporting:** Immediate Past President, Executive Committee, and Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall advise the GAR CEO and Staff Liaison by annually prioritizing proposed engagement activities within the state during the 4<sup>th</sup> quarter meeting for the following year.
- Shall commit to maximize GAR's impact through personal participation in state economic development engagement activities within their local area.
- Shall recommend appropriations from the GAR economic development fund to fund state prioritized activities.
- Shall notice the Staff Liaison of new possible engagement opportunities.
- Shall receive an annual written report on behalf of the GAR attendees (President, President-Elect, VP of Administration & Finance, Staff) following the MIPIM Conference.
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **EXECUTIVE COMMITTEE**

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

**Composition:**

**Number on Committee:** Twenty-four

**Chair:** President

**Vice Chair:** President-Elect

**Makeup:** President, President-Elect, Immediate Past President, Vice President of Administration and Finance, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Regional Directors, and eight At-Large members, with two of the eight being Commercial Practitioners

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

**Option #2** – At the discretion of the Chair, based on the confidential nature of the material to be reviewed and/or discussed, members may be required to sign a Georgia Association of REALTORS® Confidentiality and Non-Disclosure Policy Agreement for a specific discussion item.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One year for the President, the President-Elect, the Immediate Past President, and the Vice Presidents

Two years (staggered) for the Regional Directors and the At-Large members

**Limits:** N/A

**Quorum:** Fourteen

**Reporting:** Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall meet at least three times a year
- Shall meet on the call of the President, the Board of Directors, or any five of its members



- Shall review and submit to the Board of Directors any proposed changes in the Constitution and Bylaws of the Georgia Association of REALTORS®
- Shall review and submit to the Board of Directors the proposed annual budget of the Georgia Association of REALTORS®
- Shall, in the event a decision or action is required between meetings of the Board of Directors on matters which the Board of Directors has not established a policy or guideline, be authorized to take action and make decisions as necessary to carry out the objectives and purposes of the Georgia Association of REALTORS® expressed in the Constitution and Bylaws
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall require each committee chairman to establish goals and objectives, and to be accountable for and periodically report on the activities of his or her committee
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors or the President

## **FINANCE COMMITTEE**

**Purpose:** The Finance Committee shall monitor income and expenditures of the Georgia Association of REALTORS®, prepare and monitor all budgets and recommend necessary adjustments.

### **Composition:**

**Number on Committee:** Fifteen

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, President, President-Elect, Immediate Past President, Vice President of Administration and Finance, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, and six At-Large members

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

- At-Large appointees must have previous documented professional financial experience/education OR meet 3 of the 7 requirements below:
  - Served as a Local Board President
  - Current Broker Owner for a minimum of 2 years
  - Served on the GAR Executive or Finance Committee
  - Served as a GAR Regional Director
  - Graduate of the GAR Leadership Academy
  - Served as a GAR Chair or Vice Chair
  - Currently actively engaged with GAR with working knowledge of GAR
- Annually three (3) At-Large appointees shall be selected by the incoming President to serve a two-year term.
- At-Large members shall be selected from boards not represented by the elected officers or current At-Large appointees
- Chair and Vice Chair appointees must have served a minimum of 2 years on the Finance Committee prior to service.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Term:** Two Years (staggered) for At-Large appointees and One year concurrent with Chair, Vice Chair or elected office

**Limits:** N/A

**Quorum:** Ten

**Reporting:** Vice President of Administration and Finance, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall consider and recommend ways and means to finance the Georgia Association of REALTORS®

- Shall prepare a budget of estimated incomes and expenses to be submitted to the Executive Committee and Board of Directors at the Annual Conference prior to the upcoming fiscal year
- Shall receive all requests for expenditures, which must be channeled through this committee for inclusion in its report to the Executive Committee as to the budgeting impact of such requests. Authorization of all expenditures requires approval by the Board of Directors
- Shall ensure full and accurate accounts of the receipts and disbursements of funds of the Georgia Association of REALTORS® to be kept
- Shall ensure all monies and other valuable effects in the name of, and to the credit of, the Georgia Association of REALTORS® to be in such depository as may be designated by the Board of Directors, or by the Finance Committee and take proper vouchers for such disbursements to be deposited.
- Shall ensure a detailed record of income and expenses are maintained, reviewed quarterly, and submitted to the Georgia Association of REALTORS® Board of Directors at their scheduled meetings
- Shall annually prepare a budget for the Georgia Association of REALTORS® to be approved by the Board of Directors at its meeting during the Annual Conference
- Shall submit to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of the Georgia Association of REALTORS®
- Shall oversee all non-dues revenue (products and services) offered to the membership
- Shall review and approve annual partnership packages
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **FORMS COMMITTEE**

**Purpose:** The Forms Committee shall work with Georgia Association of REALTORS® legal counsel in the development and revision of real estate related forms deemed appropriate for use by REALTOR® Board Members, Member Boards, and board owned/operated multiple listing services.

### **Composition:**

**Number on Committee:** Twenty-five

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair and twenty-three At-Large members, including at least two members from each region, at least one member who holds the ALC designation and one member who holds the CCIM designation or is a representative of the commercial brokerage community, if representatives from the above mentioned categories are not available, substitutions may be made from the general membership. The President, President-Elect and the Vice President of Administration and Finance are ex-officio members with the right to vote.

### **Restrictions:**

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #1** – Members are required to have a signed GAR **Conflict of Interest Disclosure Policy and Agreement** on file with the staff liaison prior to any participation with the committee.

No contributing members.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Estimated Time Commitment:** Seven meetings per year for an average of 3 hours per meeting and sub-committee meetings. 25 hours per year.

**Term:** Two years (staggered)

**Limits:** No member may serve more than six consecutive years

**Quorum:** Nine

**Reporting:** Vice President of Administration and Finance, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall develop and revise real estate-related forms on an as needed basis. (Note: Without the prior approval of the Executive Committee, legal fees associated with the development of new forms shall be limited by the annual operating budget.)
- Shall seek the endorsement of the Georgia Real Estate Commission and the Georgia Bar Association on the Georgia Association of REALTORS® forms whenever possible
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests

- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

**GAR DISASTER RELIEF FUND**

For information, refer to the Georgia Association of REALTORS® Disaster Relief Fund Bylaws.

## **GEORGIA ASSOCIATION OF REALTORS® NAR STRATEGY ADVISORY GROUP**

**Purpose:** The Georgia Association of REALTORS® NAR Strategy Advisory Group shall promote National Association of REALTORS® Leadership throughout recognizing individuals to serve as National Association of REALTORS® Regional Vice President, Directors At-Large, Committee Chairs, Committee Vice Chairs, and Committee Members.

**Composition:**

**Number on Advisory Group:** 5

**Chairman:** Immediate Past President

**Vice Chairman:** President

**Makeup:** Immediate Past President or the most recent Past President willing and able to serve, President, three (3) NAR Directors appointed by the President

**Restrictions:** No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One Year

**Limits:** N/A

**Quorum:** Three (3)

**Reporting:** National Association of REALTORS® Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall certify that applicants are in compliance with the NAR required guidelines
- Shall make recommendations online for individuals who are qualified to serve as National Association of REALTORS® Committee Chairs and Vice Chairs
- Shall make recommendations online for individuals to become members of National Association of REALTORS® Committees
- Shall seek and promote qualified individuals for future National Association of REALTORS® Leadership
- Shall encourage local boards and large firms who are eligible for a National Association of REALTORS® Director to place qualified, experienced persons in the role as a National Association of REALTORS® Director
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **GLOBAL ALLIANCE FORUM**

**Purpose:** The Global Alliance Forum shall develop relationships and promote unity between International Practicing Real Estate groups in Georgia as well as Georgia Government agencies' that promote the influx of capital, tourism dollars, and usage of real estate and real estate acquisitions.

