

# **GEORGIA ASSOCIATION OF REALTORS<sup>®</sup>**

## Political Action Programs Governing Documents

RPAC Statement of Policy

RIAC Statement of Policy

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As approved by GAR Board of Directors  
September 20, 2014

# **GEORGIA ASSOCIATION OF REALTORS®**

## **POLITICAL ACTION COMMITTEE (RPAC)**

### **STATEMENT OF POLICY**

#### **ARTICLE I**

##### **NAME AND DEFINITION**

The name of this Committee is GEORGIA REALTORS® POLITICAL ACTION COMMITTEE hereinafter sometimes referred to as “Georgia RPAC” and sometimes as the “COMMITTEE”. It is a voluntary, non-profit, unincorporated committee of individual REALTORS® and others, and is not affiliated with any political party. The committee is a politically independent, autonomous organization, and is not a branch or subsidiary of any national or other political committees, but is affiliated with the National Association of REALTORS® Political Action Committee (NAR RPAC).

#### **ARTICLE II**

##### **PURPOSE**

The Georgia REALTORS® Political Action Committee shall be organized and operated exclusively for the purpose of collecting political contributions and making expenditures of such funds to further the candidacy of individuals for nomination or election to legislative and executive offices of the State of Georgia, counties and municipalities, to assist the National Association of REALTORS® Political Action Committee with fundraising and information on national candidates as requested, and to do any and all things necessary to accomplish such purposes, as authorized by the Federal Election Campaign Act and consistent with the Georgia Campaign and Financial Disclosure Act.

#### **ARTICLE III**

##### **REGULATION**

The regulation and administration of the business and conduct of the affairs of the Georgia RPAC shall be determined by: (1) the Federal Election Campaign Act of 1971, as amended; (2) the Election Code of the State of Georgia and rules, regulations and interpretations promulgated by the Chief Election Officer of the State of Georgia and (3) these Articles of Organization, Robert's Rules of Order and such Rules and Regulations as shall from time to time be adopted pursuant thereto. Neither the Executive Committee nor the Board of Directors shall have any input concerning the disposition of funds to candidates.

## ARTICLE IV

### FUNDRAISING AND DISTRIBUTION

RPAC shall undertake and cooperate in a joint fundraising effort with the REALTORS<sup>®</sup> Issues Action Committee (RIAC). This joint fundraising effort shall be titled the Georgia REALTORS<sup>®</sup> Political Activities Committee (GARPAC). GARPAC shall be governed by the attached agreement (*see Addendum A*). Funds raised by GARPAC will be used to achieve the greatest possible favorable impact on political matters that affect real property. The distribution of funds between RPAC and RIAC will be set and adjusted as necessary by the RPAC Trustees not less than once each year. The split will be monitored to ensure that both RPAC and RIAC have adequate funds to carry out their stated policies.

## ARTICLE V

### TRUSTEES

1. The management and administration of RPAC and the conduct of its affairs shall be vested in a Board of Trustees who shall be members in good standing of RPAC and the Georgia Association of REALTORS<sup>®</sup>. There shall be one Trustee elected from each of the congressional districts of Georgia, plus a Chairman and Vice-Chairman. A District Trustee shall be elected to serve as Treasurer of the Board of Trustees. All Trustees- and Officers-elect shall be subject to confirmation by the President-Elect of the Georgia Association of REALTORS<sup>®</sup>. The President, President-Elect, Vice President of Governmental Affairs, State & Local Government Affairs Committee Chairman, RIAC Chairman and RPIC Chairman of the Georgia Association of REALTORS<sup>®</sup>, while serving in their capacity as Chairmen, are ex-officio members of the Georgia RPAC Board of Trustees without privilege to vote. In addition, any NAR RPAC Trustee 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 privilege to vote.
2. The Georgia RPAC Trustees shall serve for two-year staggered terms. All officers will serve one two-year term. No individual, other than the Chairman and Vice-Chairman, may serve more than six consecutive years. If elected Vice-Chairman, a member is eligible to serve one additional two-year term and may serve no more than eight consecutive years, unless elected Chairman. If elected Chairman, a member is eligible to serve one additional two-year term and may serve no more than ten consecutive years. The incumbent Trustees shall appoint a successor Trustee whenever a vacancy exists or is about to occur, subject to confirmation by the President-Elect of the Georgia Association of REALTORS<sup>®</sup>. A quorum shall consist of seven (7) Trustees.
3. Except for the Chairman, Vice-Chairman and Treasurer, no more than two members from the same Congressional District can serve as Trustees during the same year. Except for the Chairman, Vice-Chairman and Treasurer, no more than two members from the same primary board can serve as Trustees during the same year. There will be no contributing members.
4. For the purpose of this document Local Board/Association jurisdiction shall be determined by the Board of Trustees based on the territory described in the Local Board's/Association's charter as established by the National Association of REALTORS<sup>®</sup>.
5. The Board of Trustees may cooperate with National and other State and Local REALTORS<sup>®</sup> Political Action Committees.

