Georgia Association of REALTORS®, Inc.

POLICIES

AND

PROCEDURES

MANUAL

Effective November 11, 2008
Amended September 4, 2026

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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.

- Members shall not serve on more than three (3) Committees, Forums, and Councils per year unless serving in an Ex-Officio capacity as defined in the GAR Policies and Procedures, except for Presidential Advisory Groups (PAG) and Task Forces. (adopted 2023.09.08)

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 fall, incoming Committee Chairs and Vice Chairs with oversight of a committee that participates in selecting committee members for recommendation to the incoming President shall participate in a Committee Member selection process in collaboration with the Committee's Staff liaisons. Preliminary rosters shall be completed and submitted to the Senior Director of Leadership Services and Governance no later than September 30. (amended 2023.01.13)

LEADERSHIP SUMMIT – Each Committee Chair and Vice Chair shall attend the annual Leadership Summit hosted by the incoming President held between the close of the NAR Annual BOD meeting and December 20. (amended 2023.01.13)

EX-OFFICIO – An ex-officio member is a member who holds a position on a Committee, Council, or Forum as a result of their current position or status. An ex-officio member regardless of their position in GAR may make motions, speak in debate, vote, etc. When policy states that an ex-officio member does not have the right to vote, the ex-officio member will still have a right to speak in debate. When ex-officio members with the right to vote attend a meeting, they will be counted towards determining whether a quorum is met. (adopted 2023.01.13; amended 2025.09.05)

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.

CONTRIBUTING MEMBER – Shall be an individual, non-voting member, whose contribution to a committee is through review and comment.

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 12 of these Policies and Procedures to view a copy of the GAR Confidentiality and Non-Disclosure Agreement.***

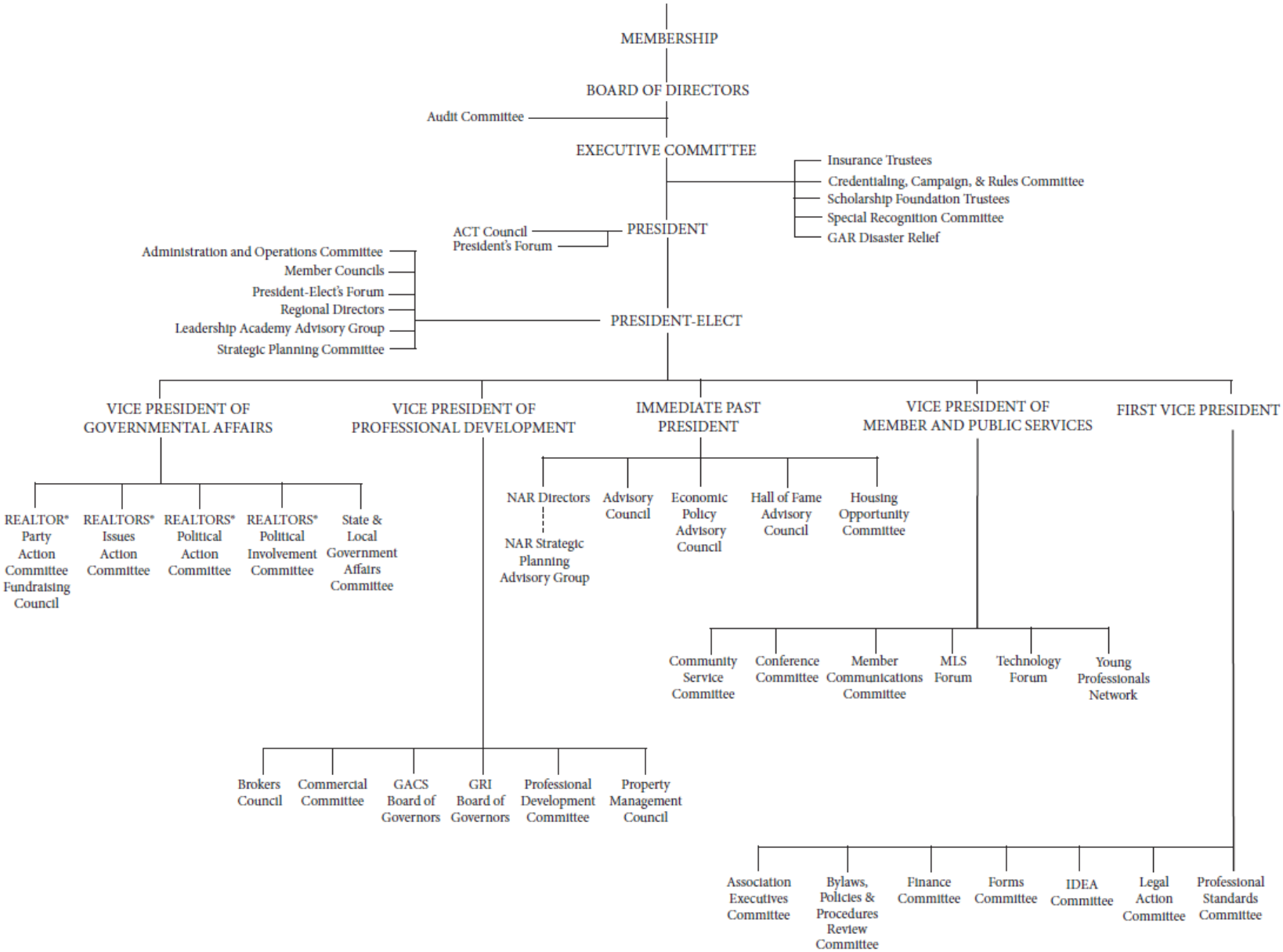
GOVERNANCE CHANGE (adopted 2023.09.08) – Any addition or deletion to policy content, a change that affects how the policy is administered or interpreted, or adoption of new rules/regulations. This includes policy amendments originating from any committee, work group, or task force as noted in the official minutes.

- Authority: All requests for Governance Changes must be submitted to the Bylaws, Policies & Procedures Review Committee, and approved by, the Board of Directors. (Per the Bylaws, ALL Bylaws changes require a 30-day notice to the Board of Directors before action may be taken). (amended 2024.09.13)
- Implementation: Changes approved by the Board of Directors are effective at the time of approval unless a fixed time in the future is noted in the motion approved by the Board of Directors.

HOUSEKEEPING CHANGE (adopted 2023.09.08) – Changes or corrections that do not change policy content or interpretation, such as correcting a typographical error, updating contact information (phone numbers, URLs, addresses), reformatting (to include changes to font type, size, bolding, underlining, case), numerical (only applies to formatting where numbers may be substituted for bullet points or Roman numerals).

- Authority:
  1. All Housekeeping Changes must originate from a committee, work group, or task force and be reviewed, and approved, by the Executive Committee.
  2. Staff recommendations, not coming forth from another Committee, work group, or task force, shall be submitted to the Administration and Operations Committee for review and recommendation prior to being submitted to the Executive Committee for review and approval.
- Implementation: All Housekeeping Changes approved by the Executive Committee shall be documented in the minutes and noticed to the Board of Directors within 10 days. Changes approved by the Executive Committee are effective 30 days following approval unless a fixed time in the future is noted in the motion approved by the Executive Committee.

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 provided 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. DEFINTIONS:

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 in writing 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. (amended 2025.02.21) 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 $150 in any given calendar year and are not given on a regular basis. (amended 2025.09.05)

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 decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the GAR President, President-Elect and/or a vice president and one member of the GAR Board of Directors selected by the highest-ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint involves the President, President-Elect or a Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the GAR Board of Directors selected by the highest ranking officer not named in the complaint.

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 Chair 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 Government Affairs Staff is directed to obtain the list of invitees to the respective functions from the RPAC Chair and to issue the invitations. The Government Affairs Staff 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. Government Affairs Staff
3. Chair, REALTORS® Political Action Committee
4. GAR member serving as National RPAC Trustee (if applicable)
5. Vice Chair, REALTORS® Political Action Committee
6. GAR Vice President of Governmental Affairs
7. GAR President-Elect
8. 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.]*
9. GAR Chief Executive Officer

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

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

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

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

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:

1. 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.

2. 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.

3. 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.

4. The Council Chair, or their designee, shall be responsible for acquiring sponsorships for events.

5. A minimum of two Council members shall attend the annual Region Roundtable and Leadership Development Conference (LDC).

6. 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.

7. Reimbursements of expenses, if any, shall be set by the Council as recorded in the Council report and budget submitted to GAR.

8. 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.).

9. Councils shall work in conjunction with the GAR Staff Liaison to meet the minimum annual requirements for the Georgia REALTORS® Distinguished Service Award (DSA).

10. The Council Secretary/Treasurer shall be responsible for ensuring that a monthly electronic communication is sent to all Council members.

11. Shall perform such other duties as outlined in the Memorandum of Understanding for each Member Council and approved by the Administration and Operations Committee.

12. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

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.

Grievance Panel appointments from each signatory Board/Association shall be made by the Board's/Association's President or President's designee per the signatory Board's/Association's Bylaws and/or Polices and Procedures. (amended 2023.01.13)

Members of the Grievance Panel shall be appointed for three (3) year terms. Members of the Panels shall be eligible for reappointment. (amended 2023.01.13)

The Grievance Panels will meet anywhere between one (1) and three (3) times a month based on the number of ethics complaints and/or arbitration requests received (or as required by staff). Signatory Commercial Boards/Associations may appoint up to 15 (fifteen) Grievance Panel members.

Signatory Commercial Board/Association Grievance Panel appointees will not be asked to serve on these panels. Instead, when an ethics complaint and/or arbitration request has been filed by a member of a signatory Commercial Board/Association and/or a member of a signatory Commercial Board/Association is the respondent, regarding a commercial transaction, the GAR President or their designee, in consultation with the signatory Commercial Board President's Grievance Panel Chair designee, shall select a panel consisting of signatory Commercial Board/Association Grievance Panel appointees to review the ethics complaint and/or arbitration request. (amended 2023.01.13)

When an ethics complaint and/or arbitration request arises over a non-commercial transaction between two members of a signatory Commercial Board/Association, the GAR President, or their designee, in consultation with the signatory Commercial Board President's Grievance Panel Chair designee may appoint an appropriate panel as set forth in this agreement. (amended 2023.01.13)

When an ethics complaint or arbitration request has been filed by a member of a signatory 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 one of the Grievance Panel Chairs, one (1) or two (2) members of the Grievance Panel that are not members of a signatory Commercial Board/Association and, in consultation with the signatory Commercial Board President's Grievance Panel Chair designee, one (1) or two (2) members of the Grievance Panel that are signatory Commercial Board/Association Grievance Panel appointees, to review the ethics complaint and/or arbitration request. (amended 2023.01.13)

When an ethics complaint and/or arbitration request arises over a commercial transaction between two members of a signatory Board/Association that are not members of a signatory Commercial Board/Association, the complainant may request a panel as set forth in either Section V(A)(4)(a) or Section V(A)(4)(b) of the Statewide Professional Standards Enforcement Agreement. (amended 2023.01.13)

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.

Appointees to the Professional Standards Hearing Panel from each signatory Board/Association shall be appointed by the Board's/Association's President or President's designee per the signatory Board's/Association's Bylaws and/or Policies and Procedures. (amended 2023.01.13)

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. (amended 2023.01.13)

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 signatory Commercial Board/Association and/or a member of a signatory Commercial Board/Association is the respondent, regarding a commercial transaction, the GAR President or their designee, in consultation with the Commercial Board/Association President's Professional Standards Hearing Panel Chair designee, shall select a Hearing Panel consisting of signatory Commercial Board/Association Professional Standards Hearing Panel appointees to hear the ethics complaint and/or arbitration request. (amended 2023.01.13)

When an ethics complaint and/or arbitration request arises over a non-commercial transaction between two members of a signatory Commercial Board/Association, the GAR President, or their designee, in consultation with the signatory Commercial Board President's Professional Standards Hearing Panel Chair designee may appoint an appropriate panel as set forth in this agreement. (amended 2023.01.13)

When an ethics complaint or arbitration request has been filed by a member of a signatory Commercial Board/Association and the respondent is a member of a non-Commercial signatory Board/Association, the GAR President, or their designee, shall select a Hearing Panel consisting of, one (1) to three (3) appointees of the Professional Standards Hearing Panel that are not appointees of a signatory Commercial Board/Association and, in consultation with the Commercial Board President's Professional Standards Hearing Panel Chair designee, one (1) to three (3) appointees of the Professional Standards Hearing Panel that are appointees of a signatory Commercial Board/Association, to hear the ethics complaint and/or arbitration request. (amended 2023.01.13)

When an ethics complaint and/or arbitration request arises over a commercial transaction between two members of a signatory Board/Association that are not members of a signatory Commercial Board/Association, the complainant may request a panel as set forth in either Section V(A)(5)(a) or Section V(A)(5)(b). (amended 2023.01.13)

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. A different Grievance 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. (amended 2023.01.13) 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 or their designee may appoint an Appeal Panel as outlined in the Statewide Professional Standards Enforcement Agreement, which shall act on behalf of the Board of Directors. (amended 2023.01.13) 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 Professional Standards Administrator, 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. (amended 2023.01.13)

(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 Professional Standards Administrator (or the Grievance Panel Chairperson in the absence of staff) within twenty (20) days from receipt of the complaint by the respondent. (amended 2023.01.13) The Professional Standards Administrator (or the Grievance Panel Chairperson in the absence of staff) will verify the respondent's assertions as to prior violations in the past three (3) years. (amended 2023.01.13) 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 Professional Standards Administrator within ten (10) days after the panel's decision is final. (amended 2023.01.13) 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 as modified by these Policies and Procedures. (amended 2023.01.13)

(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, the complaint and response 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 violation of one or more Articles of the Code of Ethics, in which case the complaint will be dismissed in part or total.

(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, with the exception of an appeal which shall be heard in the manner described in Section 23(m) of the manual as modified by these Policies and Procedures above, 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. (amended 2023.01.13) 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.

Grievance Panel appointments from each signatory Board/Association shall be made by the Board's/Association's President or President's designee per the signatory Board's/Association's Bylaws and/or Policies and Procedures. (amended 2023.01.13)

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 type of arbitration described in the preceding paragraph (1). Arbitration facilities are offered as voluntary in the types of arbitrations described in the preceding paragraphs (2) and (4). 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 (3) and (5). (amended in accordance with GAR Constitution and Bylaws, Article XII, Section 2)

Section 45. Board's Right to Decline Arbitration

(b) The President or their designee will appoint a panel as outlined in the Statewide Professional Standards Enforcement Agreement, to hear the appeal. (amended 2023.01.13) 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 forty-five (45) days as to whether the matter is subject to arbitration. (amended 2023.01.13)

(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 either physically or electronically a copy of the request for arbitration, and the form for response (Form #A-4, Response and Agreement to Arbitrate, Part Thirteen), and a notice letter with directions to complete and return the written response, completed A-4 Form and deposit amount of $250.00 within fifteen (15) days from the date of mailing to respondent. (amended 2023.01.13)

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:

(1) 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. At this stage, Mediation is voluntary.
(2) If the parties agree to participate in Mediation, the matter will be referred to the Mediation Officer, who will arrange a mutually convenient time and location for mediation.
(3) 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.
(4) 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 Panel's 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 with a GAR Mediator prior to going before the Professional Standards Panel for an arbitration hearing. (amended 2023.01.13) 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.

Section 48. Submission to Arbitration

(a) Submission of a dispute to arbitration by the Board/Association shall consist of signing and delivering to the Professional Standards Administrator 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. (amended 2023.01.13)

(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 ahead of time. All paperwork whether hard copy or electronically will be left with the Professional Standards Administrator or destroyed and/or deleted by Panelist at the conclusion of the hearing. (amended 2023.01.13)

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 or their designee 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®. (amended 2023.01.13)

(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 (amended 2023.01.13)

Members interested in serving as Ombudsmen must complete the Ombudsman Application. The applications will be reviewed and approved by a Panel composed of the Chair and Vice Chair of the Professional Standards Committee and the Professional Standards Administrator. (amended 2023.01.13)

The selection Panel will try to approve at least one Ombudsman from each Region and such that there is at least one active Ombudsman per region. (amended 2023.01.13)

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 standard 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, staff will offer the services of an Ombudsman as an alternative to submitting a formal complaint. (amended 2023.01.13) 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 summary of the outcome 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. (amended 2023.01.13)

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 that 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 withing 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 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.