### **Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Term:** One year for the Chair  
One year for the Vice Chair

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall set agenda and format of Global Alliance Forum to be held at the Inaugural and Legislative Conference and the Annual Conference and Expo
- Encourage relationships and promote unity between international real estate groups and agencies
- Coordinate global educational events, communications, and networking opportunities
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- The Global Alliance Forum is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)



## **GRI BOARD OF GOVERNORS**

**Purpose:** The GRI Board of Governors shall provide the management, promotion and administration of the Graduate, REALTOR® Institute Program.

### **Composition:**

**Number of Governors:** Thirteen

**Chair (Dean):** Nominated by the Board of Governors and approved by the President

**Vice Chair (Associate Dean):** Nominated by the Board of Governors and approved by the President-Elect

**Makeup:** Dean, Associate Dean one Governor from each Region and two at-Large members can be from any region. The President, President-Elect and Vice President of Professional Development are ex-officio members with the right to vote.

**Note:** Selection to the Board of Governors shall be nominated by the Board of Governors and approved by the President from those eligible to serve based on approved written criteria

**Restrictions:** No more than two members may be from the same primary Member Board excluding the Dean and Associate Dean.

No more than three members may be from the same Region excluding the Dean and Associate Dean.

Up to six contributing members may be appointed for a one-year term by mutual agreement of the Dean and the President.

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #1** – Members are required to have a signed GAR **Conflict of Interest Disclosure Policy and Agreement** on file with the staff liaison prior to any participation with the committee.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** No member may serve more than six years, including time as Dean and Associate Dean.

**Quorum:** One-Third (1/3) of the voting GRI Members

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors. (Note: The rules, regulations, policies and fiscal activities shall be reported to, and are subject to approval by, the Executive Committee and the Board of Directors.)

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall be the creative body to research and implement a balance of education offerings for the GRI Program
- Shall approve elective courses and set up meetings with each local board's education chairman within your Region.
- Shall coordinate and administer programs of education for the GRI Program
- Serve as the primary means of promotion of the GRI Program
- The Dean shall attend the Professional Development Committee meeting and Professional Development Forum during the Midyear Legislative Meeting as well as other events as deemed appropriate for the position

- The Associate Dean shall attend the Professional Development Committee meeting and the Professional Development Forum during the annual REALTORS® Conference and Expo as well as other events as deemed appropriate for the position
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®

## **HOUSING OPPORTUNITY AND DIVERSITY COMMITTEE**

**Purpose:** The Housing Opportunity and Diversity Committee shall develop and recommend policy promoting equal opportunity in housing and diversity within the real estate industry. To identify the concerns and needs of our diverse membership and to assist in the development of actions to address those concerns and needs.

### **Composition:**

**Number on Committee:** Twelve

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, vice Chair, and one member from each Georgia Association of REALTORS® regions including one member from the Professional Development Committee as designated by the Chair of Professional Development. The President, President-Elect and Vice President of Professional Development are ex-officio members with the right to vote.

**Restrictions:** N/A

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** N/A

**Quorum:** Five

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors.

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Coordinate the Georgia Association of REALTORS® activities to increase diversity within the real estate profession
- The Committee will encourage cultural diversity through collaboration with multicultural real estate organizations
- Encourage fair housing and cultural diversity education programs for the membership
- Encourage fair housing and diversity relationships with HUD
- Encourage cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of the fair housing laws to insure equal opportunity for all people
- Encourage REALTORS® and their local boards/associations to create and preserve housing affordability and opportunities by partnering with a wide range of lenders, nonprofit organizations, housing counselors, and state and local government agencies.
- Provide awareness of available housing and equal opportunity resources from the National Association of REALTORS® and other organizations to the local boards and membership
- One member of Housing Opportunity and Diversity Committee will serve on Professional Development Committee as designated by the Chair

- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee
- Periodically review the overall duties and responsibilities of the committee in order to ensure that the committee's strategies and plans of action are relevant and timely, and recommend proposed amendments to the Board of Directors
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **INSURANCE TRUSTEES**

For information, refer to the Georgia Association of REALTORS® Insurance Trust Bylaws.

## **LEADERSHIP ACADEMY ADVISORY GROUP**

**Purpose:** Shall partner with GAR staff to provide input into the GAR Leadership Academy application process, content and programming of sessions, and shall recruit and recommend applicants for participation in the Academy program.

**Composition:**

**Number on Advisory Group:** Eight

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, six At-Large members

**Restrictions:** All meetings shall be closed except for members and appropriate staff unless otherwise permitted by the Chair.

No Contributing Members

**Term:** One year for Chair and Vice Chair. Two years staggered for At-Large members

**Limits:** Chair, Vice Chair, and At-Large appointees must be a graduate of the GAR Leadership Academy within the last 5 years

**Meeting Attendance Requirements:** Attendance is required for participation at the GAR Inaugural Conference Leadership Academy Lunch and one additional selected session. Other Advisory Group meetings may be scheduled as needed and participation via video or teleconference will be available.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Quorum:** Five

**Reporting:** President-Elect, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall recruit and recommend applicants for the Leadership Academy program
- Shall annually review the program content and make recommendations for enhancements
- Shall serve as hosts for the Inaugural Conference Leadership Academy Luncheon
- Shall serve as hosts for the Annual Conference Leadership Graduate Reception
- Shall commit to serve as session facilitators (minimum of one session annually)
- Shall recommend and provide input for Leadership Academy alumni events an/or projects
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall not seek partnership funding from any Partner of the Georgia REALTORS®

- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- The Leadership Academy Advisory Group is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

## **LEGAL ACTION COMMITTEE**

**Purpose:** The Legal Action Committee shall monitor legal actions instituted in the state of Georgia that could or would have an impact on the real estate profession or those engaged in it. Additionally, the Legal Action Committee shall administer the Legal Defense Fund.

### **Composition:**

**Number on Committee:** Twelve

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Chairman of the State and Local Government Affairs Committee and eight At-Large members. The President, the President-Elect and the Vice President of Administration and Finance are ex-officio members with the right to vote.

**Restrictions:** Except for those members who serve by virtue of office, no more than two members may be from the same primary Member Board

Except for those members who serve by virtue of office, no more than two members may be from the same Region

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #1** – Members are required to have a signed GAR **Conflict of Interest Disclosure Policy and Agreement** on file with the staff liaison prior to any participation with the committee.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Estimated Time Commitment:** An average of one meeting per year. 2 hours per year

**Term:** One year for the Chairman of the State and the Local Government Affairs Committee  
Two years (staggered) for the At-Large members

**Limits:** N/A

**Quorum:** Five

**Reporting:** Vice President of Administration and Finance, Finance Committee, Executive Committee, Board of Directors (See Duties and Responsibilities for authority to expend funds.)