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 report suspected wrongdoing. (amended 2025.02.21)

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 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 Administration & Operations Committee. (amended 2025.02.21)

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 Chair of the Board of Directors will call for the report of the Credentials, Campaign and Rules Committee as the first order of business at the Board of Directors meeting.

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

The Chair of the Board of Directors will announce the names of the remaining candidates for the remaining positions.

Each of the candidates, 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 or by electronic means.

The Chair of the Board of Directors will not vote on any of the ballots unless there is a tie vote. Votes will be verified by the Election Committee. The Election Committee will consist of:

- The Chair of the Credentials, Campaign, and Rules Committee
- Six other members of the Credentials, Campaign, and Rules Committee
- One person to represent each Candidate and one additional alternate
- GAR Staff member(s) who will assist as needed

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

Election Procedures:
First Ballot:

- The candidate receiving a majority vote (greater than 50%) is duly elected. If there are more than two candidates and no one receives a majority vote the candidate with the lowest number of votes shall not be included on the next round of voting.

Please note:

- Any ballot with more or less than the appropriate number of names selected 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 Credentials, Campaign, and Rules Committee staff liaison the names of their representatives, and one alternate, no later than one week prior to when the vote will take place.

Paper Ballot Counting Procedures:

- Following each round of voting, ballots shall be passed face down to the center aisle(s) for collection by GAR staff and taken to the counting room.
- Once the ballots are collected by the GAR staff and taken to the counting room, the ballots will be counted. The Election Committee will observe this process.
- After all of the ballots have been counted and verified by each person in the group, they will report the totals to the Credentials, Campaign, and Rules Committee Chair.

- The Credentials, Campaign, and Rules Committee Chair will announce the candidate receiving the most votes (provided it is a majority) to the Board of Directors and that candidate 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.

Electronic Voting Procedures:

- After all of the votes have been verified by the Election Committee, they will report the totals to the Credentials, Campaign, and Rules Committee Chair.
- The Credentials, Campaign, and Rules Committee Chair will announce the candidates receiving the most votes (provided it is a majority) to the Board of Directors and that candidate 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 Chair of the Board of Directors may proceed with the order of business of the Board of Directors meeting while the votes are being verified.

Official Nominating Counting Sheet
Georgia REALTORS®

Candidate Name	Votes	Total
Candidate 1		
Candidate 2		
Candidate 3		
Candidate 4		
Candidate 5		
Candidate 6		
Candidate 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.

Credentials, Campaign, and Rules Committee
Member:_____

Credentials, Campaign, and Rules Committee
Member:_____

Candidate
Representative:_____

Candidate
Representative:_____

Candidate
Representative:_____

GEORGIA ASSOCIATION OF REALTORS®, INC.
Campaign Policies

1. Candidates for office may officially announce their candidacy and initiate campaign activities no earlier than the Monday following the Summer Executive Committee meeting provided written notification of their intent to run has been submitted to the Georgia REALTORS® office on or before the April 15th deadline and the Committee has approved their candidate eligibility. (amended 2023.09.08; 2024.02.09)

2. (removed 2025.02.21)

3. Upon request, declared candidates will be provided an excel document of all GAR Directors mailing addresses and email addresses at no charge;

4. 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.

5. Electronic media communications (email, text messages, etc…) to members shall be allowed and must include an "opt-out" provision.

6. 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.

7. During the Annual Conference, each candidate will be provided with equal space for purposes of displaying campaign materials.

8. Campaign materials may not be placed on walls at the Annual Conference.

9. Contact with Credentials, Campaign, and Rules Committee members is prohibited. Neither a person seeking Elected office, nor an agent of such person (e.g., their AE (local board staff), someone on their campaign committee, etc…), may knowingly contact a committee member about the process of seeking Elected Office. (adopted 2023.09.08)

10. The Credentials, Campaign, and Rules Committee, elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), GAR elected NAR Directors and GAR Staff cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) during the election process and shall not participate in campaigning for, or against, any candidate directly or indirectly to include but not limited to publicly or privately endorsing any candidate, speak on behalf of, or against, any candidate or posting on any social media platform. Members of committee shall not wear or distribute campaign paraphernalia, buttons, stickers, etc. for any candidates. (adopted 2023.09.08; amended 2024.02.09, 2025.02.21)

11. 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.

12. Any request regarding Campaign policies may be submitted to the Georgia REALTORS® Credentials, Campaign, and Rules Committee in writing for final approval. (amended 2023.09.08)

13. It is the duty of the members of the Credentials, Campaign, and Rules Committee to report possible violations of the Campaign Policy to the full Committee and determine if a violation has occurred in accordance with the enforcement policy as listed below. (adopted 2023.09.08)

14. Funding of campaigns shall be limited to individual contributions only. (adopted 2023.09.08)

(Previous #8 & #9 removed – 2023.09.08)

Enforcement of Campaign Policies (adopted 2023.09.08)

1. Attempt to resolve dispute.
   A. If another candidate believe that a violation has occurred, that candidate is encouraged to first attempt to resolve the issue by contacting the allegedly offending candidate to resolve it before an official complaint is filed.
   B. A completed written complaint form of the alleged campaign violation may be filed by the Candidate with the Credentials, Campaign, and Rules Committee Chair and/or GAR Staff Liaison. Anonymous complaints will not be accepted. (amended 2025.02.21)

2. The Credentials, Campaign, and Rules Committee shall be charged with determining if a Campaign Rules violation has occurred. When a completed written complaint form has been received from the candidate, the Committee will review the complaint within 5 calendar days to determine if a possible violation has occurred. If a possible violation has occurred, the parties will be given an opportunity to respond electronically within 5 calendar days of notice unless the violation occurs at the Georgia REALTORS® Annual Conference. In this instance, decisions of violations will be determined prior to the candidate vote at the Board of Directors meeting. Based on the severity of the claim, the Committee has the authority to hold a 'face to face' (virtual or in-person) hearing. (amended 2025.02.21)

A. If the Committee determines that a hearing on the possible violation needs to be held, the parties will be notified of the hearing date, time, and location.
B. If the Committee determines that a violation has occurred, a sanction may be imposed. All Committee decisions are final and cannot be appealed.

3. Sanctions
   A. One or more of the following sanctions may be imposed for a campaign violation:
      1. Confidential written warning to the Candidate.
      2. Confidential cease and desist letter to the Candidate.
      3. Confidential letter of censure to the Candidate.
      4. Public letter of censure to the Candidate and read at the Candidate Forum and/or the Board of Directors meeting.

Process to Appeal Candidate Ineligibility (adopted 2024.02.09)

Applicants Right to Appeal:

All applicants that have submitted all documentation, as outlined below, have the right to appeal the Credentials, Campaign and Rules Committee's (CCRC) determination that an applicant is ineligible to run for office.

1. Applicants must have timely submitted their **completed** application and supporting documentation for review.
2. A **completed** application includes:
    a. All areas of the application must be fully completed.
    b. All required signatures as outlined in the application must be present.
    c. All addendum documentation and/or signatures for fulfilled requirements must be submitted with the application.

PLEASE NOTE: Failure to timely submit a **completed** application shall result in the applicant's application being deemed inadmissible for consideration by the CCRC and shall result in automatic ineligibility which cannot be appealed.

Appeal Process Notice:

For those applicants who timely submitted their **completed** application as outlined above, and were deemed ineligible to run for the elected office sought:

1. The CCRC shall provide the staff liaison with a written rationale signed by the Chair stating why the applicant was deemed ineligible.
2. The staff liaison will notify all applicants deemed ineligible by the CCRC and provide the written statement to the applicant within three (3) days of the CCRC's meeting in which the applicant was determined ineligible.
3. The applicant will have ten (10) days from the date of notice from the staff liaison of the CCRC's determination to notify the staff liaison in writing of their intent to appeal this determination along with a statement and/or documentation indicating why they believe they should be eligible to be a candidate for the elected office sought.
4. After ten (10) days from notice of applicant ineligibility, without notice of intent to appeal and a statement and/or documents supporting their eligibility, the applicant will no longer have the right to appeal the determination and will not become a candidate for elected office.

Appeal Process:

An applicant that timely notifies the staff liaison of their intent to appeal the decision of the CCRC's determination of ineligibility, and provides a statement supporting their eligibility, shall have the right to have their appeal reviewed by the Executive Committee.

1. The staff liaison shall notify the CCRC of the applicant's intent to appeal as well as the rationale provided.
2. All appeals will be heard by the Executive Committee at their summer meeting.
3. Appeals shall take place in executive session with only Executive Committee members and appropriate staff.
4. Executive Committee members who are on the CCRC, a Family Member (as that term is defined in the Conflict of Interest Disclosure Policy and Agreement) of the appealing applicant, a member of the same primary local board/association of the appealing applicant, or holds their real estate license at the same real estate firm, partnership, or corporation[1] as the appealing applicant will be excused from the executive session in which the applicant's appeal is being reviewed and decision is made.

[1] Executive Committee members who hold their real estate license with the same franchise as the applicant may participate in the executive session so long as the franchise offices in which the licenses are held are with two different franchise offices that are independently owned and operated.

5. The Executive Committee members participating in executive session shall be provided with a copy of:
    a. the completed application,
    b. the CCRC's statement for why an applicant was deemed ineligible,
    c. and the applicant's statement and/or documentation that the CCRC was incorrect in their determination of eligibility.

PLEASE NOTE: If there are multiple applicants appealing the determination of ineligibility, then the process for executive session described above will reset after each appeal.

Appeal Decision Notice:

Within three (3) days from the date of the summer Executive Meeting:

1. The staff liaison shall notify the appealing applicant and the CCRC of the Executive Committee's decision in writing.
2. The notice shall state the Executive Committee decision regarding the status of the appealing applicant as eligible, or ineligible, to be a candidate for elected office.
3. All decisions made by the Executive Committee regarding an applicant's eligibility to run for elected office are final and cannot be appealed by either the CCRC or applicant.

NAR Region 5 Regional Vice President (RVP) Candidate Guidelines

Application / Interview Process:

1. 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 11:59 pm on April 15.
2. 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.
3. 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.
4. All applicants shall meet the requirements as outlined in the NAR Region 5 Policies and Procedures: as attached and ameded from time to time by the NAR Region 5 Caucus.
5. Scheduled interviews and selection of the GAR Candidate shall be conducted by the NAR Directors Committee between April 15 - 30.
6. 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.
7. 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
8. The NAR Directors Committee Chair shall direct the staff liaison to notify all applicants of the Committee selection electronically immediately following the meeting.
9. Applicants not selected by the NAR Directors Committee shall have the right to notice the Chair of Credentials, Campaign, and Rules 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:

1. 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.
2. GAR Candidate shall submit an application to the NAR Region 5 Nominating Committee as outlined in the NAR Region 5 Policies and Procedures.
3. 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 two NAR Governance Conferences.

Candidate Funding:

1. GAR's 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.
2. GAR shall extend an invitation to all NAR Directors from Region 5 to attend the GAR receptions held during the two NAR Governance Conferences.
3. The NAR Leadership Initiative Fund shall provide up to $1,000.00 per GAR reception held during the two NAR Governance Conferences 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, discrimination against the protected classes under the Code of Ethics, or fraud). (amended 2023.01.13)

2. Appointments

The Chair and Vice Chair of Professional Standards and the Professional Standards Administrator will attempt to approve at least one mediator per Region. (amended 2023.01.13)

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 approved by a Panel composed of the Chair and Vice Chair of Professional Standards Committee and the Professional Standards Administrator. (amended 2023.01.13)

5. Mediation Procedures

- As specified in the arbitration procedures elsewhere in the NAR Code of Ethic 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. At this stage, Mediation is voluntary.
  - If the parties agree to participate in Mediation, 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 Panel's 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 with a GAR Mediator prior to going before the Professional Standards Panel for an arbitration hearing. (amended 2023.01.13) 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 for their dispute prior to the mediation. If there is a conflict with any party and the mediator, another GAR mediator will be selected. (amended 2023.01.13)

- The Professional Standards Administrator shall contact all parties to arrange time, method of meeting, and will send written confirmation of the arrangements by email no later than ten (10) days prior to the scheduled mediation. (amended 2023.01.13) The mediation may proceed sooner with the agreement of the Mediation Officer and all parties.

- 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 an in-person mediation by any participant even if carrying such weapons is permissible under the law. (amended 2023.01.13)

- 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, AND WHISTLEBLOWER POLICY

(For Harassment Policy and Procedures, please see page 16 of this manual)

(amended 2024.02.09)

REPORTING RESPONSIBILITY:

All directors, officers and members (the "Reporting Party") have an obligation to report violations or suspected violations of Confidentiality, Conflict of Interest, and/or Whistleblowing policies to the CEO, President, or a member of the Administration and Operations Committee ("A&O Committee"). (amended 2024.02.09; 2025.02.21)

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. In order for the A&O Committee to undertake a complete and thorough investigation, the report must include the name and contact information of the Reporting Party. Anonymous complaints will not be accepted. The Administrations and Operations Committee shall address all reported concerns. The individual in receipt of the reported concern shall immediately notify the Administration and Operations Committee Chair and CEO of any such report. The A&O Committee Chair shall place the report on the Committee's agenda for the next regularly scheduled meeting, unless the reported concern warrants a specially called meeting. The CEO will notify the sender and acknowledge receipt of the concern within five (5) business days, if possible. All reports submitted with the Reporting Party's identifying information 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, who 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 in the form of a written report 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. (amended 2025.02.21)

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. In addition, should the A&O Committee or the Executive Committee determine that the report was not made in good faith, the applicable Committee may dismiss the report and decline to investigate further. (amended 2025.02.21)

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:

1. Serves as Chair of the Board of Directors
2. Serves as Chair of the Executive Committee
3. Serves as Chair of the GAR Disaster Relief Fund
4. Serves as a Scholarship Foundation Trustee
5. Serves on the Audit Committee as an ex-officio member without the right to vote
6. Serves on the REALTORS® Political Action Committee as an ex-officio member without the right to vote
7. Serves on the Administration and Operations Committee
8. Serves on the Finance Committee
9. Serves as Vice Chair of the National Association of REALTORS® Directors Committee (amended 2026.02.20)
10. Serves on the Strategic Planning Committee
11. Serves on the Economic Policy Advisory Council
12. Serves on the REALTOR® Party Action Committee Fundraising Council as an ex-officio member with the right to vote.
13. Serves on the Bylaws, Policies & Procedures Review Committee as an ex-officio member without the right to vote (adopted 2026.02.20)
14. 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
15. Serves as an ex-officio member of all committees, not specifically listed as serving by virtue of office, except the Advisory Council; Credentials, Campaign & Rules Committee; and the Special Recognition Committee.
16. Shall oversee the governance of the Georgia Association of REALTORS® and shall see that all orders and resolutions of the Board of Directors are carried into effect (amended 2023.01.13)
17. Shall serve as the official spokesperson of the Georgia Association of REALTORS® and shall perform such duties as are usual to the office (amended 2023.09.08)
18. Shall appoint a Chair and a sufficient number of members 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.

19. 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

20. 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

21. Shall meet with the Immediate Past President and President-Elect to evaluate the Chief Executive Officer. Such evaluation will be conducted between 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

22. Shall meet with the Officers and the Chief Executive Officer during the Leadership Retreat to select the following years Strategic Planning Objectives (amended 2023.01.13)

23. Shall utilize the most recent "Talking Points" provided to the officers and regional directors by the Director of Communications and Marketing.

24. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)

25. Shall attend the Georgia REALTORS® Leadership Retreat

26. Shall attend the Georgia Association of REALTORS® Annual Leadership Summit

27. Shall attend the strategic planning retreat

28. Shall be updated by the Department Heads and CEO throughout the year (amended 2023.01.13)

29. 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

30. 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 NAR Legislative Conference

31. Shall review staff evaluations as a member of the Administrations and Operations Committee

32. 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.

33. Shall educate members of the importance of responding to Calls for Action

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

(previous bullet #4 removed 2023.09.08, #12 removed 2026.09.04)

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, Presidents-Elect Forum, Leadership Academy Advisory Group, Regional Directors, Strategic Planning Committee, and the Executive Committee. (amended 2023.09.08)

Term: One year

Reporting: President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Serves as Chair of the Administration and Operations Committee
2. Serves as Vice Chair of the Board of Directors
3. Serves as Vice Chair of the Executive Committee
4. Serves on the Audit Committee as an ex-officio member without the right to vote
5. Serves on the REALTOR® Political Action Committee as an ex-officio member without the right to vote
6. Serves on the Finance Committee
7. Serves on the Strategic Planning Committee
8. 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.
9. Serves as a Scholarship Foundation Trustee
10. Serves as a National Association of REALTORS® Director At-Large
11. Serves as a Trustee of the GAR Disaster Relief Fund
12. Serves on the Economic Policy Advisory Council
13. Serves on the REALTOR® Party Action Committee Fundraising Council as an ex-officio member with the right to vote.
14. Serves on the Bylaws, Policies & Procedures Review Committee as an ex-officio member without the right to vote (adopted 2026.02.20)
15. 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
16. Shall make Presidential committee appointments as defined in the Policies and Procedures between the close of the NAR Legislative Conference and the GAR Summer Executive Meeting.
17. Shall present annual training for the Regional Directors during the Leadership Retreat
18. Shall be responsible for scheduling and implementing the Georgia Association of REALTORS® Annual Leadership Summit
19. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)

20. Serves as an ex-officio member of all committees, when not specifically listed as serving by virtue of office, except the Advisory Council; the Credentials, Campaign, and Rules Committee; and the Special Recognition Committee

21. Shall appoint the Vice Chair, (whenever authorized) of the standing committees

22. Shall appoint the Association Executives Committee representatives to the appropriate committees

23. Shall appoint two At-Large members to the REALTORS® Issues Action Committee for a three-year term

24. Shall confirm three At-Large Trustees to the REALTORS® Political Action Committee

25. Shall appoint the Federal Political Coordinators (to coincide with the election cycle) to the REALTORS® Political Involvement Committee

26. Shall educate members of the importance of responding to Calls for Action

27. Shall make recommendations for appointments to National Association of REALTORS® committees and forums for the coming year

28. Shall attend the strategic planning retreat

29. Shall review the Georgia Association of REALTORS'® Financial Policy and Procedures Manual

30. 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 NAR Legislative Meetings and Expo

31. Shall attend the National Association of REALTORS® Leadership Summit

32. 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

33. Shall review staff evaluations as a member of the Administrations and Operations Committee

34. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(previous bullet #2 removed 2023.09.08; previous bullet #13 removed 2026.09.04)

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, Hall of Fame Advisory Council, Economic Policy Advisory Council, Advisory Committee, Housing Opportunity Committee, and the Executive Committee

Term: One year

Reporting: President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Serves as Chair of the National Association of REALTORS® Directors Committee
2. Serves as Chair of the NAR Strategic Planning Advisory Group
3. Serves on the Advisory Council
4. Serves on the Administration and Operations Committee
5. Serves on the Executive Committee
6. Serves on the Economic Policy Advisory Council
7. Serves on the Finance Committee
8. Serves on the Credentials, Campaign, and Rules Committee
9. Serves on the Special Recognition Committee
10. Serves on the Housing Opportunity Committee as an ex-officio member with the right to vote
11. 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.
12. Serves on the Strategic Planning Committee
13. Serves as a Scholarship Foundation Trustee
14. Serves as a National Association of REALTORS® Director At-Large
15. Serves on the Georgia Association of REALTORS® Board of Directors
16. Serves as a Trustee of the GAR Disaster Relief Fund
17. 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
18. 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
19. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)
20. Shall attend the strategic planning retreat
21. Shall attend the Georgia REALTORS® Leadership Retreat

22. Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Annual Leadership Summit

23. Shall review staff evaluations as a member of the Administrations and Operations Committee

24. Shall attend all Georgia Association of REALTORS® Board of Directors meetings

25. 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 NAR Legislative Meetings and Expo

26. Shall educate members of the importance of responding to Calls for Action

27. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

FIRST VICE PRESIDENT

Purpose: The First Vice President shall be the Secretary of the Georgia Association of REALTORS®, and shall serve as liaison between the Association Executives Committee, Bylaws, Policies & Procedures Review Committee, Finance Committee, Forms Committee, IDEA Committee, Legal Action Committee, Professional Standards Committee and the Executive Committee. (amended 2024.09.13)

Term: One year

Reporting: President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Serves as Vice Chair of the Administration and Operations Committee
2. Serves on the Audit Committee as Ex-Officio member without the right to vote
3. Serves on the Executive Committee
4. Serves on the Finance Committee
5. Serves on the Strategic Planning Committee
6. Serves on the Economic Policy Advisory Council
7. 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.
8. Serves on the Board of Directors
9. Serves as an ex-officio member with the right to vote on the Bylaws, Policies & Procedures Review Committee (adopted 2024.09.13)
10. Serves as an ex-officio member with the right to vote on the Forms Committee
11. Serves as an ex-officio member with the right to vote on the IDEA Committee.
12. Serves as an ex-officio member with the right to vote on the Legal Action Committee
13. Serves as an ex-officio member with the right to vote on the Professional Standards Committee
14. Serves as a Trustee of the GAR Disaster Relief Fund
15. Serves on the REALTOR® Party Action Committee Fundraising Council as an ex-officio member with the right to vote.
16. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)
17. Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Annual Leadership Summit.
18. Shall review all minutes of liaison committees
19. Shall review the Georgia Association of REALTORS® Financial Policy and Procedures Manual with Finance Committee and Audit Committee.
20. Shall attend the Georgia REALTORS® Leadership Retreat
21. Shall attend the strategic planning retreat as scheduled.

22. 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 Legislative Meetings and Expo

23. Shall review staff evaluations as a member of the Administrations and Operations Committee

24. Shall meet with the CPA, the Chief Executive Officer, the Chief Financial Officer, and the Finance Committee to review Georgia Association of REALTORS'® audited financial statements annually.

25. Shall educate members on the importance of responding to Calls for Action

26. 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: 25-199
- Medium: 200-499
- Medium Large: 500-999
- Large: 1000-1999
- Mega: over 2000

27. 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 REALTOR® Party Action Committee Fundraising Council, the REALTORS® Political Involvement, REALTORS® Issues Action, REALTORS® Political Action, and State and Local Government Affairs committees and the Executive Committee. (amended 2026.09.04)

Term: One year

Reporting: President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Serves on the Executive Committee
2. Serves on the Administration and Operations Committee
3. Serves on the Finance Committee
4. Serves on the Strategic Planning Committee
5. 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.
6. Serves as a member of the Legal Action Committee
7. Serves as a Trustee of the GAR Disaster Relief Fund
8. Serves as an ex-officio member with the right to vote on the REALTORS® Issues Action Committee
9. Serves as an ex-officio member without the right to vote on the REALTORS® Political Action Committee
10. Serves as an ex-officio member with the right to vote on the REALTORS® Political Involvement Committee
11. Serves as an ex-officio member with the right to vote on the State and Local Government Affairs Committee
12. Serves on the REALTOR® Party Action Committee Fundraising Council as an ex-officio member with the right to vote.
13. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)
14. Shall attend the State and Local Government Affairs Committee meetings
15. Shall attend the National Association of REALTORS® Legislative Meetings and participate in the Capital Hill visits
16. Shall attend the National Association's REALTORS® Conference & Expo
17. Shall attend political events
18. Shall attend the Annual Georgia Association of REALTORS® Legislative Breakfast
19. Shall attend the Georgia REALTORS® Leadership Retreat
20. Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Annual Leadership Summit

21. Shall attend the strategic planning retreat

22. 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 NAR Legislative Meetings and Expo

23. Shall review all minutes of liaison committees

24. Shall review staff evaluations as a member of the Administration and Operations Committee

25. Shall educate members of the importance of responding to Calls for Action

26. Serves on the Georgia Association of REALTORS® Board of Directors

27. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(previous bullet #01 removed 2026.09.04)

VICE PRESIDENT OF MEMBER AND PUBLIC SERVICES

Purpose: The Vice President of Member and Public Services shall serve as liaison between the Conference Committee, Community Service Committee, Member Communications Committee, 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:

1. Serves on the Executive Committee
2. Serves on the Administration and Operations Committee
3. Serves on the Finance Committee
4. Serves on the Legal Action Committee
5. Serves on the Strategic Planning Committee
6. 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.
7. Serves on the Board of Directors
8. Serves as Trustee of the GAR Disaster Relief Fund
9. Serves as an ex-officio member with the right to vote on the Conference Committee
10. Shall review the minutes of all liaison committees
11. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)
12. Shall attend the Georgia REALTORS® Leadership Retreat
13. Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Annual Leadership Summit
14. Shall attend the strategic planning retreat
15. 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 NAR Legislative Meetings and Expo
16. Shall review staff evaluations as a member of the Administration and Operations Committee
17. Shall educate members of the importance of responding to Calls for Action
18. 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 Committee, Georgia Accredited Commercial Specialist Board of Governors, GRI Board of Governors, Professional Development Committee, Property Management Council, and the Executive Committee. (amended 2024.09.13; 2025.02.21)

Term: One year

Reporting: President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Serves on the Executive Committee
2. Serves on the Administration and Operations Committee
3. Serves on the Finance Committee
4. Serves on the Legal Action Committee
5. Serves on the Strategic Planning Committee
6. 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.
7. Serves on the Georgia Association of REALTORS® Board of Directors
8. Serves as Trustee of the GAR Disaster Relief Fund
9. Serves as an ex-officio member with the right to vote on the Geogia Accredited Commercial Specialist Board of Governors (adopted 2025.02.21)
10. Serves as an ex-officio member with the right to vote on the GRI Board of Governors
11. Serves as an ex-officio member with the right to vote on the Professional Development Committee
12. Review all minutes of liaison committees
13. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)
14. Shall attend the Georgia REALTORS® Leadership Retreat
15. Shall attend and, if requested, be part of, the Georgia Association of REALTORS® Annual Leadership Summit
16. Shall attend the strategic planning retreat
17. Shall attend National Association of REALTORS® Board of Directors meetings, including the Georgia Caucus, Region 5 Caucus and the Capitol Hill visits during the NAR Legislative Meetings and Expo
18. Shall educate members of the importance of responding to Calls to Action
19. Shall review evaluations of staff as a member of the Administration and Operations Committee
20. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(previous bullet #01 removed 2026.09.04)

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:

1. Serves on the Executive Committee

2. Serves on the Member Communications Committee as an ex-officio member without the right to vote (amended 2024.09.13)

3. Serves on the Community Service Committee as an ex-officio member without the right to vote (adopted 2025.09.05)

4. Serves on the Strategic Planning Committee

5. Serves on the Georgia Association of REALTORS® Board of Directors

6. Shall not serve concurrently as a Regional Director and a Committee Chair and/or Vice Chair (adopted 2023.09.08)

7. Shall provide a means of communication between the Georgia Association of REALTORS® and the Member Boards within his or her Region

8. 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.

9. 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 informed of all such activities (amended 2023.01.13)

10. 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 Graduate, REALTOR® Institute program, the Inaugural Conference, the Annual Conference, and the annual Professional Standards Training (amended 2023.01.13)

11. 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 (amended 2023.01.13)

12. Shall act as the official spokesperson for the Member Boards in his or her Region regarding matters of mutual concern

13. Shall emcee the Member Connect Summits when held in their Region (adopted 2023.01.13)

14. 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®

15. Shall educate members of the importance of responding to Calls for Action

16. Shall assist in grassroots efforts via Member Connect Summits, Region meetings, talking points and media provided by the Communications Department (amended 2023.01.13)

17. Shall hold a meeting in the first quarter of the year either in person or electronically with the local board Leadership and AE's in their Region to provide a means of communication between GAR and the member boards and to assess the needs of the membership (amended 2023.01.13)

18. Shall file Regional Director's reports prior to the Inaugural Conference, summer Executive Committee meeting, and the Annual Conference with the Director of Leadership Services

19. Shall, prior to the Georgia Association of REALTORS® Annual Conference and Expo, host a Regional Roundtable to include each Member Board's leadership, including but not limited to the Member Board's President, President-Elect and CEO/AE. (adopted 2025.02.21)

20. Shall attend the Georgia Association of REALTORS® Annual Professional Standards Training Program once per term

21. Elected GAR Officers (as referenced in the GAR Policies & Procedures Manual), cannot endorse or campaign for a candidate for elective office (outside of their own candidacy) (adopted 2023.09.08)

22. Shall attend the Georgia REALTORS® Annual Leadership Summit

23. Shall attend the Georgia Association of REALTORS® Inaugural Conference

24. Shall attend the Georgia Association of REALTORS® Annual Conference

25. 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

26. Shall attend the strategic planning retreat

27. Shall identify and encourage potential future leaders in his or her region.

28. Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®

29. Shall perform such other duties as directed by Board of Directors, the Executive Committee or the President

(previous bullets #11, #17 & #22 removed 2023.01.13)

REGIONAL STRUCTURE (adopted 2024.02.09)

The Georgia Association of REALTORS® shall be divided into thirteen regions numbered one (1) through thirteen (13). Except as noted, the counties of the State of Georgia shall be assigned to the regions as follows:

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

Region 2 – Cherokee, Dawson, Fannin, Forsyth, Gilmer, Lumpkin, Pickens, Towns, and Union

Region 3 – Banks, Franklin, Habersham, Hall, Hart, Jackson, Rabun, Stephens, and White

Region 4 – Fulton, DeKalb (north of Southern Railway)

Region 5 – Carroll, Cobb, Douglas, Haralson, Heard, and Paulding

Region 6 – Aiken (north & west of a line which is approximately half the distance from the city limits of Aiken, SC and North Augusta, SC), Barrow, Burke, Clarke, Columbia, Elbert, Greene, Hancock, Jasper, Jefferson, Madison, Morgan, Lincoln, McDuffie, Oconee, Oglethorpe, Putnam, Richmond, Walton, and Wilkes (unassigned: Baldwin, Glascock, Jenkins, Screven, Taliaferro, Warren, Washington, Wilkinson)

Region 7 – Butts, Clayton, Coweta, Fayette, Henry, Lamar, Pike, Spalding, Troup, and Upson

Region 8 – DeKalb (south of Southern Railway), Gwinnett, Newton, and Rockdale

Region 9 – Bibb, Chattahoochee, Crawford, Harris, Houston, Jones, Monroe, Muscogee, Peach, Pulaski, Talbot, and Twiggs (unassigned: Bleckley, Dodge, Macon, Meriwether, Taylor)

Region 10 – Baker, Berrien, Ben Hill, Calhoun, Crisp, Dooly, Dougherty, Irwin, Lee, Marion, Schley, Stewart, Sumter, Terrell, Tift, Turner, Webster, Wilcox, and Worth (unassigned: Clay, Early, Quitman, Randolph)

Region 11 – Brooks, Colquitt, Cook, Decatur, Grady, Lanier, Lowndes, Miller, Mitchell, Seminole, and Thomas

Region 12 – Appling, Atkinson, Bulloch, Candler, Coffee, Emanuel, Jeff Davis, Laurens, Montgomery, Tattnall, Telfair, Toombs, and Treutlen (unassigned: Bacon, Johnson, Wheeler)

Region 13 – Brantley, Bryan, Camden, Charlton, Chatham, Effingham, Evans, Glynn, Liberty, Long, McIntosh, Pierce, Ware and Wayne (unassigned: Clinch, Echols)

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

Leadership Liaison: President-Elect

Duties and Responsibilities and Qualifications:

1. Shall be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policy and Procedures, Strategic Plan, budget, programs, services and fiduciary duties.