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall receive and consider requests from REALTOR® members to provide assistance on legal matters which could have an adverse impact upon REALTORS® as a group. The assistance provided by the committee is normally in the form of having Georgia Association of REALTORS'® legal counsel write a friend of the court (amicus curiae) brief or provide other technical support with respect to the legal matter. In some instances, the committee will consider reimbursing the REALTOR® member directly for all or a portion of the member's legal expenses. All decisions of the committee to provide assistance are made on a case-by-case basis. In deciding whether to provide legal assistance in any particular matter, the committee will consider among other things, whether the case: (1) is one which could lead to the establishment of a legal principle or precedent



that could either benefit or conversely harm the interests of REALTORS® throughout the state; (2) is at a stage of proceeding where it is timely to provide legal assistance (i.e., the issue in the case is ripe for handling and is not either premature or too late to be addressed); (3) is one where the provision of legal assistance by the Georgia Association of REALTORS® is likely to make a difference in the outcome of the case; (4) does not, absent of extraordinary circumstances, involve a dispute between two REALTORS®; and (5) is one that involves legal matters, issues, or procedures which go beyond those generally encountered or employed by REALTORS® in their normal business dealings. Assistance will be considered only in response to a properly submitted written request by the REALTOR® Member to the Georgia Association of REALTORS®. (Note: Between regularly scheduled meetings of the Legal Action Committee, the Chairman and Vice Chairman shall have the joint authority to review requests for financial assistance, lawsuits, interrogatories, correspondence, etc. and where deemed appropriate, consult with Georgia Association of REALTORS® Legal Counsel or refer matters to Georgia Association of REALTORS® Legal Counsel to insure timely participation.)

- Shall have the authority to expend funds up to a maximum of \$10,000.00 in support of specific litigation as it may deem appropriate. Expenditures in excess of \$10,000.00 for a single case must be approved by the Executive Committee or the Board of Directors. Appeals to a higher court shall be viewed as new instances of litigation and the Legal Action Committee is authorized to approve funding from the Legal Defense Fund up to an aggregate amount of an additional \$10,000.00 for each case. However, in no event shall funds be authorized to be spent that are in excess of the sum constituting the Legal Defense Fund of the Georgia Association of REALTORS®
- Shall review and recommend action regarding other legal affairs of the Georgia Association of REALTORS® as assigned
- Shall stay abreast of litigation that adversely affects those engaged in the profession
- Shall investigate ways and means to provide information to the members about legal actions that have a potential or actual detrimental effect on those engaged in the profession
- Shall promote the necessity for members to be constantly aware of legal developments that affect them
- Shall provide means of disseminating information to the members advising them of their legal responsibilities and liabilities
- Shall promote to the members the absolute necessity for their legal counsel to have or acquire "adequate knowledge" of the legal areas that might affect them
- Shall act as liaison between Georgia Association of REALTORS® and the Georgia Bar Association to encourage harmonious relations between the professions
- Shall provide educational programs for the benefit of the members of Georgia Association of REALTORS® and their legal counsel
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **MEMBER COUNCIL**

**Purpose:** A Member Council shall be direct members of the Georgia Association of REALTORS® from an area that is unassigned. Councils are not chartered by the National Association of REALTORS® and /or the Georgia Association of REALTORS®.

### **Composition:**

**Chair:** Elected by the Council

**Vice Chair:** Elected by the Council

**Secretary/Treasurer:** Elected by the Council

**Term:** To be determined by the Council Policy

**Limits:** To be determined by the Council Policy

**Reporting:** Administration & Operations Committee

### **Duties and Responsibilities:**

- Shall establish an internal operational structure to include a chair, vice chair and secretary/treasurer. Additional positions may be established based on the needs of the Council.
- The Council Chair shall be responsible for establishing an annual schedule for Council Meetings and filing a report with GAR within 10 days following each Council Meeting. A form or electronic reporting template shall be provided by GAR.
- The Council Chair and Secretary/Treasurer shall be responsible for setting an annual budget for approval by the Council membership and recording approval in the Council report and submitting the budget to GAR for monitoring.
- The Council Chair, or their designee, shall be responsible for acquiring sponsorships for events.
- A minimum of two Council members shall attend the annual Region Roundtable and Leadership Development Conference (LDC).
- The Council Chair shall serve as a State Director per the GAR bylaws and shall attend the GAR Inaugural and Legislative Conference and the GAR Annual Conference. The Council Vice Chair shall serve as the first alternate and the Secretary/Treasurer shall serve as the second alternate.
- Reimbursements of expenses, if any, shall be set by the Council as recorded in the Council report and budget submitted to GAR.
- Councils shall be eligible to submit applications for GAR awards as established by the Board of Directors (REALTOR® of the Year, Good Neighbor, YPN Achiever, etc.).
- Councils shall work in conjunction with the GAR Staff Liaison to meet the minimum annual requirements for the Georgia REALTORS® Distinguished Service Award (DSA).
- The Council Secretary/Treasurer shall be responsible for ensuring that a monthly electronic communication is sent to all Council members.
- Shall perform such other duties as outlined in the Memorandum of Understanding for each Member Council and approved by the Administration and Operations Committee.
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **MLS FORUM**

**Purpose:** The MLS Forum shall provide a format for members, association executives and staff specialists who operate a multiple listing service or a commercial listing exchange (either board-owned or private) to share ideas and stay abreast of the latest multiple listing service technology and industry trends.

### **Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Term:** One year for the Chair  
One year for the Vice Chair

**Reporting:** Vice President of Member and Public Services, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall set agenda and format of MLS Forum held at the Inaugural Conference and the Annual Conference and Expo
- Shall monitor changes to the National Association of REALTORS'® Handbook on Multiple Listing Policy and the National Association of REALTORS'® Handbook on Multiple Listing Policy Commercial/Industrial Supplement promulgated by the MLS Policy Committee and ensure that members are notified of all such changes in a timely manner
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- The MLS Forum is not a policy-making body; however recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **NOMINATING COMMITTEE**

**Purpose:** The Nominating Committee shall be responsible for annually nominating a slate of Officers of the Georgia Association of REALTORS® as prescribed in the Georgia Association of REALTORS® Constitution and Bylaws.

### **Composition:**

**Number on Committee:** Twelve

**Chair:** Past President twice removed (Note: If the Past President twice removed cannot serve, the President shall appoint the Chair.)