2. 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

3. Shall be familiar with proper Parliamentary Procedure

4. 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

5. If requested, shall install Member Board Officers and Directors whenever an Officer or Regional Director of the Georgia Association of REALTORS® is unavailable to perform that function

6. Shall encourage members to participate in all Georgia Association of REALTORS® meetings and conferences, as well as any National Association of REALTORS® or Georgia Association of REALTORS® education seminars being conducted within the proximity of the Member Boards or via electronic means (amended 2023.01.13)

7. Shall support political involvement by Member Boards in governmental affairs

8. Shall be trained on voting procedures and who is represented at the Georgia Association of REALTORS® Board of Directors meeting

9. 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®

10. State Directors *serving by virtue of the GAR Bylaws* (Article IX, Section 1.A) shall attend mandatory training as outlined below:
    A. Shall complete mandatory State Director Certification Training once every two years.
        1. The State Director Certification Training shall be held immediately preceding the GAR State Directors Forum during the Inaugural Conference and the Annual Conference.
        2. The State Director Certification Training shall be 25-30 minutes and open to all GAR Members.
        3. Failure of the State Directors to attend the training and be certified as a GAR Director shall result in forfeiture of voting rights of the State Director until such time as the individual has completed the mandatory training.
        4. State Directors shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.

11. State Directors *elected or appointed by the Local Board/Association* shall become certified State Directors and adhere to the following guidelines (effective January 1, 2021):
    A. Shall complete mandatory State Director Certification Training once every two years.
        1. The State Director Certification Training shall be held immediately preceding the GAR State Directors Forum during the Inaugural Conference and the Annual Conference.
        2. The State Director Certification Training shall be 25-30 minutes and open to all GAR Members.
        3. Failure of the elected or appointed State Directors to attend the training and be certified as a GAR Director shall result in forfeiture of the position and voting rights of the State Director until such time as the individual has completed the mandatory training.
        4. State Directors submitted by the local board/association shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.

12. ALTERNATES: Each local board/association has a set number of Alternates (listed in the Bylaws, Article IX, Section 1.B) that shall be entered into the BOD Reporting Tool no later than December 1. In the event that an elected/appointed State Director is unable to attend the upcoming BOD meeting, the local board/association may appoint an Alternate (as listed in the BOD Reporting Tool) no less than forty-eight (48) hours before the Board of Directors meeting.
    A. Local Board/Associations failing to meet the December 1 deadline and forty-eight (48) hour requirement above shall waive the right to submit an alternate.
    B. Local Boards/Associations shall be responsible for ensuring that if an alternate is submitted, the alternate has attended the mandatory training to be certified as a GAR Director prior to the BOD meeting.
    C. Alternates submitted by the local board/association shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.
    D. Changes to the State Directors and Alternates entered in the BOD Reporting Tool may be made up to the December 1 deadline. No changes will be allowed after December 1.

(Previous bullet #3 removed 2023.01.13)

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: First Vice President 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:

1. Chairs of each Committee/Forum/Council/Network shall serve as Georgia REALTORS® State Directors as stated in Article IX, Section 1. A of the bylaws (adopted 2023.01.13)

2. Shall know the purpose and scope of the committee

3. Shall know the financial aspects of the committee and be familiar with the budget process

4. Shall attend the Georgia Association of REALTORS® Annual Leadership Summit

5. Shall assist the President-Elect, the First Vice President, and the appropriate Vice Presidents in the selection of qualified committee members and participate in the "Committee Draft" process (amended 2023.01.13)

6. Shall attend the Inaugural Conference; and the Annual Conference of the Georgia Association of REALTORS®

7. Shall plan and conduct effective meetings at a time and place convenient and timely for the members of the committee

8. Shall report actions of the committee to the appropriate Vice President for approval and for submission to the Executive Committee

9. Shall be familiar with proper Parliamentary Procedure

10. Shall create and implement programs consistent with the Strategic Plan

11. 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.

12. Shall establish goals and objectives for the committee and report the progress in achieving those goals and objectives

13. Shall inform the committee members of the goals and objectives of the committee and the responsibilities and expectations of individual committee members

14. Shall create an environment that encourages maximum committee member participation

15. 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

16. Shall approve the minutes and attendance records after each committee meeting

17. Shall participate in the ongoing work of the committee

18. Shall stay abreast of current events affecting his or her committee

19. Shall identify and encourage future committee leaders (amended 2023.01.13)

20. Shall solicit the cooperation of brokers to increase agent participation in Calls for Action

21. 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.

22. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

23. Shall coordinate all requests for sponsorship (products, services, and/or funding) with the staff liaison.

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 purpose of the NAR Directors Committee (the "Committee") is to support Georgia Association of REALTORS® members appointed or elected to serve on the NAR Board of Directors by providing training, policy briefings, and strategic guidance to help them effectively fulfill their fiduciary duties to NAR. (amended 2026.02.20)

Composition:
Number on Committee: Varies
Chair: Immediate Past President
Vice Chair: President (amended 2026.02.20)

Makeup: The National Association of REALTORS® Directors Committee shall be comprised as follows: (amended 2026.02.20)

1. **Designated Members with the right to vote:**
   - The President of the Georgia Association of REALTORS®
   - The President-Elect of the Georgia Association of REALTORS®
   - The Immediate Past President of the Georgia Association of REALTORS®
   - The First Vice President of the Georgia Association of REALTORS®
   - The Immediate Past President (Twice Removed) of the Georgia Association of REALTORS®
2. **At-Large Members:**
   - REALTOR® members elected by the Board of Directors of the Georgia Association of REALTORS® t serve as Directors of the National Association of REALTORS® and shall have the right to vote
3. **Ex-officio Voting Members:**
   - All other Georgia REALTOR® members serving as voting members of the National Association of REALTORS® Board of Directors, regardless of the method of appointment or election and shall have the right to vote, including:
     - Recipients of the National Association of REALTORS® Distinguished Service Award (DSA) who are affiliated with a Georgia Member Board;
     - Individuals affiliated with a Georgia Member Board who have been elected in accordance with Article IV of the Constitution and Bylaws of the National Association of REALTORS®.
4. **Past NAR Region 5 Regional Vice Presidents:**
   - All past NAR Region 5 Regional Vice Presidents, if affiliated with a Georgia Member Board, shall be a committee member with the right to vote.

(Restrictions removed 2026.02.20)

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One to three years (staggered)

No member may serve more than six consecutive years as a Director At-Large. Service as an ex-officio member per GAR and/or NAR bylaws shall not count towards the six consecutive years term limit.
One year for AEC and Advisory representative

Quorum: One-third

Reporting: Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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; the Strategic Plan; the annual budget; the official Talking Points on Legislative Issues, all organizational programs and services; and the programs and initiatives of the affiliated Institutes, Societies, and Councils. (amended 2026.02.20)

2. 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®

3. Directors are required to complete the following training within the timelines prescribed by NAR. These programs must be completed prior to the commencement of service: (adopted 2026.02.20)

   a. Annual Director Orientational Program – completion of a governance orientation and fiduciary refresher course prior to or upon installation
   b. Diversity, Equity, and Inclusion (DEI) Training – required completion of:
      - At Home with Diversity
      - Bias Override: Overcoming Barriers to Fair Housing
      - Fairhaven: A Fair Housing Simulation
   c. Volunteer Service Agreement – execution of the Association's Volunteer Service Agreement

4. 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®)

5. Shall attend the following sessions at NAR Governance Conferences: A Member and Director Update, the Georgia Association of REALTORS® Caucus, and the Region 5 Caucus (amended 2026.02.20)

6. Each Director shall agree to serve or be a current member on at least one standing committee, advisory group, or workgroup, inclusive of the Board of Directors, as assigned or elected by the National Association of REALTORS® (amended 2026.02.20)

7. Shall attend all regularly scheduled and special called meetings of committee(s) and sub-committee(s) or workgroup(s) to which they are appointed or assigned. The Director shall report pertinent activities of these meetings to the President of the Georgia Association of REALTORS® and other National Association of REALTORS® Directors, except when sharing such information would breach confidentiality agreements, legal restrictions, or ethical obligations. (amended 2026.02.20)

8. Shall develop professional relationships with members of the Board of Directors of the National Association of REALTORS® from other states and territories (amended 2026.02.20)

9. Shall work to establish close relationships with current, future and past leadership of the National Association of REALTORS®

10. Upon the request of the President of the Georgia Association of REALTORS®, shall assist with the hosting or entertaining of guests during scheduled function of the Geogia Association of REALTORS® and the National Association of REALTORS® meeting (amended 2026.02.20)

11. The Chair of the NAR Directors shall serve as the GAR representative on the NAR Region 5 Nominating Committee. If the Chair is not eligible, or available to serve, the GAR President shall fulfill the role of the GAR representative.

12. Shall possess a working knowledge of and adhere to proper Parliamentary Procedure, as set forth in the latest edition of *Robert's Rules of Order Newly Revised* (amended 2026.02.20)

13. Shall oversee the process for nominating At-Large NAR Directors using the procedures described below: (adopted 2026.02.20)

14. Shall be charged with the responsibility of identifying, evaluating, and nominating a candidate to serve as the Georgia Association of REALTORS® nominee for the position of NAR Region 5 Regional Vice President using the procedures described below. (adopted 2026.02.20)

15. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

16. 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

17. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

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

(#23 removed – 2024.09.13; previous #3, #4, #11, #15, #16, #20 & #21 removed 2026.02.20)

Nomination Process for At-Large NAR Directors (adopted 2026.02.20)

1. No current Committee member who is a candidate for re-election during the current election cycle shall be eligible to participate in the selection of the At-Large NAR Director
2. The Committee shall review and evaluate all properly submitted applications received within the designated deadline period for open NAR Director and Alternate Director positions. In conducting its review, the Committee shall verify the completeness of each application and confirm that each applicant satisfies all eligibility criteria established by the National Association of REALTORS® and the Georgia Association of REALTORS®.
3. The Committee shall conduct in-person or virtual interviews with each eligible candidate, as deemed necessary or appropriate, for the purpose of further evaluating qualifications, leadership capacity, and alignment with the responsibilities of the position. The interview process shall be governed by the following procedures:

    - The Committee shall convene annually between April 15 and April 30 for the purpose of selecting individuals to serve as National Association of REALTORS® Directors At-Large.
    - At such meeting, the Committee shall identify and nominate a slate of qualified REALTOR® members, consistent with the estimated number of available At-Large NAR Director positions allocated to GAR. In addition, the Committee shall select four (4) eligible REALTOR® members to serve as Alternate NAR Directors At-Large, who shall be designated in rank order as Alternate 1, Alternate 2, Alternate 3, and Alternate 4.
    - The Chair of the Committee shall have the discretion to require that interviews be conducted in person, provided that reasonable notice is given to all candidates.
    - The Committee may, upon good cause shown, accommodate an applicant's request for an alternative interview time or format, including virtual participation, when such request is based on emergency circumstances.
    - Each candidate shall be afforded the opportunity to deliver an opening statement for a time duration to be determined by the Chair.
    - Following the interview questions, each candidate shall be permitted to deliver a closing statement for a time duration to be determined by the Chair.
    - All candidates shall be asked the same set of questions, which shall be fair, objective, and relevant to the role and responsibilities of NAR Director or Alternate Director.
    - Chair and staff will create a list of interview questions to be submitted to the Committee for final selection prior to the interview of candidates.
    - The order of candidate interviews shall be determined by random draw or another neutral method to ensure fairness and impartiality

4. The Committee's approved slate of nominees shall be forwarded to the GAR Executive Committee for informational purposes only. The Executive Committee shall not amend, ratify, reject, or otherwise alter the slate of nominees submitted by the Committee.
5. Concurrently with its approval, the Committee's finalized slate of nominees for NAR Director and Alternate Director positions shall be transmitted to the GAR Credentials, Campaign, and Rules Committee ("CCRC"). The purpose of such transmittal is to facilitate the presentation of the slate to the GAR Board of Directors for final consideration and vote at the Annual Conference & Expo, in accordance with the Association's governing procedures and timelines.
6. Following review by the Executive Committee, the proposed slate of nominees shall be submitted by the Executive Committee, in coordination with the Credentials, Campaign and Rules Committee (CCRC), to the Georgia Association of REALTORS® Board of Directors for final consideration and vote. Such submission shall be made in accordance with the Association's Bylaws, Policies and Procedures, and any other applicable governing documents in effect at the time of submission.

Nomination for National Association of REALTORS® Region 5 Regional Vice President (adopted 2026.02.20)

a. The Committee shall review and evaluate all properly submitted applications received within the designated deadline period for open NAR Region 5 Regional Vice President position. In conducting its review, the Committee shall verify the completeness of each application and confirm that each applicant satisfies all eligibility criteria established by the National Association of REALTORS®
b. The Committee shall conduct interviews for the Georgia Association of REALTORS® nominee for the position of National Association of REALTORS® Region 5 Regional Vice President in accordance with the NAR Region 5 RVP Candidate Nomination Guidelines, as well as pursuant to the procedures set forth in Article 8, Sections 6 and 7 of the Bylaws of the Georgia Association of REALTORS®. The interview process shall follow the same evaluative criteria, format, and protocols as those established above for the interviews of candidates for NAR Director At-Large and Alternate Director positions, to ensure consistency, transparency, and equitable treatment among all national-level nominees.

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: Eleven (11)
Chair: President-Elect
Vice Chair: First Vice President

Makeup: President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, two At-Large members, Association Executive Representative, and an Advisory Council Representative

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.

1. At-Large Appointees must meet 4 of the 6 requirements below:
   A. Served as a Local Board President
   B. Served on the GAR Executive or Finance Committee
   C. Served as a GAR Regional Director
   D. Graduate of the GAR Leadership Academy
   E. Served as a GAR Chair or Vice Chair
   F. Currently actively engaged with GAR with working knowledge of GAR
2. At-Large members, Association Executive Representatives, and Advisory Council Representatives shall be selected from boards not represented by the elected officers or current At-Large appointees of the same primary local board/association (amended 2023.09.08)
3. At-Large members, AEC representative and Advisory representative shall not review employee evaluations, staff contracts, or participate in salary reviews (amended 2023.01.13)
4. At-Large members, Association Executive Representatives, and Advisory Council Representative appointments may not serve concurrently on Administration & Operations, Executive, or Finance (adopted 2023.09.08)

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for President, President-Elect, Immediate Past President, First Vice President, Vice Presidents, AEC and Advisory Council representatives; Two years (staggered) for At-Large

Limits: N/A

Quorum: Six (amended 2026.09.04)

Reporting: President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall be a liaison between the Chief Executive Officer, the Executive Committee and the Board of Directors

2. Shall recommend changes to office policies and procedures as necessary

3. Shall recommend changes to personnel manual and personnel job descriptions as necessary

4. Shall review employee evaluations and approve salary adjustments

5. Shall administer the Georgia Association of REALTORS® Disaster Relief Fund

6. 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

7. 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

8. Shall review and approve the staff recommendations for Affinity Partnerships

9. Shall review and approve the Partnership Packages

10. Shall receive a copy of the Consent Agenda compiled by staff prior to distribution and/or printing for the Board of Directors meeting (amended 2023.01.13)

11. Shall oversee the maintenance and insurance of the property of the Georgia Association of REALTORS®

12. 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

13. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

14. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

15. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(Previous bullets #8 & #15 removed 2023.01.13; previous bullet #2 removed 2023.09.08; #16 removed 2024.09.13)

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall make recommendations to the President, the Executive Committee, and the Board of Directors on any matter it deems appropriate

2. May apply to serve as Advisory Council members for service as Committee representatives for the following year. (amended 2023.01.13)

3. 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

4. Shall not seek funding from the Partnership Committee or any Partner of the Georgia Association of REALTORS®

5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

6. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#7 removed – 2024.09.13)

ADVISORY COUNCIL REPRESENTATIVES

Purpose: Advisory Council Representatives shall be appointed by the President to serve as a liaison between the assigned committee, forum, council, or network and the Advisory Council.

Term: One year

Limits: N/A

Reporting: Representatives shall report to the Advisory Council

Duties and Responsibilities:

1. Shall know the purpose and scope of the committee
2. Shall be a voting member of the committee
3. Shall be an active participant of the committee and adhere to the same attendance guidelines as outlined for committee members
4. Shall attend the Inaugural Conference; and the Annual Conference of the Georgia Association of REALTORS
5. Shall participate in the ongoing work of the committee
6. Shall stay abreast of current events affecting the assigned committee, forum, council, or network
7. Shall identify and cultivate future committee, forum, council, and network leadership
8. Shall report actions, initiatives, and motions of the assigned committee, forum, council, or network to the Advisory Council during the Inaugural Conference, the Annual Conference, and at the call of the Chair if deemed necessary.
9. Shall serve as a resource within their area of expertise to the current leadership team and shall assist, as available and requested, for leadership development, training,
10. Service as an Advisory Council Representative shall not limit any members right to apply for a GAR committee, forum, council, or network

ASSOCIATIONS COLLABORATING TOGETHER (ACT) COUNCIL

Purpose: The Associations Collaborating Together (ACT) Council shall act in an advisory capacity for the Georgia Association of REALTORS® and provide an opportunity to share ideas, discuss challenges, and identify areas of collaboration and partnership.

Composition:
Number on Council: Up to Twenty-eight (28)
Chair: Appointed by the President (amended 2023.09.08)
Vice Chair: Appointed by the President-Elect (amended 2023.09.08)

Makeup: Chair, Vice Chair, Association Executive Representative, Advisory Council Representative, and all current Presidents, Presidents-elect, Immediate Past Presidents, and Chief Staff of the following organizations: Georgia Association of REALTORS®, Georgia chapters of AREAA, NAREB, NAHREP, LGBTQ+ Real Estate Alliance, and WCR. (amended 2023.09.08)
NOTE: With approval of the Executive Committee additional state real estate related associations/organizations may be added to the ACT Council at the recommendation of the Council.

Restrictions: The Chair and Vice Chair shall be selected from the REALTOR® members that previously served on the ACT Council. (amended 2023.09.08) Unless otherwise permitted by the Chair, all ACT Council meetings shall be closed except for council members, as identified in the make-up, and the staff liaison as assigned by the Georgia REALTORS® CEO. No contributing members.

Term: Shall run concurrent with the term of office.
One year for AEC representative and Advisory Council representative

Limits: N/A

Quorum: 10

Reporting: President, Executive Committee, Board of Directors (amended 2023.09.08)

Meeting Options: GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. The Associations Collaborating Together (ACT) Council is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)
2. Shall identify areas of collaboration and partnership amongst the Council associations/organizations.
3. May forward recommendations to the appropriate committee on matters impacting collaboration, inclusion, and partnering amongst the associations/organizations.
4. Shall work in conjunction with staff to establish an Annual ACT Summit and make recommendations for future engagement opportunities.
5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
6. All requests for funds are to be channeled through the staff liaison to the CFO and the Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such requests
7. Shall not seek funding from any Partner of the Georgia Association of REALTORS®
8. Except for the authority given to the Executive Committee under **Composition/Make-up,** any proposed amendments to the ACT Council policy are subject to approval of the Board of Directors.

(#9 removed – 2024.09.13)

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:
Number on Committee: Varies
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: Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

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

Reporting: First Vice President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall set agenda and format of the Association Executive Forum to be held at the Inaugural Conference

2. Shall set the agenda and format of the Association Executive Committee to be held at the Regional AE Conference and the Annual Conference

3. Shall encourage AEC members to apply for representative roles within GAR.

4. The Association Executives Committee is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#6 removed – 2024.09.13)

ASSOCIATION EXECUTIVE COMMITTEE (AEC) REPRESENTATIVES

Purpose: AEC Representatives shall be appointed by the President to serve as a liaison between the assigned committee, forum, council, or network and the Association Executives Committee (AEC).

Term: One year

Limits: N/A

Reporting: Representatives shall report to the AEC

Duties and Responsibilities:

1. Shall know the purpose and scope of the assigned committee, forum, council, or network

2. Shall serve as a member of the assigned committee, forum, council, or network unless the specific committee policy states otherwise

3. Shall be an active participant of the committee and adhere to the same attendance guidelines as outlined for committee members

4. Shall attend the Inaugural Conference; and the Annual Conference of the Georgia Association of REALTORS

5. Shall participate in the ongoing work of the assigned committee, forum, council, or network

6. Shall stay abreast of current events affecting the assigned committee, forum, council, or network

7. Shall report actions, initiatives, and motions of the assigned committee, forum, council, or network to the AEC during the Inaugural Conference, the Annual Conference, and at the call of the AEC Chair if deemed necessary.

8. Service as an AEC Representative shall not limit any AE's right to apply for GAR Committees

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: Fourteen (14)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect (amended 2023.01.13)

Makeup: Chair, Vice Chair, seven At-Large members, Association Executive representative, and Advisory Council representative. The President, President-Elect, and First Vice President 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Three-year staggered terms for the At-Large members
One year for AEC and Advisory Council representative

Limits: N/A

Quorum: Four

Reporting: Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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.

2. Shall solicit proposals for engagement and evaluate auditors a minimum of every 5 years

3. Shall oversee the audit process

4. Shall oversee the Association's internal control structure and procedures related to both reporting as well as financial integrity

5. Shall investigate matters brought to its attention within the scope of its duties

6. Shall act independently of the Executive Committee and any entity or individual with material business relationships with the Association

7. Shall forward all recommendations to the Executive Committee as informational items

8. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

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

(#10 removed – 2024.09.13)

BROKERS COUNCIL

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

Composition:
Number on Committee: Varies
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Restrictions: Limited to broker-owner, designated REALTOR®, managing broker, qualifying broker, and senior officer in real estate brokerage (exception: AEC representative and Advisory Council representative) (amended 2023.01.13)

Term: One year

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the agenda.

Duties and Responsibilities:

1. Organize broker educational programs and networking opportunities for sharing with fellow brokers re: ideas, successes, and challenges.

2. Promote and strengthen broker involvement with the Association and NAR's Broker Involvement Program (BIP).

3. The Brokers Council is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s).

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

5. Shall not seek funding from any Partner of the Georgia Association of REALTORS®.

6. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#7 removed – 2024.09.13)

BYLAWS, POLICIES & PROCEDURES REVIEW COMMITTEE (adopted 2024.09.13)

Purpose: The Bylaws, Policies & Procedures Review Committee is hereby entrusted with the duty of reviewing requests for governance changes from Committees, Councils, Forums, Groups, PAGs, Task Forces and the Board of Directors. This Committee's recommendations regarding these proposed changes shall be referred back to the submitting entity. Said recommendations will be attached to all motions for governance changes to the Bylaws and/or Policies & Procedures that are presented to the Executive Committee and Board of Directors. Said recommendations shall pertain to all operational policies and manuals (excluding the GAR Financial Policies & Procedures Manual), inclusive of consequential amendments to the Association's Bylaws and Policies & Procedures. (amended 2026.02.20)

Composition
Number on Committee: Fourteen (14)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect
Makeup: (amended 2026.02.20)

- Chair and Vice-Chair must meet at least one of the criteria for the makeup requirements of the Committee.
- Two past presidents at least three years removed
- Two local Board/Association members who are currently or have previously served in leadership for their local board/association within the last five years
- Two previous GAR Regional Directors not having been a previous past state president.
- Two members who are serving or have previously served on a GAR committee(s) for at least two years and not having been a previous regional director or past state president
- AEC Representative
- First Vice President is an ex-officio member with the right to vote.
- The President and President-Elect are ex-officio members without the right to vote.

Time Commitment:

- Monthly scheduled meetings are set in advance. Meetings may be cancelled if no submissions for review have come to the Committee.
- At times emergency meetings may be required if directed by the Executive Committee, Board of Directors or President.

Restrictions:

- Except for the President, President-Elect, and First Vice President, current members of the GAR Executive Committee are not eligible to serve on this Committee (amended 2026.02.20)
- No more than two past state presidents may serve on the Committee unless in the capacity of Chair or Vice Chair.
- All committee meetings will be closed to anyone other than the committee members and appropriate staff unless otherwise permitted by the committee.

Confidentiality and Non-Disclosure and Policy Agreement 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. (adopted 2026.02.20)

Conflict of Interest Disclosure Policy and Agreement 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). (adopted 2026.02.20)

Term: Two years (staggered). One-year term for President, President-Elect, and First Vice President

Attendance Requirements: Georgia REALTORS® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Quorum: Six (6)

Reporting: First Vice President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and Agenda

Duties & Responsibilities: The Committee shall have the following duties and responsibilities:

1. Shall review all request for governance changes submitted by Committees, Councils, Forums, Groups, PAGS, Task Forces and the Board of Directors. Under advisement of legal counsel, the Committee shall evaluate the clarity, appropriateness of wording, formatting, consistency, and potential conflicts with the Bylaws, Policies, and Procedures as well as applicable federal, state and local laws. This Committee's recommendations for these proposed changes shall be referred back to the submitting entity and shall accompany the corresponding motions to be presented to the Executive Committee and the Board of Directors for their deliberation, consideration, and approval. (amended 2026.02.20)

2. Shall ensure that the Bylaws are in compliance with the essential language and content mandated by the National Association of REALTORS®.

3. Shall not seek funding from any Partner of the Georgia Association of REALTORS®.

4. Shall conduct periodic reviews of its own Policies & Procedures to evaluate its effectiveness.

5. Shall confine its activities to the specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

6. Shall perform other duties as directed by the Board of Directors, the Executive Committee, or the President.

COMMERCIAL COMMITTEE

Purpose: The Commercial Committee shall work to identify and serve the unified needs of commercial practitioner members throughout the state of Georgia. To focus on commercial real estate industry issues and trends, professional development, industry awareness and leadership support to help members achieve their business goals.

Composition:
Number: Up to Twenty-two (22)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect
Makeup: Chair, Vice Chair, two Commercial Executive Committee appointees, at least one At-Large Commercial practitioner from each Region, Association Executive representative, and the Advisory Council representative. In the event that any Region does not have members willing and ready to serve, the President shall appoint an at-large member(s) to serve. (adopted 2023.01.13) The President, President Elect and Vice President of Professional Development are ex-officio members with the right to vote.

Attendance Requirements: Georgia REALTOR Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Estimated Time Commitment: Four meetings per year for an average of an hour and a half per meeting. 6 hours per year.

Term: Concurrent with qualifying position or Two years (staggered)
One year for AEC and Advisory Council representatives
Limits: N/A (adopted 2023.01.13)
Quorum: Eight
Reporting: Vice President of Professional Development, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall set agenda and format of the Commercial Forum to be held at the Inaugural Conference and the Annual Conference
2. 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
3. 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
4. Shall provide meaningful dialogue among Commercial members to enhance GAR's ability to capture trends, regulations, legislative and public policy issues and economic conditions
5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties and responsibilities. (adopted 2023.01.13)
6. Executive Committee Commercial Appointees and Chair and Vice Chair of the Commercial Committee shall attend NAR C5 Summit or similar conference annually. Following the conference, these attendees shall provide a summary report to the Commercial Committee for further distribution to other parts of the association as necessary. (amended 2026.09.04)
7. Shall not seek funding from any Partner of the Georgia Association of REALTORS®
8. To perform such other duties as directed by the Board of Directors, the Executive Committee or the President, or approved by the Committee
9. The Commercial Committee is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

(#10 removed – 2024.09.13)

COMMUNITY SERVICE COMMITTEE

Purpose: The Community Service Committee shall serve as the facilitator for "enhancing the quality of life in our communities" by organizing service activities that benefit communities by partnering with non-profit organizations across Georgia, and by providing local boards and associations with ideas and action plans for community service projects and initiatives.

Composition:
Number on Committee: Thirty-five (35); up to twenty-six (26) contributing
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, Vice President of Member and Public Services, Vice Chair of Member Communications Committee, a member of YPN, the Association Executive Committee representative, the Advisory Council representative, and thirteen (13) At-Large members representing each GAR Region. Up to twenty-six (26) contributing members – two (2) from each GAR Region. The Regional Directors are ex-officio members without the right to vote. 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: None

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for Chair, Vice Chair, Vice President of Member and Public Services, Vice Chair of Member Communications Committee, YPN Member, Association Executive Committee representative, and Advisory Council representative.

Two years (staggered) for At-Large Members

Limits: None

Quorum: Eight

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall facilitate an activity for Annual and Inaugural Conference attendees which benefits a Georgia-based charity or non-profit organization.

2. Shall facilitate a statewide GAR Community Service event annually, inviting local boards and brokerages to participate.

3. Shall develop service plans of varying scale and size in order to create a database for local associations to use as a reference for community service activity ideas.

4. Shall facilitate service activities through partnership with organizations that have a physical presence in Georgia and verifiable tax-exempt status under the Internal Revenue Code Section 501(c)(3) (through the IRS Tax Exempt Organization Search (TEOS) database).

5. Shall seek GAR Legal's input regarding releases, confidentiality and/or non-disclosure forms if presented or requested by partner organizations prior to volunteer participation.

6. Shall not seek funding from any Partner of the Georgia REALTORS®.

7. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

8. 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: Twenty-three (23)
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), the Association Executive Committee representative, the Advisory Council representative, and fourteen At-Large members including when possible at least one member from each Region, and one member recommended by the First Vice President to be approved by the President. (amended 2023.01.13) The President, President-Elect and the Vice President of Member and Public Services are ex-officio members with the right to vote.

Restrictions:

1. No more than twenty contributing members (amended 2023.01.13)
2. Except for those members who serve by virtue of office and the AEC and Advisory representatives, no more than two (2) members may be from the same primary Member Board.
3. Except from those members who serve by virtue of office and the AEC and Advisory representatives, no more than five (5) members may be from the same Region.
4. 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for Chair, Vice Chair, Vice Chair of Professional Development, YPN Member, AEC and Advisory representatives, and the member recommended by the First Vice President

Two years (staggered) for At-Large Members

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall assist with the Inaugural Conference and the Annual Conference of the Georgia Association of REALTORS® in cooperation with the staff of the Georgia Association of REALTORS®

2. Shall recommend a single site for each future Inaugural Conferences and the Annual Conferences.

3. The Chair shall create a Conference Committee subcommittee designated as Site Selection that shall meet as needed to make recommendations for future conference sites. The Vice President of Member and Public Services and the First Vice President's recommended member shall be members of Site Selection. (amended 2023.01.13)

4. Shall prepare and submit for approval by the Finance and Executive Committees a detailed annual budget for the Inaugural Conference and the Annual Conference

5. The Chair shall create an Expo Work Group chaired by the Vice Chair to complete the following tasks:
   A. Trade show set-up
   B. Exhibitor check-in
   C. Perform other duties as directed by the Chair
   (amended 2025.09.05)

6. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

7. 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

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

9. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(previous bullet #10 removed 2023.01.13; #10 removed 2024.09.13)

CREDENTIALS, CAMPAIGN AND RULES COMMITTEE (adopted 2023.09.08 – replacing Nominating Committee)

Purpose: The purpose of the Credentials, Campaign and Rules Committee shall be to evaluate candidate applications for all elective offices of the Georgia Association of REALTORS® ("Georgia REALTORS®" or "GAR") and to establish, monitor, enforce and manage campaign policies and procedures approved by the Board of Directors.

Composition:
Number on Committee: Eleven (11)
Chair: Past President Twice Removed
Vice Chair: Immediate Past President

Makeup: Chair, Vice Chair, three (3) most recent Past Presidents of the Georgia REALTORS® willing and able to serve and six (6) 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.

1. No local or state association Executives / CEO may serve on the committee
2. No Past President of the Georgia REALTORS® may serve as an At-Large member
3. No officer or regional director of the Georgia REALTORS® may serve as an At-Large member
4. No contributing members

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One (1) year for the Past Presidents and two (2) years (staggered) for At-Large members.

Limits: N/A

Quorum: Nine

Reporting: Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall be charged with screening applications for elected office to determine if the applicant meets the minimum criteria, qualifications, and prerequisites for the office.

2. Shall meet during the month of May each year to review candidate applications to ensure minimum criteria, qualifications, and prerequisites are met. The Committee may also meet more frequently as circumstances dictate or to carry out its duties and responsibilities.

3. Shall ensure that each candidate for elective office abides by the Georgia REALTORS® Campaign policies.

4. Shall manage the annual election process as defined in the Georgia REALTORS® Policies and Procedures Manual – Election Procedures.

5. Members of the Credentials, Campaign and Rules Committee shall remain neutral during the election process and shall not participate in campaigning for, or against, any candidate directly or indirectly to include but not limited to publicly or privately endorsing any candidate, speak on behalf of, or against, any candidate, posting on any social media platform or participate in any photo opportunities with any candidates. Members of the committee shall not wear or distribute campaign paraphernalia, buttons, stickers, etc. for any candidates.