**Vice Chair:** None

**Makeup:** Chair, five most recent Past Presidents of the Georgia Association of REALTORS® able and willing to serve and six At-Large members

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

No Past President of the Georgia Association of REALTORS® may serve as an At-Large member

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** One year for the Past Presidents  
Two years (staggered) for the At-Large Members

**Limits:** N/A

**Quorum:** Five

**Reporting:** Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall meet during the month of May and select a slate of officers for the Georgia Association of REALTORS®
- Members of the Nominating Committee shall not respond or contact any candidate before or after the Nominating Committee meeting to discuss any aspect of the Nominating and election process. If contacted, the candidate should be referred to the staff liaison
- Members of the Nominating Committee shall remain neutral during the election process and shall not participate in campaigning for one candidate over another

- The same election procedures shall be used as outlined in Article 8 Section 3. B. and 3. C. of the Constitution and Bylaws of the Georgia Association of REALTORS®
- Ballots shall be counted by two members of the Nominating Committee appointed by the Chairman
- Each candidate shall be asked the same questions from a standard list. Any other questions may be asked as deemed pertinent by the committee
- The Chair of the Nominating Committee shall cause to send the Nominating Committee selections to all candidates electronically and copy the Georgia REALTORS® Board of Directors and Association Executives
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for Inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Submission of an application **to serve as an Officer or Regional Director** from a member of the Nominating Committee and/or immediate family member, as defined in the NAR Code of Ethics and Arbitration Manual shall be considered immediate resignation from the committee for the remainder of their appointed term
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **PARTNERS STRATEGIC ADVISORY GROUP**

**Purpose:** The Partners Strategic Advisory Group shall provide the association with recommendations for enhancing the marketing opportunities available to the Georgia REALTORS® Partners.

**Composition:**

**Number of Advisory Group:** Varies (up to fifteen)  
**Chair:** Appointed by the President  
**Vice Chair:** Appointed by the President Elect

**Makeup:** Chair, Vice Chair, plus at least one representative from each Partners level appointed by the President. Total number of group not to exceed 15

**Restrictions:** Must be a current Georgia REALTORS® Partner  
No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Terms:** Two years (staggered)

**Limits:** Three consecutive terms

**Quorum:** Six

**Reporting:** Administration and Operations Committee

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall work in conjunction with the Georgia REALTOR® Marketing Manager to review and recommend enhancements for the Georgia REALTOR® Partnership Program to the Administration and Operations Committee
- The Partners Strategic Advisory Group is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s).
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **PRESIDENT AND PRESIDENT-ELECT FORUMS**

**Purpose:** The President and President-Elect Forums shall provide an arena for communication, sharing of ideas, discussion of concerns, and interaction between leadership of the local boards/associations and the Georgia Association of REALTORS®.

**Composition:**

**President's Forum:** All local board/association Presidents and GAR President

**President-Elect's Forum:** All local board/association President-Elects and GAR President-Elect

**President's Forum Chair:** GAR President

**President-Elect's Forum Chair:** GAR President-Elect

**Restrictions:** N/A

**Term:** One year to run concurrently with the participant's term as President or President-Elect

**Limits:** N/A

**Quorum:** N/A

**Reporting:** President (for President's Forum) and President-Elect (for President-Elect's Forum)

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- The Forums shall be held twice annually during the Inaugural and Legislative Conference and the Annual Conference and Expo
- The GAR President and President-Elect shall develop an Agenda for each Forum
- The President and President-Elect Forums are not policy-making bodies; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

**Purpose:** The Professional Development Committee implements and maintains educational programs relevant to the industry and current trends to provide members with knowledge and growth in professionalism and success.

### **Composition:**

**Number on Committee:** Twenty-six

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Twenty-four At-large members including at least one member who holds the Graduate REALTOR® Institute (GRI) designation, at least one member who is a Graduate REALTOR® Institute governor, at least one member who holds the Certified Residential Specialist (CRS) designation, at least one member who holds the Certified International Property Specialist (CIPS) designation, at least one member who holds the Certified Real Estate Brokerage Manager (CRB) designation or other management designation or certification, at least one member who holds the Certified Commercial Investment Member (CCIM) designation or is a representative from the commercial brokerage community, at least one member who holds the Performance Management Network (PMN) designation, and at least one instructor. An instructor is anyone who is a Georgia Association of REALTORS® Partners in Education approved instructor, a Graduate REALTOR® Institute instructor, a National Association of REALTORS® approved designation/certification instructor, or a Georgia Real Estate Commission approved pre-license instructor. If representatives from the above mentioned categories are not available, substitutions may be made from the general membership. The President, the President-Elect, the Vice Chairman of the Convention Committee, and the Vice Chairman of the Technology Committee and the Vice President of Professional Development are all ex-officio members with the right to vote.

**Restrictions:** Except for those members who serve by virtue of office, no more than five (5) members may be instructors to include chair and vice chair.

Except for those members who serve by virtue of office, no more than three (3) members may be from the same primary Member Board.

Except for those members who serve by virtue of office, no more than five (5) members may be from the same Region.

All members must adhere to the Conflict of Interest Policy and refrain from voting on issues that directly impact them. (I.E. instructors being considered for teaching assignments shall refrain from voting/ instructors shall refrain from voting on instructor compensation)

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #1**– Members are required to have a signed GAR **Conflict of Interest Disclosure Policy and Agreement** on file with the staff liaison prior to any participation with the committee.

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** N/A

**Quorum:** Nine

**Reporting:** Vice President of Professional Development, Executive Committee, Board of Directors



**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Recommend topics and speakers for the education sessions held at the Inaugural Conference and Annual Conference and Expo
- Develop and maintain a Partner's In Education (PIE) Administration Manual for Sponsors. The manual shall explain the benefits of the PIE Program, provide procedures for partnering with GAR for education and set forth the financial obligations of the Sponsor to receive education for their organization through the program
- Review the performance of the Partners in Education (PIE) instructors to assure compliance with standards as set by the committee. If deemed appropriate, the committee may implement a recertification program for all PIE Instructors
- Develop and maintain a Manual for Certified Facilitators
- Develop and maintain a Partners In Education (PIE) Administration Manual for Instructors. The manual shall guide instructors on the expectations of the Georgia Association of REALTORS® for the development and presentation of courses
- Develop training and certification for facilitators
- Committee members and contributing member shall be available to facilitate, at a minimum, one education session offered at both the Inaugural Conference and the Annual Conference and Expo per year
- Each committee member and contributing member shall complete Georgia Association of REALTORS® facilitator training every two years
- The Vice Chair shall serve as a member of the Conference Committee and the Technology Forum
- Responsible for determining the fee structure for the Partners in Education Sponsors. Said fee structure shall be a part of the Sponsor Manual. Any change regarding such fee structure shall be approved by the Finance Committee and the Executive Committee
- Responsible for determining the compensation for Partners in Education Instructors. Said compensation shall be a part of the Instructor Manual and shall apply only to approved Partner's In Education Instructors. Any change regarding such compensation shall be approved by the Finance Committee and included in a report to the Executive Committee
- Responsible for the approval of new courses and instructors for the Partners in Education Program to be accomplished in a manner as deemed appropriate and approved by the Committee
- All continuing education courses shall follow License Law and Rules and Regulations of the Georgia Real Estate Commission
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall perform such other duties as directed by the Board of Directors or the Executive Committee
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities

## **PROFESSIONAL STANDARDS COMMITTEE**

**Purpose:** The Professional Standards Committee shall oversee the Statewide Professional Standards Program. (Note: The Georgia Association of REALTORS® Professional Standards Committee is established by the National Association of REALTORS® Code of Ethics and Arbitration Manual and all of its functions are governed therein.) \*This Committee does not review Complaints or hold Hearings.

### **Composition:**

**Number on Committee:** Eighteen

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair and sixteen At-Large members including at least one member from each Region. The President, President-Elect and Vice President of Administration and Finance are ex-officio members with the right to vote.

**Restrictions:** Except for those members who serve by virtue of office, no more than two members may be from the same primary Member Board.

Except for those members who serve by virtue of office, no more than four members may be from the same Region.

To be eligible to serve as a voting member of the Georgia Association of REALTORS® Professional Standards Committee, a member must be an active REALTOR® for a minimum of four years. You must have served on the Statewide Grievance Panel or Professional Standards Panel or you must have served at a local board/association level on the Grievance or Professional Standards Committee.

**Option #1** – Members are required to have a signed **GAR Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a **GAR Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Estimated Time Commitment:** An average of one meeting per year and training. 5 hours per year

**Term:** Two years (staggered)

**Limits:** N/A

**Quorum:** Six

**Reporting:** Vice President of Administration and Finance, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- The Professional Standards Committee shall be responsible for the Georgia Association of REALTORS® Statewide Professional Standards Agreement and Policies. All recommended changes to be approved by the Georgia Association of REALTORS® Board of Directors
- Shall consider various methods to educate members of the Georgia Association of REALTORS® about the Code of Ethics, its underlying rationale, and the procedures related to its enforcement, including training materials and seminars

- The Chair and Vice Chair shall attend the National Association of REALTORS® professional standards training and shall develop annual professional standards training
- Shall be governed by the National Association of REALTORS® Code of Ethics and Arbitration Manual, as from time to time amended, which by this reference is made a part of the Georgia Association of REALTORS® Constitution and Bylaws
- Shall recommend options to be adopted in the National Association of REALTORS® Code of Ethics and Arbitration Manual to the Georgia Association of REALTORS® Board of Directors for approval
- Shall be responsible for the Georgia Association of REALTORS Mediation Procedures. All recommended procedures and changes to be approved by the Georgia Association of REALTORS® Board of Directors
- Shall be eligible to serve on the Statewide Professional Standards Grievance Panels or Professional Standards Hearing Panels (contact your local Board/Association to have your name placed on the roster to serve on Grievance and Hearing Panels for the Statewide Professional Standards Program)
- Shall attend the Statewide Professional Standards Training once per term
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **REALTOR® PARTY ADVISORY GROUP**

**Purpose:** To foster on-going engagement and communication between the various committees and individuals charged with duties relating to the REALTOR® Party and REALTOR® advocacy issues.

**Composition:**

**Number on Committee:** Varies, depending on the number of NAR Committee appointments

**Chair:** Vice President of Governmental Affairs

**Vice Chair:** Vice President of Professional Development

**Makeup:** Vice President of Governmental Affairs; Vice President of Professional Development, President, President-Elect, CEO, the Chairs and Vice Chairs of the RPAC, RIAC, RPAC, State & Local Governmental Affairs Committee, and YPN; NAR RVP (if current RVP is from Georgia), and Georgia representatives on NAR Committees pertaining to the REALTOR® Party.

**NAR REALTOR® Party:** Committees and groups represented on the RPAG include but are not limited to the following and may be amended from time to time in accordance to NAR policy and/or invited groups for the NAR REALTOR® Party Training Conference.

- NAR REALTOR® Party Member Involvement Committee
- NAR REALTOR® Party Trustees for Campaign Services
- NAR RPAC Major Investor Council
- NAR RPAC Participation Council
- NAR RPAC Trustees Fundraising Federal Disbursement Committee
- NAR RPAC Trustees Fundraising Committee
- NAR REALTOR® Party Liaisons
- NAR Smart Growth Advisory Board
- NAR State and Local Issues Mobilization Support Committee
- NAR Chairs/Vice Chairs; Diversity, Housing Opportunity, State & Local Issues Policy
- NAR Regional Vice Presidents

**Restrictions:** The REALTOR® Party Advisory Group is not a policy-making body; however; recommendations and concerns may be forwarded to the appropriate GAR Committee(s).

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Concurrent with qualifying position

**Limits:** Concurrent with qualifying position

**Quorum:** Five

**Reporting:** Vice President of Governmental Affairs, Executive Committee, and Board of Directors

Zoom Conferencing **is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda**

**Duties and Responsibilities:**

- Shall seek to coordinate efforts of NAR Committee members with the appropriate GAR Governmental Affairs Committees and GAR Governmental Affairs Staff
- Shall seek to maximize the resources of its composite members and GAR Governmental Affairs Staff towards overall efficiencies in REALTOR® Party-related activities

- Shall seek to coordinate and align the efforts of the GAR Governmental Affairs Committees and GAR Governmental Affairs Staff whenever possible
- The Chair shall be authorized to adjust the Makeup of the RPAG as needed to reflect the current composition of the NAR REALTOR® Party Committees as may be amended from time to time in accordance to NAR policy/invited groups
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **REALTORS® ISSUES ACTION COMMITTEE**

**Purpose:** The REALTORS® Issues Action Committee shall be organized and operated primarily for the purpose of collecting contributions to support or oppose state and local issues that impact real property in the state of Georgia. (Note: The management and administration of REALTORS® Issues Action Committee and the conduct of its affairs shall be vested in a Board of Trustees.)

### **Composition:**

**Number of Trustees:** Fourteen (including the ex-officio members)

**Chair:** Appointed by the President

**Vice Chair/Treasurer:** Appointed by the President-Elect

**Makeup:** **Chair, Vice Chair/Treasurer,** Chair of REALTORS® Political Action Committee, Chair of the State and Local Government Affairs Committee, Chair of the REALTORS® Political Involvement Committee and six At-Large members. The President, President-Elect and Vice President of Government Affairs are ex-officio members with the right to vote.

**Restrictions:** Except for those members who serve by virtue of office, no more than two members may be from the same primary Member Board.

- At-Large Appointees must meet at least one (1) of the requirements below:
  - Previously served on RPIC
  - Previously served as a state or local RPAC Trustee
  - Previously served on State and Local as a voting or contributing member
  - Previous RPAC or REALTOR® Party experience on the national, state, or local level
- Annually two (2) At-Large appointees shall be selected by the President-Elect to serve a three-year term.

Except for those members who serve by virtue of office (**including chair and vice chair**), no more than three members may be from the same Region.

**Option #2–** At the discretion of the Chair, based on the confidential nature of the material to be reviewed and/or discussed, members may be required to sign a Georgia Association of REALTORS® **Confidentiality and Non-Disclosure Policy and Agreement** for a specific discussion item.

**Option #2 –** Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

### **Term:**

- Three years staggered for At-large appointees
- One year term for Chair, Vice Chair
- Terms run concurrently for RPAC Chair, RPIC Chair, State and Local Chair and officer terms

**Limits:** No member may serve more than three consecutive years unless serving as the Chair or Vice Chair

**Quorum:** Six

**Reporting:** Vice President of Governmental Affairs, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall support grassroots lobbying and educational efforts related thereto RIAC funds
- Shall have full discretion for expenditures of up to \$10,000.00. The Georgia Association of REALTORS® Executive Committee must also approve any expenditure between \$10,000.01 and \$25,000.00. RIAC, the Georgia Association of REALTORS® Executive Committee and the Georgia Association of REALTORS® Board of Directors must approve expenditures over \$25,000.01.
- Shall review any application submitted by a local Georgia Association/Board for a NAR Issues Mobilization Grant. The Trustees shall provide a recommendation to the GAR President to either support or oppose the local association's application. If the Trustees oppose the request for funding, a letter of explanation must be provided to the GAR President for inclusion, if needed, with the local association's Issues Mobilization Grant application
- Shall be organized and operated according to the statutes of the State of Georgia
- Shall promote and strive for the improvement of government by encouraging and stimulating REALTORS® and others to take a more active and effective part in governmental affairs
- Shall support or oppose state and local issues that impact real property in the State of Georgia
- Shall submit all proposed rules, regulations, policies and fiscal activities to the Executive Committee and the Board of Directors for approval before implementation
- Shall submit a report of its activities to the Executive Committee and the Board of Directors at each of the regularly scheduled meetings of the Georgia Association of REALTORS®
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **REALTORS® POLITICAL ACTION COMMITTEE**

**Purpose:** The REALTORS® Political Action Committee shall be organized and operated primarily for the purpose of collecting contributions to support candidates for state and local political office in the State of Georgia. (Note: The management and administration of the REALTORS® Political Action Committee and the conduct of its affairs shall be vested in a Board of Trustees.)