6. Submission of an application to serve as an Officer or Regional Director from a member of the Credentials, Campaign and Rules Committee and/or immediate family member as defined in the GAR Conflict of Interest Policy shall be considered immediate resignation from the committee for the remainder of their appointed term.

7. Shall be responsible for developing and updating the Georgia REALTORS® credentialing policies and procedures. This includes establishing criteria for eligibility, disqualification, education, experience, and ethical standards. All changes o this policy must be approved by the Board of Directors.

8. Shall not seek funding from any Partner of the Georgia REALTORS®.

9. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

10. Shall perform such other duties as directed by the Board of Directors, the Executive Committee, or the President.

(#11 removed – 2024.09.13)

Disqualification Criteria

As part of the consideration of candidate applications received by the Georgia REALTORS®, the existence of any of the following shall deem an applicant ineligible to be a candidate for elective office of Georgia REALTORS®.

1. Member is not in good standing with any local, state, or national association/board where a REALTOR® membership is held by applicant
2. Code of Ethics violations resulting in disciplinary action (other than a Letter of Warning or Reprimand) within the past three (3) years (amended 2024.02.09)
3. Applicant has been disciplined by their current or previous local board within the last three (3) years. (adopted 2024.09.13)
4. Any outstanding misdemeanor or felony warrants
5. Felony conviction
6. A conviction, guilty plea or nolo contendere plea to any of the following misdemeanor acts involving theft, embezzlement, fraud, misappropriation, force, violence, or moral turpitude (amended 2024.02.09)
7. Is currently under felony indictment (adopted 2024.02.09)
8. More than one (1) driving under the influence conviction within the last ten (10) years (amended 2024.02.09)
9. Violation of Georgia License Law resulting in disciplinary action (other than a Letter of Reprimand) within the past five (5) years.
10. Any outstanding judgements against the applicant (personal or business)
11. Repeat or flagrant violations of the Georgia REALTORS® Campaign policies by the candidate or their designated campaign volunteers
12. Employed by the local board/association, member council, or multiple listing service

Minimum Qualifications and Prerequisites

Regional Director
The minimum qualifications and prerequisites for Regional Director is as follows:

Must be a member in good standing of an association/board within the region (region the candidate is qualifying for) for not less than one (1) from January 1 of the qualifying year.

Must have obtained AHWD Certification AND have completed one of the following DEI courses/certifications within the last three (3) years: (adopted 2024.02.09; amended 2024.09.13)

- L.E.A.D. DEI Course
- NAR 3 hr. Bias Override Training: Overcoming Barriers to Fair Housing

Must meet 8 of the 14 requirements listed below:

1. Currently enrolled or is a graduate of the Georgia REALTORS® Leadership Academy (amended 2024.09.13)
2. Currently enrolled or is a graduate of the NAR Leadership Academy, local board, or any other Institute, Society, or Council Leadership Academy (amended 2024.09.13)
3. Is serving or has served as a local association / board President or Officer or served as President or Officer of a local, state, or National Institute, Society, or Council (amended 2024.09.13)
4. Is serving or has served as a Chair or Vice Chair of a local association / board committee (amended 2024.09.13)
5. Is serving or has served on two (2) or more local association / board committees (amended 2024.09.13)
6. Is serving or has served as a local board / association – Board of Directors member for a minimum of two (2) years (amended 2024.09.13)
7. Is serving or has served as Chair or Vice Chair of a GAR committee, council, or forum (amended 2024.09.13)
8. Is serving or has served on two (2) or more GAR committees in the last three (3) years (amended 2024.09.13)
9. Is serving or has served on a GAR Presidential Advisory Group or Task Force (amended 2024.09.13)
10. Is serving or has served as a GAR State Director for a minimum of one (1) year of the last four (4) years (amended 2024.09.13)
11. Attended any 2 of the GAR Conferences in the last 2 years (Conferences are Inaugural and Annual)
12. Is serving or has served as a Chair or Vice Chair of a NAR or Institute, Society, or Council committee (amended 2024.09.13)
13. Is serving or has served on one (1) or more NAR committees (amended 2024.09.13)
14. Is serving or has served as a NAR Director (amended 2024.09.13)

Vice President
The minimum qualifications and perquisites for Vice President is as follows:

Must have obtained AHWD Certification AND completed one of the following DEI courses/certifications within the last three (3) years: (adopted 2024.02.09; amended 2024.09.13)

- L.E.A.D. DEI Course
- NAR 3 hr. Bias Override Training: Overcoming Barriers to Fair Housing

Must meet the requirements listed below:

Served as Regional Director for a full term or currently serving in second year as Regional Director, **or** meet 8 of the 14 following requirements: (amended 2024.02.09)

1. Currently enrolled or is a graduate of the Georgia REALRORS® Leadership Academy (amended 2024.09.13)
2. Currently enrolled or is a graduate of the NAR Leadership Academy, local board, or any other Institute, Society, or Council Leadership Academy (amended 2024.09.13)
3. Is serving or has served as a local association / board President or Officer or served as a President or Officer of a local, state or National Institute, Society or Council (amended 2024.09.13)
4. Is serving or has served as a GAR State Director for a minimum of two (2) of the last four (4) years (amended 2024.09.13)

5. Is serving or has served as a Gar Chair or Vice Chair of at least two (2) committees, councils, or forums (amended 2024.09.13)
6. Is serving or has served on the GAR Executive Committee (amended 2024.09.13)
7. Is serving or has served on the GAR Administration and Operations Committee (amended 2024.09.13)
8. Is serving or has served on the GAR Finance Committee (amended 2024.09.13)
9. Is serving or has served on the GAR Strategic Planning Committee (amended 2024.09.13)
10. Is serving or has served on two (2) or more GAR committees in the last three (3) years (amended 2024.09.13)
11. Is serving or has served on two (2) or more Committees for NAR, or National Institute, Society, or Councils (amended 2024.09.13)
12. Is serving or has served as a Chair or Vice Chair of a National Association of REALTORS® committee (amended 2024.09.13)
13. Is serving or has served as an NAR Director (amended 2024.09.13)
14. Attended any 2 of the GAR Conferences in the last 2 years (Conferences are Inaugural and Annual)

First Vice President
The minimum qualifications and prerequisites for First Vice President is as follows:
Served as a Vice President for one (1) full term or currently serving as a Vice President.

President-Elect
The minimum qualifications and prerequisites for President-Elect is as follows:

Served as the First Vice President for one (1) full term or currently serving as First Vice President. (amended 2024.02.09)

President
The minimum qualifications and prerequisites for President is as follows:

Served as the President-Elect for one (1) full term or currently serving as President-Elect. (amended 2024.02.09)

ECONOMIC POLICY ADVISORY COUNCIL (EPAC) (amended 2023.09.08)

Purpose: The Economic Policy Advisory Council is appointed to advise the Chief Executive Officer and Staff Liaison regarding economic outlook and development projections, strategies, policies, and activities within the state. (amended 2023.01.13 and 2023.09.08)

Composition:
Number on Committee: Twenty (20) (amended 2023.09.08)
Chair: Appointed by the President (amended 2023.09.08)
Vice Chair: Appointed by the President-Elect (amended 2023.09.08)

Makeup: Chair, Vice Chair, the Chairs and Vice Chairs of (1) Commercial Committee, (2) State and Local Governmental Affairs, (3) 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), the Association Executive representative, and the Advisory Council representative. The President, President-Elect, First Vice President, and Immediate Past President are Ex-Officio with the right to vote. (amended 2023.09.08)

Restrictions: The Economic Policy 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Concurrent with qualifying position

Limits: Concurrent with qualifying position

Quorum: Five (5) (amended 2023.09.08)

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

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall advise the GAR Chief Executive Officer, Chief Advocacy Officer, and Staff Liaison by annually prioritizing proposed engagement activities within the state during the 4th quarter meeting for the following year. (amended 2023.09.08)

2. Shall commit to maximize GAR's impact through personal participation in state economic development engagement activities within their local area.

3. Shall recommend appropriations from the GAR economic development fund to fund state prioritized activities.

4. Shall notice the Staff Liaison of new possible engagement opportunities.

5. Shall receive an annual written report on behalf of the invited GAR attendees (EPAC Chair, President, President-Elect, Chair and Vice Chair of the Commercial Committee, and CEO and/or appointed Staff member) an approved economic development conference or similar conference. Additionally, GAR shall endeavor to include Economic Development agency staff (as permitted within state restrictions) and/or partner with representatives from affiliated organizations. (amended 2025.09.05; 2026.02.20)

6. Shall establish successful global relationships and identify specific activities that will promote Georgia's real estate market and provide members with the education, information, tools, and resources to achieve optimum referral an international business results.

7. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#8 removed – 2024.09.13)

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 programs, staff, and activities of the Georgia Association of REALTORS®.

Composition:
Number on Committee: Thirty-one (31)
Chair: President
Vice Chair: President-Elect

Makeup: President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Regional Directors, eight At-Large members, with two of the eight being Commercial Practitioners, Association Executive representative, and the Advisory Council representative. The GAR CEO shall serve as an ex-officio member without the right to vote. (amended 2023.09.08)

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

> **Confidentiality and Non-Disclosure and Policy Agreement 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. (amended 2023.01.13)
>
> **Conflict of Interest Disclosure Policy and Agreement 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).
>
> At-Large members, Association Executive Representatives, and Advisory Council Representative appointments may not serve concurrently on Administration & Operations, Executive, or Finance (adopted 2023.09.08)
>
> At-Large members, Association Executive Representatives, and Advisory Council Representative appointments shall not exceed more than two (2) from any primary board. (adopted 2023.09.08)
>
> No contributing members

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for the President, the President-Elect, the Immediate Past President, the First Vice President and the Vice Presidents, AEC and Advisory Council representatives

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

Limits: N/A

Quorum: Fourteen

Reporting: Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall meet at least three times a year

2. Shall meet on the call of the President, the Board of Directors, or any five Executive Committee members (amended 2023.01.13)

3. Shall review and submit to the Board of Directors any proposed changes in the Constitution and Bylaws of the Georgia Association of REALTORS®

4. Shall review and submit to the Board of Directors the proposed annual budget of the Georgia Association of REALTORS®

5. 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

6. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

7. Shall require each committee chair to establish goals and objectives, and to be accountable for and periodically report on the activities of his or her committee

8. 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

9. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

10. Shall perform such other duties as directed by the Board of Directors or the President

(#11 removed – 2024.09.13)

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: Seventeen (17)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Association Executive representative, Advisory Council representative, 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.

1. At-Large appointees must have previous documented professional financial experience/education OR meet 3 of the 7 requirements below:
    A. Served as a Local Board President
    B. Current Broker Owner for a minimum of 2 years or former Broker Owner for a minimum of 5 of the last 10 years (amended 2023.01.13)
    C. Served on the GAR Executive or Finance Committee
    D. Served as a GAR Regional Director
    E. Graduate of the GAR Leadership Academy
    F. Served as a GAR Chair or Vice Chair
    G. Currently actively engaged with GAR with working knowledge of GAR
2. Annually three (3) At-Large appointees shall be selected by the incoming President to serve a two-year term.
3. At-Large members, Association Executive Representatives, and Advisory Council Representatives shall be selected from boards not represented by the elected officers or current At-Large members of the same primary local board/association (amended 2023.01.13 and 2023.09.08)
4. Chair and Vice Chair appointees must have served a minimum of 2 years on the Finance Committee prior to service.
5. At-Large members, Association Executive Representatives, and Advisory Council Representative appointments may not serve concurrently on Administration & Operations, Executive, or Finance (adopted 2023.09.08)

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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; One year concurrent with Chair, Vice Chair or elected office, AEC and Advisory representatives

Limits: No member may serve more than four consecutive years as an At-Large member (amended 2023.01.13)

Quorum: Ten

Reporting: First Vice President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

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

2. 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

3. 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

4. Shall ensure full and accurate accounts of the receipts and disbursements of funds of the Georgia Association of REALTORS® to be kept

5. 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.

6. 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

7. 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

8. 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®

9. Shall oversee all non-dues revenue (products and services) offered to the membership

10. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

11. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#13 removed – 2024.09.13)

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: Thirty-eight (38)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect
Makeup: Chair, Vice Chair, Association Executive representative, Advisory Council representative, and thirty-one 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 First Vice President are ex-officio members with the right to vote. (amended 2024.09.13)

Restrictions:

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement Option #1 – Members are required to have a signed GAR **Conflict of Interest Disclosure Policy and Agreement** f 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

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)
One year for AEC and Advisory representatives
Limits: No member may serve more than six consecutive years
Quorum: Nine
Reporting: First Vice President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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.)

2. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

3. 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

4. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

5. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(Previous bullet #2 removed 2023.01.13; #6 removed 2024.09.13)

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: Seven (7)
Chair: Immediate Past President
Vice Chair: 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, Association Executive representative and an Advisory Council representative

Restrictions: No contributing members

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One Year
Limits: N/A
Quorum: Three (3)
Reporting: National Association of REALTORS® Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall certify that applicants are in compliance with the NAR required guidelines

2. Shall make recommendations online for individuals who are qualified to serve as National Association of REALTORS® Committee Chairs and Vice Chairs

3. Shall make recommendations online for individuals to become members of National Association of REALTORS® Committees

4. Shall seek and promote qualified individuals for future National Association of REALTORS® Leadership

5. 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

6. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

7. Shall not seek funding from any Partner of the Georgia Association of REALTORS® (adopted 2023.01.13)

(#7 removed – 2024.09.13)

GEORGIA ACCREDITED COMMERCIAL SPECIALIST (GACS) BOARD OF GOVERNORS

(adopted 2025.02.21)

Purpose: The GACS Board of Governors shall provide the management, promotion and administration of the Georgia Accredited Commercial Specialist (GACS) Program.

Composition:

Number of Governors: Up to Fifteen (15)

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

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

Makeup: Dean, Associate Dean, Immediate Past Dean, Governors from each Accredited Commercial Council and Board in Georgia, Association Executive representative, and an Advisory Council representative. The President, President-Elect and Vice President of Professional Development are ex-officio members with the right to vote. Georgia Chapter President, or its Designee, from SIOR, CCIM, RLI, IREM are ex-officio members without the right to vote.

Note: To select the initial GACS Board of Governors, there will be 60 days from the February 21, 2025 Board of Directors meeting to open applications and for applicants to return their completed application to the Commercial Certification Task Force. The Task Force shall review applications and make recommendations to the President for seating the initial GACS Board of Governors. After the seating initial GACS Board of Governors, new Governor selection to the GACS Board of Governors shall be nominated by the existing GACS Board of Governors and approved by the GAR President from those eligible to serve based on approved written criteria. All members of the GACS Board of Governors must be a Georgia REALTOR® member in good standing.

Restrictions: No more than two members may be from the same primary Member Board or Accredited Commercial Council, excluding the Dean, Associate Dean, President, President-Elect, Vice President of Professional Development and ex-officio members.

> Up to six contributing members may be appointed for a one-year term by mutual agreement of the Dean and the GAR President-Elect.
>
> **Confidentiality and Non-Disclosure and Policy Agreement Option #1** – Members are required to have a signed **GAR Confidentiality and Non-Disclosure and Policy Agreemen**t on file with the staff liaison prior to any participation with the committee.
>
> **Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered). One year for AEC and Advisory Council representative

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

Quorum: One-Third (1/3) of the voting GACS Governors

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.)

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall be the creative body to research and implement a balance of education offerings for the Georgia Accredited Commercial Specialist (GACS) Program.

2. Shall coordinate and administer programs of education for the GACS Program.

3. Serve as the primary means of promotion of the GACS Program.

4. Review and update, if necessary, all GACS programs on an annual basis.

5. Responsible for determining the fee structure for the Georgia Accredited Commercial Specialist 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.

6. Responsible for determining the compensation for Georgia Accredited Commercial Specialist (GACS) Instructors. Said compensation shall be a part of the Instructor Manual and apply only to approved GACS Instructors. Any change regarding such compensation shall be reported to the Finance Committee and approved by the Executive Committee.