### **Composition:**

**Number of Trustees:** Sixteen (Elected by the Board of Trustees and subject to confirmation by the President-Elect)

**Chair:** Elected by the Board of Trustees and subject to confirmation by the President-Elect

**Vice Chair:** Elected by the Board of Trustees and subject to confirmation by the President-Elect

**Treasurer:** Elected by the Board of Trustees and subject to confirmation by the President-Elect

**Makeup:** Chair, Vice Chair and fourteen District Trustees (with one Trustee elected from each of the congressional districts of Georgia), all of which shall be subject to confirmation by the President-Elect. There shall be an Alternate Trustee appointed from each congressional district who shall have the right to vote only in the absence of his or her District Trustee. The President, President-Elect and Vice President of Governmental Affairs are ex-officio members without the right to vote. In addition, a member of the NAR RPAC Trustees from Georgia who is not currently serving on the Georgia RPAC Board of Trustees shall be an ex-officio member of the Georgia RPAC Board of Trustees without the right to vote. (Note: The Chairs of the State and Local Government Affairs Committee, the REALTORS® Political Involvement Committee, and the REALTORS® Issues Action Committee are ex-officio members without the right to vote).

**Restrictions:** Except for the Chair, Vice Chair and Treasurer of the REALTORS® Political Action Committee, no more than two members may be from the same primary Member Board or from the same Congressional District.

**Option #2–** At the discretion of the Chair, based on the confidential nature of the material to be reviewed and/or discussed, members may be required to sign a Georgia Association of REALTORS® **Confidentiality and Non-Disclosure Policy and Agreement** for a specific discussion item.

**Option #2 –** At the discretion of the Chair, based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** No member, other than the Chair and Vice Chair, is eligible to serve more than six consecutive years. If elected Vice Chair, a member is eligible to serve one additional two-year term and may serve no more than eight consecutive years, unless elected to Chair. If elected Chair, a member is eligible to serve one additional two-year term and may serve no more than ten consecutive years.

**Quorum:** Seven

**Reporting:** Vice President of Governmental Affairs, Executive Committee, Board of Directors



**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall assist the National Association of REALTORS® Political Action Committee with information concerning candidates for Federal office as requested
- Shall do any and all things necessary to accomplish such purposes consistent with the Federal Election Campaign Act of 1971, as amended, and consistent with the Georgia Ethics in Government Act (O.C.G.A. ch. 21-5)
- Shall promote and strive for the improvement of government by encouraging and stimulating REALTOR® members and others to take a more active and effective role in governmental affairs
- Shall encourage REALTOR® members and others to understand the nature and actions of their government as they relate to important political issues and to become informed concerning the records of office holders and candidates for elective office
- Shall assist REALTORS® and others in organizing themselves for more effective political action and in carrying out their civic responsibilities
- Shall support candidates for election to legislative and executive offices of the State of Georgia
- Shall provide funds for national political committees
- Shall submit all proposed rules, regulations, policies, and fiscal activities (with the exception of the disposition of funds to candidates or to Independent Expenditure campaigns) to the Executive Committee and the Board of Directors before implementation. (Note: The Executive Committee and the Board of Directors shall not have any input concerning the disposition of funds to candidates or to Independent Expenditure campaigns.)
- Shall submit a report of its activities to the Executive Committee and the Board of Directors at each of the regularly scheduled meetings of the Georgia Association of REALTORS®
- Shall ensure timely delivery of campaign contributions
- Shall make every reasonable effort to engage all boards within their districts by contacting the Association Executive and requesting the information for the local REALTORS® Political Action Committee point of contact
- Shall participate in Regional Roundtables (hosted by the Regional Directors) for local board/association leadership to provide information regarding RPAC and to promote RPAC investment
- Shall attempt to promote geographical diversity within the committee by seeking alternates from other boards in the district whenever possible
- Shall support the actions and the desires of the committee
- All Trustees are encouraged to be investors at the Ambassador level (\$500.00 - \$999.99), with the Sterling R level (\$1,000.00+) preferred
- Shall communicate and take responsibility for explaining the actions and the decisions of the committee to the boards/associations within their districts
- Shall ensure that boards within their districts give REALTORS® Political Action Committee-supported candidates at least the same access to members as other candidates within their districts

- Shall serve as the voice of the boards/associations within each district to the committee
- Shall serve as the voice of the committee to the boards/associations within each district
- Shall be responsible for bringing to the attention of the committee any instances in which a Trustee is aware that a local board is considering decisions that may impact state or national REALTORS® Political Action Committee policy
- Shall inform the District Alternate Trustee when unable to participate in committee activities so that the district may have representation when decisions are made
- Shall send or direct the Alternate Trustee to send a personal note or telephone call to each RPAC Major Investor in his/her district as a thank you from GAR
- Shall contact the Member of Congress of each Crystal R, Golden R or President's Circle member in his/her district to have a flag flown over the U.S. Capitol in their honor upon their initial qualification. The Trustee shall be responsible for contacting the appropriate Member of Congress and for coordinating the donor presentation with the appropriate Federal Political Coordinator.
- Shall make at least one visit annually to all boards within their districts for the purpose of promoting RPAC
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Should a Trustee fail to endeavor to comply with the above responsibilities, the Chair shall be empowered to declare that position open and shall ask the committee to elect a new Trustee or Alternate
- Staff is directed to forward electronic confirmations of campaign disclosure reports filed with the Georgia Government Transparency and Campaign Finance Commission to the President, the President-Elect and the REALTORS® Political Action Committee Trustees or the REALTORS® Issues Action Committee Trustees as appropriate. The confirmations shall be forwarded within one week after the filing date.
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **REALTORS® POLITICAL INVOLVEMENT COMMITTEE**

**Purpose:** The REALTORS® Political Involvement Committee shall effectively present to the political arena the views, aims, and positions of the Georgia Association of REALTORS® and to arrange for personal liaison with elected and bureaucratic officials to quickly assure the greatest possible impact upon those political figures who have a voice and/or vote to influence or determine political actions affecting the real estate industry.

### **Composition:**

**Number on Committee:** Sixteen Coordinators

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Sixteen Federal Political Coordinators and one alternate for each Coordinator. The President, President-Elect and Vice President of Government Affairs are ex-officio members with the right to vote. Each of the Federal Political Coordinators shall recommend an alternate coordinator each year to assist the FPC in his/her duties and as a vehicle for the committee to view the work of future district coordinators. The President-Elect shall appoint the alternate for the following year. The alternate shall be assigned functions by the FPC and shall report to the FPC on a regular basis and to the committee at their regular meetings when called upon by the Chairman. The alternate should attend and participate in any and all regular and special meetings of the committee, but shall have voting privileges only in the absence of the FPC. The National Association of REALTORS® RPIC state representative, if not already on the committee, will be an ex-officio member of the committee with the right to vote.

### **Restrictions:**

**Option #2** – At the discretion of the Chair, based on the confidential nature of the material to be reviewed and/or discussed, members may be required to sign a Georgia Association of REALTORS® **Confidentiality and Non-Disclosure Policy and Agreement** for a specific discussion item.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years for Coordinators, or until the end of the Term of Congress in which they are appointed;  
One year for Alternates.

### **Limits:**

- No FPC or FSC shall serve for a term longer than the tenure of the elected official to whom they are assigned, except in special circumstances; the President may extend these terms with the approval of the Executive Committee.
- No Alternate shall serve for a term longer than the tenure of the elected official to whom the FPC or FSC is assigned, except in special circumstances; the President may extend these terms with the approval of the Executive Committee.

**Quorum:** Ten

**Reporting:** Vice President of Government Affairs, Executive Committee, and Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall provide the education and information necessary to each member board to enable them to establish a grass roots political organization
- Shall implement programs necessary to ensure maximum member participation in the National Association of REALTORS® and Georgia Association of REALTORS® Calls to Action
- Shall promote candidate interviews for timely recommendations to be forwarded to the REALTORS® Political Action Committee (RPAC) Trustees of the Georgia Association of REALTORS®
- Shall maximize the development of the human resources of our membership on behalf of the National Association of REALTORS®, the Georgia Association of REALTORS® and Member Boards in such a way that the positive impact of REALTORS® on the political processes at all levels of government will be the greatest possible at all times
- Shall implement and maintain the Federal Political Coordinators program. Shall coordinate and be responsible for the Georgia Association of REALTORS® congressional contact effort and will be the focal point of communications in all-legislative contact activities for the Georgia Association of REALTORS® and the National Association of REALTORS® in the state of Georgia
- Shall encourage all members to attend the annual Legislative Conference of the National Association of REALTORS® in Washington, D.C. in conjunction with the Midyear Meeting of the National Association of REALTORS®
- Shall promote and coordinate an invitation program so as to include Members of Congress at Georgia Association of REALTORS® Convention meetings. Invitations shall be initiated by the REALTORS® Political Involvement Committee but shall be formally sent by the President. Unanimous approval to issue an invitation must be given by the following; the President, the Chairman of the REALTORS® Political Involvement Committee, the Chair of the State and Local Governmental Affairs, the Chair of the REALTORS® Political Action Committee, the Chair of REALTORS® Issue Action Committee, the Chair of the Convention Committee, the Vice President of Governmental Affairs and the Chief Executive Officer
- Shall formulate a checklist to insure compliance with Georgia Association of REALTORS® policy and to coordinate logistics for the visit of the Member of Congress
- Shall maintain a public and member-based grassroots network
- Shall educate members of the importance of responding to Calls for Action
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

**APPROVAL CHECKLIST**

Senator

Representative:

Date of Inaugural Meeting

Date of Annual Meeting

President of Georgia Association of REALTORS®

Vice President of Governmental Affairs

Convention Committee Chair

REALTORS® Political Involvement Committee Chair

State & Local Government Affairs Committee Chair

REALTORS® Political Action Committee Chair

REALTORS® Issues Action Committee Chair

Chief Executive Officer

Compiled by

**LOGISTICAL CHECKLIST**

Senator:

Representative:

**TO BE HANDLED BY GOVERNMENTAL AFFAIRS DEPARTMENT**

Number in Congressional party?

Has air transportation been arranged?  YES  NO

Has ground transportation been arranged?  YES  NO

Will the spouse be attending?  YES  NO

Name

Will a staff member be attending?  YES  NO

Name

Title:

**To be handled by Meetings and Conventions Department**

Have hotel reservations been made?  YES  NO

Have convention registrations been made?  YES  NO

Have meals during convention been arranged?  YES  NO

Will anyone be playing tennis or golf?  YES  NO

Golf Handicap

Additional Tickets for Events?

Compiled by:

## **SCHOLARSHIP FOUNDATION TRUSTEES**

For information, refer to the Georgia Association of REALTORS® Scholarship Foundation, Inc. Bylaws.

## **SPECIAL RECOGNITION COMMITTEE**

**Purpose:** The Special Recognition Committee shall select the recipient(s) of the Georgia Association's of REALTORS® REALTOR® of The Year Award, YPN Young Achievers Award, GAR Hall of Fame Award, GAR Good Neighbor Award; review nominations for the National Association of REALTORS® Distinguished Service Award and when appropriate, select a Georgia Association of REALTORS® Distinguished Service Award recipient, and shall prepare official resolutions and proclamations as directed by the President, the Executive Committee or the Board of Directors.

### **Composition:**

**Number on Committee:** Thirteen

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, Immediate Past President, the three most recent past REALTOR® of the Year Award recipients able and willing to serve, and seven At-Large members including two members of the Executive Committee, a YPN Young Achievers recipient, a Hall of Fame inductee, and a Good Neighbor Award recipient

**Restrictions:** All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

**Option #1** – Members are required to have a signed GAR **Confidentiality and Non-Disclosure and Policy Agreement** on file with the staff liaison prior to any participation with the committee.

**Option #2** – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

No contributing members

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Estimated Time Commitment:** An average of two meeting per year

**Terms:** One year

**Limits:** N/A

**Quorum:** Eight

**Reporting:** President, Executive Committee, Board of Directors (the name of the recipient(s) of the REALTOR® of the Year, Hall of Fame, Good Neighbor and YPN Young Achievers awards is not subject to review)

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall judge REALTOR® of the Year entries prior to the Annual Conference Expo of the Georgia Association of REALTORS®
- Shall encourage the local boards/associations to nominate qualified candidates for the National Association of REALTORS® Distinguished Service Award



- Shall review and nominate a qualified candidate for the National Association of REALTORS® Distinguished Service Award
- Shall recommend changes to the awards criteria for approval by the Board of Directors
- Shall review and nominate a qualified candidate for the Georgia Association of REALTORS® Distinguished Service Award (not necessarily an annual award)
- The voting procedures shall be as follows: The candidates shall be narrowed to the top five nominees. The vote shall then be cast for the top nominee by secret ballot. The nominee receiving the majority vote shall be deemed the REALTOR® of the Year
- Shall select recipients for the GAR YPN Young Achievers Award, the GAR Hall of Fame, and the GAR Good Neighbor Award
- Shall draft, in proper form official resolutions and proclamations of the Georgia Association of REALTORS® as directed by the President, the Executive Committee or the Board of Directors
- Shall be responsible for the oversight and annual budget request for the Honors Reception
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **STATE AND LOCAL GOVERNMENT AFFAIRS COMMITTEE**

**Purpose:** The State and Local Government Affairs Committee shall review public policy issues affecting the real estate industry.