7. Responsible for the approval of new instructors for the Georgia Accredited Commercial Specialist (GACS) Program to be accomplished in a manner as deemed appropriate and approved by the Committee.

8. Review the performance of the Georgia Accredited Commercial Specialist (GACS) instructors to assure compliance with standards as set by the committee. If deemed appropriate, the committee may implement a recertification program for GACS Instructors.

9. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

10. Shall not seek funding from any Partner of the Georgia Association of REALTORS®.

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: Twenty-Three (23)
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, Immediate-Past Dean, one Governor from each Region, two at-large members who can be from any region, Association Executive representative, and an Advisory Council representative. 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, Associate Dean and Immediate Past Dean. (amended 2025.09.05)

No more than three members may be from the same Region excluding the Dean, Associate Dean and Immediate Past Dean. (amended 2025.09.05)

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

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

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered)
One year for AEC and Advisory Council representative

Limits: No member may serve more than seven years, including time as Dean, Associate Dean, and Immediate Past Dean. (amended 2025.09.05)

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.)

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall be the creative body to research and implement a balance of education offerings for the GRI Program

2. Shall approve elective courses and set up meetings with each local board's education chair within your Region.

3. Shall coordinate and administer programs of education for the GRI Program

4. Serve as the primary means of promotion of the GRI Program

5. 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

6. The Associate Dean shall attend the Professional Development Committee meeting and the Professional Development Forum during the annual NAR REALTORS® Conference and Expo as well as other events as deemed appropriate for the position

7. Review and update, if necessary, all GRI programs on an annual basis (adopted 2023.01.13)

8. Responsible for determining the fee structure for the Georgia Graduate, REALTOR® Institute (GRI) 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. (adopted 2023.01.13)

9. Responsible for determining the compensation for Georgia Graduate, REALTOR® Institute (GRI) Instructors. Said compensation shall be a part of the Instructor Manual and apply only to approved GRI Instructors. Any change regarding such compensation shall be reported to the Finance Committee and approved by the Executive Committee. (adopted 2023.01.13)

10. Responsible for the approval of new instructors for the Georgia Graduate, REALTOR® Institute (GRI) Program to be accomplished in a manner as deemed appropriate and approved by the Committee. (adopted 2023.01.13)

11. Review the performance of the Georgia Graduate, REALTOR® Institute (GRI) instructors to assure compliance with standards as set by the committee. If deemed appropriate, the committee may implement a recertification program for GRI Instructors. (adopted 2023.01.13)

12. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

13. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

(#14 removed – 2024.09.13)

HALL OF FAME ADVISORY COUNCIL

Purpose: The Hall of Fame Advisory Council shall meet annually to select new inductees into the GAR Hall of Fame

Composition:
Number on Council: Seven (7), appointed by the President
Chair:(Must be a Hall of Fame Recipient) Appointed by GAR President (amended 2023.01.13)
Vice Chair: N/A

Makeup: Hall of Fame Recipients, Association Executive representative and an Advisory Council representative

Restrictions: All council meetings will be closed

No contributing members

Term: Two years, staggered
One year for AEC and Advisory Council representative

Limits: N/A (amended 2023.01.13)

Quorum: Three

Reporting: Immediate Past President, Executive Committee, Board of Directors; notify Special Recognition as to incoming honorees

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall meet once each year to review nominations for Hall of Fame and select inductees. No more than two new honorees selected in any given year (amended 2023.01.13)

2. Review nomination form for potential changes and updates

3. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities (adopted 2023.01.13)

4. Shall not see funding from any Partner of the Georgia Association of REALTORS® (adopted 2023.01.13)

(#3 removed – 2024.09.13)

HOUSING OPPORTUNITY COMMITTEE

Purpose: The Housing Opportunity Committee shall provide strategic direction for the Georgia Association of REALTORS® on housing opportunity initiatives and policies.

Composition:
Number on Committee: Up to Twenty-five (25)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, *thirteen (13) at-large members to include at least one member from each of the thirteen (13) Georgia Association of REALTORS® regions, and one REALTOR® member holding membership in each of the ACT Council organizations (AREAA, NAREB, NAHREP, LGBTQ+ Real Estate Alliance, WCR), Association Executive representative, and an Advisory Council representative. The President, President-Elect and Immediate Past President are ex-officio members with the right to vote. *If a regional representative seat cannot be filled, the President may appoint an at-large member to fill the vacancy.

Restrictions: N/A

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Electronic Participation: GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Term: Two years (staggered) for At-Large appointees
Limits: N/A
Quorum: Six (6)
Reporting: Immediate Past President, Executive Committee, Board of Directors.

Duties and Responsibilities:

1. Establish relationships with appropriate state governmental agencies that have the responsibility of promulgation and enforcement of the fair housing laws to ensure equal opportunity for all people
2. Research and propose new programs/initiatives to meet the strategic objectives of GAR
3. Provide recommendations to the Professional Development Committee for the Inaugural and Annual Conference topics and/or speakers
4. Research and recommend topics and/or speakers for fair housing education programs for the membership via GAR events (such as Member Connect Summits, Leadership Live Series, Brokers Summits)
5. Disseminate information on housing opportunity programs, workforce housing challenges, and provide awareness of available housing opportunity resources from the National Association of REALTORS® and other organizations to the local boards and membership
6. Share housing opportunity, workforce housing, and fair housing knowledge, expertise, analysis and information with other GAR Committees as appropriate.
7. 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.
8. Encourage REALTORS® participation and collaboration through state and local initiatives
9. Shall not seek funding from any Partner of the Georgia Association of REALTORS®
10. 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 fund's requests

11. Shall perform such other duties as directed by the Board of Directors or the Executive Committee
12. 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
13. Shall confine its activities to its specific purpose as defined in the Policies and Procedures and outlined in the purpose and duties & responsibilities.

(#14 removed – 2024.09.13)

INCLUSION, DIVERSITY, EQUITY & ACTION (IDEA) COMMITTEE

Purpose: The IDEA Committee shall research and recommend DEI initiatives to increase diversity, equity, and inclusion within the real estate profession, Georgia Association of REALTORS®, and its leadership.

Composition:
Number of Committee: Up to Twenty-five (25)
Chair: Appointed by the President
Vice Chair: Appointed by the President Elect

Makeup: Chair, Vice Chair, thirteen (13) at-large members representing each of the Georgia Association of REALTORS® regions, one REALTOR® member holding membership in each of the ACT Council organizations (AREAA, NAREB, NAHREP, LGBTQ+ Real Estate Alliance, WCR), an Association Executive representative and an Advisory Council representative. The President, President-Elect and first Vice President are ex-officio members with the right to vote. *If a regional representative seat cannot be filled, the President may appoint an at-large member to fill the vacancy.

Restrictions: N/A

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20).

Electronic Participation: GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Term: Two years (staggered) for At-large and ACT representatives
Limits: N/A
Quorum: Eight (8)
Reporting: First Vice President, Executive Committee, Board of Directors

Duties and Responsibilities:

1. Shall research and identify DEI opportunities, concerns, and needs of the members to meet the strategic objectives of GAR
2. Shall provide insight, and recommendations, for the development of policy and/or initiatives to expand opportunities and address concerns/needs within the Georgia Association of REALTORS®
3. Shall identify opportunities/initiatives to increase diversity within the real estate profession and develop actionable recommendations
4. Shall share diversity knowledge, expertise, analysis, and information with other Georgia REALTOR® committees as appropriate.
5. Shall encourage diversity through collaboration with multicultural real estate organizations.
6. Shall provide recommendations to the Professional Development Committee for the Inaugural and Annual Conference topics and/or speakers
7. Shall research and recommend topics and/or speakers for DEI programs for the membership via GAR events (such as Member Connect Summits, Leadership Live Series, Brokers Summits)
8. Shall encourage all Committee members to attend GAR Conference First Time Attendee Receptions to assist in welcoming new attendees and encourage them to become involved
9. Shall not seek funding from any Partner of the Georgia Association of REALTORS®
10. 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 fund's requests
11. Shall perform such other duties as directed by the Board of Directors or the Executive Committee

12. Shall periodically review the overall duties and responsibilities of the committee to ensure that the committee's strategies and plans of action are relevant and timely, and recommend proposed amendments to the Board of Directors

13. Shall confine its activities to its specific purpose as defined in the Policies and Procedures and outlined in the duties & responsibilities

    (#14 removed – 2024.09.13)

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: Ten (10)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect
Makeup: Chair, Vice Chair, six At-Large members, Association Executive representative, and an Advisory Council representative

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, Vice Chair, AEC and Advisory Council representative. Two years staggered for At-Large members
Limits: Chair, Vice Chair, and At-Large appointees must be a graduate of the GAR Leadership Academy

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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Quorum: Five
Reporting: President-Elect, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:
1. Shall recruit and recommend applicants for the Leadership Academy program

2. Shall annually review the program content and make recommendations for enhancements

3. Shall serve as hosts for the Inaugural Conference Leadership Academy Luncheon

4. Shall serve as hosts for the Annual Conference Leadership Graduate Reception

5. Shall commit to serve as session facilitators (minimum of one session annually)

6. Shall recommend and provide input for Leadership Academy alumni events an/or projects

7. 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

8. Shall not seek funding from any Partner of the Georgia REALTORS®

9. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

10. The Leadership Academy Advisory Group is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

(#11 removed – 2024.09.13)

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: Nineteen (19)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Chair of the State and Local Government Affairs Committee, Association Executive representative, Advisory Council representative, and eight At-Large members. The President, the President-Elect and First Vice President 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

Confidentiality and Non-Disclosure and Policy Agreement 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.

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

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

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

Term: One year for the Chair of the State and the Local Government Affairs Committee, AEC and Advisory Council representative
Two years (staggered) for the At-Large members

Limits: N/A

Quorum: Five

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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 Chair and Vice Chair 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.)

2. 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®

3. Shall review and recommend action regarding other legal affairs of the Georgia Association of REALTORS® as assigned

4. Shall stay abreast of litigation that adversely affects those engaged in the profession

5. 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

6. Shall promote the necessity for members to be constantly aware of legal developments that affect them

7. Shall provide means of disseminating information to the members advising them of their legal responsibilities and liabilities

8. 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

9. Shall act as liaison between Georgia Association of REALTORS® and the Georgia Bar Association to encourage harmonious relations between the professions

10. Shall provide educational programs for the benefit of the members of Georgia Association of REALTORS® and their legal counsel

11. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

12. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

13. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#14 removed – 2024.09.13)

MEMBER COMMUNICATIONS COMMITTEE (renamed 2025.09.05)

Purpose: The Member Communications Committee shall be charged with serving as GAR's 'communication ambassadors' by disseminating GAR's messages to internal audiences, including members, association executives, and affiliate members. The committee will work with staff to recommend relevant member-focused topics and to deliver these messages to audiences throughout the state primarily through word-of-mouth, video, and social media outreach. (amended 2025.09.05)

Composition:
Number on Committee: Thirty-five (35)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, Vice President of Member and Public Services, a member of YPN, a member of the Community Service Committee, the Association Executive representative, the Advisory Council representative, and thirteen At-Large members. (amended 2023.01.13) The Regional Directors are ex-officio members without the right to vote. 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for the Vice President of Member and Public Services, the Chair of the Association Executives Committee, Chair of Technology Forum, YPN member, Vice-Chair of Conference, and the AEC and Advisory representatives

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall promote and protect the REALTOR® brand among internal audiences: members, local boards/associations, and affiliates. (amended 2025.09.05)

2. Shall work with staff to brainstorm topics each quarter for member outreach (adopted 2025.09.05)

3. Shall deliver presentations on select GAR member benefits to local boards and brokerages within their region quarterly (adopted 2025.09.05)

4. Shall work with staff to share images, videos and messages on social media channels promoting GAR events and initiatives (adopted 2025.09.05)

5. Shall promote REALTOR® association value to current members (amended 2025.09.05)

6. Shall work with other GAR committees to promote Association initiatives

7. Shall provide feedback on GAR communication initiatives and mediums (amended 2025.09.05)

8. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

9. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#12 removed – 2024.09.13; #3, #4, #5, #8 & #9 removed – 2025.09.05)

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:
Number on Forum: Varies
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Term: One year

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall set agenda and format of MLS Forum held at the Inaugural Conference and the Annual Conference

2. 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

3. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

4. The MLS Forum is not a policy-making body; however recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#6 removed – 2024.09.13)

PRESIDENT AND PRESIDENTS-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:
Number on Forum: Varies
President's Forum: All local board/association Presidents and GAR President
Presidents-Elect Forum: All local board/association President-Elects and GAR President-Elect
President's Forum Chair: Local board President appointed by the President (amended 2023.01.13 and 2023.09.08)
Presidents-Elect Forum Chair: Local board President-Elect appointed by the President-Elect (amended 2023.01.13 and 2023.09.08)
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 Presidents-Elect Forum)

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. The Forums shall be held twice annually during the Inaugural and Legislative Conference and the Annual Conference

2. The GAR President and President-Elect Forum Chairs shall develop an Agenda for each Forum

3. The President and Presidents-Elect Forums are not policy-making bodies; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

4. 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-nine (29)
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, Association Executive representative, and an Advisory Council representative. The President, the President-Elect, the Vice Chair of the Conference Committee, and the Vice Chair 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 and the AEC and Advisory representatives, 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 and the AEC and Advisory representatives, no more than three (3) members may be from the same primary Member Board.

Except for those members who serve by virtue of office and the AEC and Advisory representatives, 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)

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

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered); One year for AEC and Advisory Council representatives
Limits: N/A
Quorum: Fifteen (amended 2023.01.13)

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Recommend topics and speakers for the education sessions held at the Inaugural Conference and Annual Conference and Expo

2. 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

3. 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

4. Develop and maintain a Manual for Certified Facilitators

5. 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

6. Develop training and certification for facilitators

7. 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

8. Each committee member and contributing member shall complete Georgia Association of REALTORS® facilitator training every two years

9. The Vice Chair shall serve as a member of the Conference Committee and the Technology Forum

10. 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

11. 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

12. 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

13. All continuing education courses shall follow License Law and Rules and Regulations of the Georgia Real Estate Commission

14. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

15. 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

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

17. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities

(#18 removed – 2024.09.13)

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: Twenty-three (23)

Chair: Appointed by the President

Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, sixteen At-Large members including at least one member from each Region, Association Executive representative, and an Advisory Council representative. In the event that any Region does not have members willing and ready to serve, the President shall appoint an at-large member(s) to serve. (adopted 2023.01.13) The President, President-Elect and First Vice President are ex-officio members with the right to vote.

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

Except for those members who serve by virtue of office and the AEC and Advisory representatives, 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 with the exception of the AEC and Advisory representatives.

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

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

Term: Two years (staggered); One year for the AEC and Advisory representatives

Limits: N/A

Quorum: Six

Reporting: First Vice President, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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

2. 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

3. The Chair and Vice Chair shall attend the National Association of REALTORS® professional standards training and shall develop annual professional standards training

4. 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

5. 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

6. 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

7. 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)

8. Shall attend the Statewide Professional Standards Training once per term

9. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

10. 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

11. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#13 removed – 2024.09.13)

PROPERTY MANAGEMENT COUNCIL (adopted 2024.09.13)

Purpose: The Property Management Council shall work to identify and serve the unified needs of property management practitioner members throughout the state of Georgia. To focus on property management real estate industry issues and trends, professional development, industry awareness and leadership support to help members achieve their business goals.

Composition:
Number: Twenty (20)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, at least one At-Large Property Management practitioner from each Region, Association Executive representative, and the Advisory Council representative. In the event that any Region does not have members willing and ready to serve, the President shall appoint an at-large member(s) to serve. The President, President-Elect and Vice President of Professional Development are ex-officio members with the right to vote.

Attendance Requirements: Georgia REALTOR Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Estimated Time Commitment: Four meetings per year for an average of an hour and a half per meeting. 6 hours per year.