### **Composition:**

**Number on Committee:** Twenty-four

**Chair:** Appointed by the President

[By virtue of the office, the Chair will serve as a RIAC Trustee, a voting member of the Legal Action Committee, and an ex-officio member of RPAC without the right to vote.]

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, and twenty-two At-Large members including at least one member from each Region. The President, President-Elect and Vice President of Governmental Affairs are ex-officio members with the right to vote.

(Note: It is recommended that all Member Board Political Communication Directors serve as contributing members.)

**Restrictions:** Except for those members who serve by virtue of office, no more than four members may be from the same primary Member Board and no more than eight members may be from the same Region

**Option #2** – At the discretion of the Chair, based on the confidential nature of the material to be reviewed and/or discussed, members may be required to sign a Georgia Association of REALTORS® **Confidentiality and Non-Disclosure Policy and Agreement** for a specific discussion item.

**Option #2** – At the discretion of the Chair, based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR **Conflict of Interest Disclosure Policy and Agreement** for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered)

**Limits:** No member may serve more than four consecutive years except that the member who is appointed to serve as Chair or Vice Chair during his or her third or fourth year may serve up to two additional years

**Quorum:** Eight

**Reporting:** Vice President of Governmental Affairs, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall meet regularly during the legislative session to identify, prioritize, and monitor all proposed state legislation and executive department actions affecting the real estate industry or interests and recommend such changes as, in its opinion, may be entitled to the consideration of the Georgia Association of REALTORS® (Note: Absence of voting members from three consecutive scheduled meetings [including the weekly meetings during the legislative session] will constitute automatic resignation from the committee. The GAR President shall appoint active contributing members of

the committee to fill such vacancies.) Each voting member shall have one vote and must cast it in person.

- Shall promote and/or develop new proposed legislation where appropriate to enhance and protect private property rights
- Shall be charged with the duty of examining and reviewing the State License Law and Georgia Real Estate Rules and Regulations and recommend changes which it feels are beneficial to the profession
- Shall promote public policies relating to real estate licensure which are in the best interest of the members and the general public
- Shall pursue all matters approved by the Georgia Association of REALTORS® with the Georgia Real Estate Commission
- Shall be authorized to act between meetings of the Executive Committee on behalf of the membership of the Georgia Association of REALTORS® in legislative matters, provided such actions are not contrary to established GAR policy
- Shall attend annual Legislative Appreciation Day and visit with legislators at the Georgia State Capitol the same day
- Shall communicate top legislative priorities to Association Executives, Regional Directors and Board/Association Presidents
- Shall provide talking points, based on GAR public policy positions, to the State and Local Government Affairs Committee Members and the Director of Communications for distribution to the Leadership Team
- Shall develop and distribute public policy positions and talking points on issues
- Shall educate members of the importance of responding to Calls for Action
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®.
- Shall communicate GAR legislative and advocacy activities to all GAR members utilizing available communication platforms
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **STRATEGIC PLANNING COMMITTEE**

**Purpose:** The Strategic Planning Committee shall assist the Georgia Association of REALTORS® in taking strategic long-term perspective about its larger environment, how it serves its members, and the role it should play within the real estate industry.

### **Composition:**

**Number on Committee:** Thirty

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, President, President-Elect, Immediate Past President, Vice President of Administration and Finance, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Regional Directors, two Past Presidents and ten At-Large members

**Restrictions:** At-Large appointments may not be Past Presidents

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two years (staggered) for ten At-Large Members, Past Presidents and Regional Directors  
One year term for President, President-Elect, Immediate Past President and Vice Presidents

**Limits:** N/A

**Quorum:** Two-thirds

**Reporting:** President-Elect, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

### **Duties and Responsibilities:**

- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
- Shall assess the Georgia Association of REALTORS® larger environment from the perspectives of its members and other key "stakeholders" (i.e., those organizations and groups which impact, and are impacted by, the Georgia Association of REALTORS®)
- Shall create a formal process for discussing and agreeing about the implications of this assessment among a broad cross-section of Georgia Association of REALTORS® leadership
- Shall define the most critical strategic issues and the responses to those issues covered by the strategic plan
- The Committee shall participate in a facilitated retreat every other year
- The Chair may (within approved budget) conduct focus groups comprised of members not currently serving on the Strategic Planning Committee for additional input and to gain a broader perspective.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®

- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

## **TECHNOLOGY FORUM**

**Purpose:** The Technology Forum shall provide REALTOR® Members, Member Boards and Multiple Listing Services with information on emerging trends in technology that will impact their business and business operations and to provide opportunities to share information with respect to new technologies and new business applications.

**Composition:**

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Term:** One year for the Chair  
One year for the Vice Chair

**Reporting:** Vice President of Member and Public Services, Executive Committee, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall set agenda and format of Technology Forum to be held at the Inaugural and Legislative Conference and the Annual Conference and Expo
- The Technology Forum is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

## **YOUNG PROFESSIONALS NETWORK ADVISORY COMMITTEE**

**Purpose:** The Advisory Committee of YPN Georgia seeks to be the voice of a fast-growing group of young REALTOR® professionals who are focused on personal growth, networking, and association involvement and to facilitate events and gatherings that provide a fun and welcoming networking environment for our younger and “rookie” members (those licensed less than two years) of GAR, while providing value and merit to the membership of GAR as a whole. The Advisory Committee should be a diverse group culturally and geographically with a primary focus on helping young professionals become engaged and involved in both their Local and State Associations, while also being a resource to Local Networks wishing to serve their members at the local level.

**Composition:**

**Number on Committee:** 10

**Chair:** Appointed by the President

**Vice Chair:** Appointed by the President-Elect

**Makeup:** Chair, Vice Chair, and eight (8) at-large members, with preference given to those members who will be chairing or have chaired a YPN at their local board

**Restrictions:** N/A

**Attendance Requirements:** Georgia REALTOR® Bylaws, Article X, Section 8. Absence from two consecutive scheduled committee meetings (except Advisory Council) will constitute automatic resignation from the committee. Voting by proxy is not permitted.

**Term:** Two-year staggered terms

**Limits:** N/A

**Quorum:** Six

**Reporting:** Vice President of Member and Public Services, Executive, Board of Directors

**Zoom Conferencing** is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

**Duties and Responsibilities:**

- Shall facilitate a minimum of three events each year designed to attract a “YPN” audience, and:
  - Shall ensure that at least one event each year must contain an RPAC/Political Advocacy fundraising component
  - Shall ensure that at least one event each year must contain an educational component
  - Shall ensure that at least one event each year have a community and/or service focus
- Shall communicate with YPN membership database at least quarterly and shall coordinate with GAR staff to update YPN membership database at least bi-annually
- Shall serve as a resource for YPNs at the local level and communicate with local YPN chairs at least quarterly with Network-building ideas and suggestions
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.

- Shall solicit appropriate sponsorships for meetings and events, following the established GAR Partnership guidelines
- Shall create and submit collateral material (i.e., video, photos, etc.) to promote the brand for both GAR and YPN Georgia that may be used at staff and or committee discretion to promote the brands of GAR and/or YPN Georgia
- All requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Executive Committee as the budgeting impact of such funds requests
- Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
- Shall perform other duties as directed by the Board of Directors or the President