Term: Concurrent with qualifying position or Two years (staggered) One year for AEC and Advisory Council representatives
Limits: N/A
Quorum: Eight (8)
Reporting: Vice President of Professional Development, Executive Committee, Board of Directors

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall set agenda and format of the Property Management Forum to be held at the Inaugural Conference and the Annual Conference

2. To encourage the adoption and implementation of securing a path to membership in the Georgia Association of REALTORS® to other property management real estate professional groups

3. To coordinate the Georgia Association of REALTORS® activities to increase interaction with property management real estate professionals, GAR membership and other property management business organizations, and governmental and non-governmental agencies that serve Georgia

4. Shall provide meaningful dialogue among property management members to enhance GAR's ability to capture trends, regulations, legislative and public policy issues and economic conditions

5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties and responsibilities.

6. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

7. To perform such other duties as directed by the Board of Directors, the Executive Committee or the President

8. The Property Management Council is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

REALTOR® PARTY ACTION COMMITTEE FUNDRAISING COUNCIL

Purpose: To cultivate an active connection between the state association and the local associations centered upon RPAC Fundraising efforts to meet annual goals.

Composition:
Number on Committee: Forty (40)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, two Regional Representatives* from each GAR Region, one Association Executive At-Large, the President, President-Elect, First Vice President, Vice President of Governmental Affairs, NAR RPAC Major Investor Council representative, NAR RPAC Participating Council representative, NAR RPAC Trustee Fundraising Committee representative, RPAC Chair, RIAC Chair, Association Executive representative, and an Advisory Council representative. The President, President-Elect, First Vice President, Vice President of Governmental Affairs, NAR RPAC Major Investor Council representative, NAR RPAC Participating Council representative, NAR RPAC Trustee Fundraising Committee representative, RPAC Chair and RIAC Chair are all ex-officio members with the right to vote.

*In the event that any Region does not have two members willing and ready to serve, the President shall appoint an at-large member(s) to serve

Restrictions:
Regional Representatives shall not have the same primary local board
Regional Representatives shall not serve concurrently on RIAC or RPAC

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years, staggered within each GAR Region; Ex-officio members shall serve concurrent with qualifying positions; One year for AEC and Advisory representatives

Limits:
The Association Executive At-Large is eligible to serve with a limit of one term and must skip at least one term before applying to return.
Regional representatives are eligible to serve up to three consecutive terms and must skip one term before applying to return if the three-term limit was reached.

Quorum: Ten

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda

Duties and Responsibilities:

1. Shall pursue NAR RPAC Goals and RPAC Awards

2. Shall coordinate fundraising efforts via state hosted fundraisers which provide local board credit for investments

3. Shall promote adherence to state and national fundraising rules, guidelines, and laws

4. Shall promote use of NAR REALTOR® Party Programs and Grants for fundraising events at the state and local level

5. Shall promote use of Georgia RIAC for fundraising events at the state and local level

6. Shall before June 30th of each year, submit a funding request to REALTORS® Political Action Committee (RPAC) for the subsequent calendar year, as well as any amended funding requests for the current year, for the purposes of holding regional or state level RPAC fundraising events. These submissions shall not preclude REALTORS® Party Action Committing Fundraising from requesting additional funds at other points in the year from RPAC. (adopted 2023.09.08)

7. Shall serve as a resource for local boards in pursuit of RPAC goals

8. Shall develop strategies for recognition of Georgia RPAC investors statewide

9. All members are encouraged to be investors

10. All members are encouraged to have fundraising experience

11. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#12 removed – 2024.09.13)

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 on Committee: Sixteen (16)
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, six At-Large members, the Association Executive representative, and the Advisory Council representative. 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 and the AEC and Advisory representatives, no more than two members may be from the same primary Member Board.

1. At-Large Appointees must meet at least one (1) of the requirements below:
   A. Previously served on RPIC
   B. Previously served as a state or local RPAC Trustee
   C. Previously served on State and Local as a voting or contributing member
   D. Previous RPAC or REALTOR® Party experience on the national, state, or local level
2. 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 and the AEC and Advisory representatives **(including chair and vice chair)**, no more than three members may be from the same Region.

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Three years staggered for At-large appointees
One year term for Chair, Vice Chair, AEC and Advisory representatives
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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall support grassroots lobbying and educational efforts related thereto RIAC funds

2. 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 $35,000.00. RIAC, the Georgia Association of REALTORS® Executive Committee and the Georgia Association of REALTORS® Board of Directors must approve expenditures over $35,000.00. (amended 2025.09.05)

3. 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

4. Shall be organized and operated according to the statutes of the State of Georgia

5. 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

6. Shall support or oppose state and local issues that impact real property in the State of Georgia

7. Shall, before June 30th of each year, submit a funding request to REALTORS® Political Action Committee for the subsequent calendar year, as well as any amended funding requests for the current year. These submissions shall not preclude RIAC from requesting additional funds at other points in the year from RPAC. (adopted 2023.09.08)

8. Shall submit all proposed rules, regulations, policies and fiscal activities to the Executive Committee and the Board of Directors for approval before implementation

9. 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®

10. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

11. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#13 removed – 2024.09.13)

REALTORS® POLITICAL ACTION COMMITTEE

Purpose: The REALTORS® Political Action Committee shall be organized and operated primarily for the purpose of collecting investments 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 on Committee: Twenty-five (25) (Trustees 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 for a one-year term
Vice Chair: Elected by the Board of Trustees and subject to confirmation by the President-Elect for a one-year term
Treasurer: Elected by the Board of Trustees and subject to confirmation by the President-Elect
Association Executive Representative: Appointed by the President-Elect
Advisory Council Representatives: Appointed by the President-Elect

Makeup: Chair, Vice Chair, Association Executive representative, Advisory Council representative, 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, Treasurer of the REALTORS® Political Action Committee, the AEC and Advisory representatives, no more than two members may be from the same primary Member Board or from the same Congressional District.

Trustees 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 the State and Local Governmental Affairs as a voting or contributing member
- Previous RPAC or REALTOR® Party experience on the national, state, or local level

(*Effective January 1, 2021) No GAR officer or regional director may be eligible to concurrently serve as a member, other than as in an ex-officio capacity.

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered); One year for AEC and Advisory representatives

Trustee & Alternate Limits:

No trustee is eligible to serve more than four consecutive years as a member and shall not be reappointed as a Trustee or an Alternate for three years thereafter.

No alternate is eligible to serve more than four consecutive years as an alternate. This does not preclude an alternate from becoming a trustee.

Chair & Vice Chair Limits:

No Chair is eligible to serve more than two consecutive one-year terms in that capacity and shall not be eligible to serve in that capacity, or be reappointed as a member for three years thereafter.

No Vice Chair is eligible to serve more than two consecutive one-year terms in that capacity and shall not be eligible to serve in that capacity, or be reappointed as a member for three years thereafter.

Nothing in this policy shall preclude the Vice Chair from being elected Chair and thereby serving one or more additional terms.

Quorum: Seven

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall assist the National Association of REALTORS® Political Action Committee with information concerning candidates for Federal office as requested
2. 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)
3. 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
4. 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
5. Shall assist REALTORS® and others in organizing themselves for more effective political action and in carrying out their civic responsibilities
6. Shall support candidates for election to legislative and executive offices of the State of Georgia
7. Shall provide funds for national political committees
8. 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.)
9. 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®

10. 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

11. Shall participate in Regional events for local board/association leadership to provide information regarding RPAC and to promote RPAC investment

12. Shall attempt to promote geographical diversity within the committee by seeking alternates from other boards in the district whenever possible

13. Shall support the actions and the desires of the committee

14. All Trustees are encouraged to be investors at the Ambassador level ($500.00 - $999.99), with the Sterling R level ($1,000.00+) preferred

15. Shall communicate and take responsibility for explaining the actions and the decisions of the committee to the boards/associations within their districts

16. 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

17. Shall serve as the voice of the boards/associations within each district to the committee

18. Shall serve as the voice of the committee to the boards/associations within each district

19. 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

20. Shall inform the District Alternate Trustee when unable to participate in committee activities so that the district may have representation when decisions are made

21. 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

22. Shall contact the Member of Congress of each Crystal R, Golden R, Platinum R or President's Circle member in his/her district to order a 4x6 nylon 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 investor presentation with the appropriate Federal Political Coordinator. (amended 2023.09.08)

23. Shall visit or direct the Alternate Trustee to visit all boards within their districts for the purpose of promoting RPAC at least once per year

24. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

25. 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

26. 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.

27. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

28. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#29 removed – 2024.09.13)

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: Up to Twenty-two (22)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Sixteen Federal Political Coordinators and one alternate for each Coordinator, the Association Executive representative, and the Advisory Council representative. 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 Chair. 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:

> **Confidentiality and Non-Disclosure and Policy Agreement 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.
>
> **Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years for Coordinators, or until the end of the Term of Congress in which they are appointed; One year for Alternates, AEC and Advisory representatives

Limits:
1. 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.

2. 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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall provide the education and information necessary to each member board to enable them to establish a grass root political organization
2. Shall implement programs necessary to ensure maximum member participation in the National Association of REALTORS® and Georgia Association of REALTORS® Calls to Action
3. Shall promote candidate interviews for timely recommendations to be forwarded to the REALTORS® Political Action Committee (RPAC) Trustees of the Georgia Association of REALTORS®
4. 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 Board*s* 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
5. 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
6. Shall encourage all members to attend the annual Legislative meetings of the National Association of REALTORS® in Washington, D.C.
7. Shall promote and coordinate an invitation program so as to include Members of Congress at Georgia Association of REALTORS® Conference 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 Chair 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
8. Shall maintain public and member-based grassroots network
9. Shall educate members of the importance of responding to Calls for Action
10. Shall not seek funding from any Partner of the Georgia Association of REALTORS®
11. 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
12. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.
13. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#14 removed – 2024.09.13)

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 of REALTORS®' REALTOR® of The Year Award, YPN Young Achievers Award, and GAR Good Neighbor Award; review nominations for the National Association of REALTORS®' Distinguished Service Award; and shall prepare official resolutions and proclamations as directed by the President, the Executive Committee or the Board of Directors. (amended 2026.02.20)

Composition:
Number on Committee: Fifteen (15)
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, the Association Executive representative, the Advisory Council representative, 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.

> **Confidentiality and Non-Disclosure and Policy Agreement 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.
>
> **Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

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 names of the recipient(s) of the REALTOR® of the Year, Good Neighbor and YPN Young Achievers awards are not subject to review) (amended 2023.01.13)

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall judge REALTOR® of the Year entries prior to the Annual Conference & Expo of the Georgia Association of REALTORS®

2. Shall encourage the local boards/associations to nominate qualified candidates for the National Association of REALTORS® Distinguished Service Award

3. Shall review and nominate a qualified candidate for the National Association of REALTORS® Distinguished Service Award

4. Shall recommend changes to the awards criteria for approval by the Board of Directors

5. 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

6. Shall select recipients for the GAR YPN Young Achievers Award and the GAR Good Neighbor Award (amended 2023.01.13)

7. 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

8. Shall be responsible for the oversight and annual budget request for the Honors Reception

9. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

10. 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 funding requests

11. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

12. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#14 removed – 2024.09.13; previous #5 removed 2026.02.20)

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-nine (29)
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, Association Executive representative, Advisory Council representative, 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.

Restrictions: Except for those members who serve by virtue of office, the AEC and Advisory Council representatives, 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

Confidentiality and Non-Disclosure and Policy Agreement 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.

Conflict of Interest Disclosure Policy and Agreement 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. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered); One year for AEC and Advisory Council representatives

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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.

2. Shall promote and/or develop new proposed legislation where appropriate to enhance and protect private property rights

3. 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

4. Shall promote public policies relating to real estate licensure which are in the best interest of the members and the general public

5. Shall pursue all matters approved by the Georgia Association of REALTORS® with the Georgia Real Estate Commission

6. 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

7. Shall attend annual Legislative Conference / Event and visit with legislators at the Georgia State Capitol the same day

8. Shall communicate top legislative priorities to Association Executives, Regional Directors and Board/Association Presidents

9. Shall establish a subcommittee designated as the State Political Coordinator (SPC) Selection Subcommittee. This subcommittee shall make SPC recommendations to the State and Local Government Affairs Committee for final approval. The members of the SPC Select Subcommittee shall be the State and Local Government Chair and Vice Chair, the GAR President, President-Elect, and Vice President of Governmental Affair, and six (6) members appointed by the State and Local Government Affairs Chair. (adopted 2026.09.04)

10. Shall develop and distribute public policy positions and talking points on issues

11. Shall educate members of the importance of responding to Calls for Action

12. Shall not seek funding from any Partner of the Georgia Association of REALTORS®.

13. Shall communicate GAR legislative and advocacy activities to all GAR members utilizing available communication platforms

14. 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

15. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

16. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#16 removed – 2024.09.13)

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

Makeup: Chair, Vice Chair, President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Regional Directors, two Past GAR Presidents, Association Executive representative, Advisory Council representative, four local board Presidents or Presidents-Elect at the time of appointment and ten At-Large members (amended 2023.01.13)

Restrictions: The ten At-Large appointments may not be Past GAR Presidents or sitting local board Presidents/Presidents-Elect at the time of appointment (amended 2023.01.13)

Local Board Presidents/Presidents-Elect appointees selected shall have participated in the most recent Strategic Engagement Seminar (beginning with 2027 appointees) (adopted 2023.01.13; amended 2025.09.05)

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: Two years (staggered) for ten At-Large Members, two GAR Past Presidents, four Local Board Presidents/Presidents-Elect (amended 2023.01.13)

One year term for President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, and the AEC and Advisory Council representatives. Regional Directors shall run concurrently with their term (amended 2023.01.13)

Limits: N/A

Quorum: Two-thirds

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. 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.

2. 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®)

3. 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

4. Shall define the most critical strategic issues and the responses to those issues covered by the strategic plan

5. The Committee shall participate in a facilitated retreat in each odd numbered year (2023, 2025, 2027, 2029…) (amended 2023.01.13)

6. The Committee Chair and Vice Chair shall host a facilitated Strategic Engagement Seminar with the Local Board Presidents and Presidents-Elect in each even numbered year (2024, 2026, 2028, 2030…) (adopted 2023.01.13; amended 2025.09.05)

7. 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.

8. Shall not seek funding from any Partner of the Georgia Association of REALTORS®

9. 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

10. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

11. Shall perform such other duties as directed by the Board of Directors, the Executive Committee or the President

(#12 removed – 2024.09.13)

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:
Number on Forum: Varies
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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall set agenda and format of Technology Forum to be held at the Inaugural Conference and the Annual Conference

2. The Technology Forum is not a policy-making body; however, recommendations and concerns shall be forwarded to the appropriate GAR Committee(s)

3. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

(#4 removed – 2024.09.13)

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: Fifteen (15)
Chair: Appointed by the President
Vice Chair: Appointed by the President-Elect

Makeup: Chair, Vice Chair, eight at-large members, with preference given to those members who will be chairing or have chaired a YPN at their local board, the Association Executive representative, and the Advisory Council representative. The President, President-Elect and Vice President of Member and Public Services are ex-officio with the right to vote.

Restrictions: N/A

Attendance Requirements: Georgia REALTOR® Bylaws, Article X, Section 8. Except for ex-officio members, absence from two consecutive scheduled committee meetings will constitute automatic resignation from the committee. Voting by proxy is not permitted. (amended 2026.02.20)

Term: One year for the Chair, Vice Chair, AEC and Advisory Council representatives; Two-year staggered for At-Large members

Limits: N/A

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

GAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the Agenda.

Duties and Responsibilities:

1. Shall facilitate a minimum of three events each year designed to attract a "YPN" audience, and:
   A. Shall ensure that at least one event each year must contain an RPAC/Political Advocacy fundraising component
   B. Shall ensure that at least one event each year must contain an educational component
   C. Shall ensure that at least one event each year have a community and/or service focus

2. Shall communicate with YPN membership database at least quarterly and shall coordinate with GAR staff to update YPN membership database at least bi-annually

3. 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

4. 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.

5. Shall coordinate all sponsorships requests through the staff liaison to solicit appropriate sponsorships for meetings and events, following the established GAR Partnership guidelines

6. 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

7. All requests for funds are the be channeled through the Finance Committee for inclusion in its report to the Executive Committee as the budgeting impact of such funds requests

8. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

9. Shall perform other duties as directed by the Board of Directors or the President

(#10 removed – 2024.09.13)