## ARTICLE VI

### OFFICERS

1. The general officers of the committee shall be comprised of a Chairman, Vice-Chairman and Treasurer. The Board of Trustees shall elect the officers at its Annual Meeting and those officers shall be subject to confirmation by the President-Elect of the Georgia Association of REALTORS<sup>®</sup>.
2. The Board of Trustees may appoint such employees or agents as it may determine necessary to carry out the purposes of the Georgia RPAC. Alternate Trustees shall have voting privileges in the absence of the Trustee from that alternate's district (*see Article VII*).
3. The Board of Trustees shall have the authority to appoint such subcommittees from the membership of Georgia RPAC as necessary to carry out the purposes of this organization.
4. Absence from two consecutive scheduled committee meetings will constitute automatic resignation from the Board of Trustees. If a Trustee becomes ineligible to serve or resigns his or her office, a vacancy in such office shall be declared and the vacancy shall be filled by the Trustees, subject to confirmation by the President-Elect. The person appointed to fill the vacancy shall serve for the remainder of the term of the predecessor Trustee and shall reside in the same district as the predecessor Trustee, except for the Chairman, Vice-Chairman or Treasurer.
5. The Chairman shall be the chief executive officer of the Board of Trustees and shall be an ex-officio member of all subcommittees. The Chairman shall preside at meetings of the Board of Trustees.
6. The Vice-Chairman shall preside at meetings of the Board of Trustees and officiate for the Chairman during his or her absence or at the Chairman's request.
7. The Treasurer shall perform such duties as are customarily performed by the Treasurer of a committee or as prescribed by the Board of Trustees. The Treasurer shall present financial statements and file all reports to governmental authorities required by law or directed to be filed by the Board of Trustees. The Chief Executive Officer of the Georgia Association of REALTORS<sup>®</sup> or a designee of the Chief Executive Officer will sign all reports requiring signatures. In the absence of the Chairman and Vice-Chairman, the Treasurer shall preside at meetings of the Board of Trustees.

## ARTICLE VII

### ALTERNATE DISTRICT TRUSTEES

Each of the district Trustees shall nominate an Alternate Trustee each year to assist the Trustee in the Trustee's duties and as a vehicle for the committee to view the work of future district Trustees. The Trustees shall approve annually the Alternates for the following year. The term of an Alternate Trustee shall be for one year. The Alternate shall be assigned functions by the Trustee and shall report to the Trustee on a regular basis and to the Board of Trustees at their regular meetings when called upon by the

Chairman. The Alternate shall attend and participate in any and all regular and special meetings of the Board of Trustees, but shall have voting privileges only in the absence of the Trustee.

## ARTICLE VIII

### BOOKS, RECORDS AND FINANCES

1. The Committee shall maintain accurate and complete books and records of accounts. The Committee's books of accounts shall be audited by an independent Certified Public Accountant every year. The Chief Executive Officer of the Georgia Association of REALTORS<sup>®</sup> shall name the auditor subject to approval by the Board of Trustees.
2. The fiscal year of the Committee shall begin on January 1 and end on December 31.
3. The funds of the Committee shall be deposited to the credit of the Committee in such banks or other depositories as named by the Chief Executive Officer of the Georgia Association of REALTORS<sup>®</sup> subject to approval by the Board of Trustees.
4. Collected funds shall be distributed according to policies and directives promulgated by the National Association of REALTORS<sup>®</sup> Political Action Committee and by this statement of policy and in accordance with any guidelines adopted by the Committee so long as those guidelines do not contradict this statement of policy.
5. Contributions to State candidates that are considered at a scheduled RPAC meeting must be approved by a majority of Trustees present. When the number of contributions to be considered does not, in the opinion of the RPAC Chairman, warrant scheduling an RPAC meeting, the RPAC Chairman, Trustee from the district involved and the Senior Director of Public Policy of the Georgia Association of REALTORS<sup>®</sup> must unanimously endorse approval. The Senior Director of Public Policy of the Georgia Association of REALTORS<sup>®</sup> shall have the authority to approve contributions and/or purchase tickets for political functions up to \$500.00. Contributions of up to \$1,000.00 may be approved by the unanimous vote of the RPAC Chairman, RPAC Vice-Chairman and the Senior Director of Public Policy of the Georgia Association of REALTORS<sup>®</sup>. In addition, the Trustee from the district involved, or a majority of Trustees when more than one district is involved, shall be consulted on each contribution and/or ticket purchase. In the case of in-state receptions for Congressional candidates, the Chairman of the Committee, the Federal Political Coordinator and the Trustee from the district may approve, by unanimous vote, submission of a request to NAR RPAC. Any contribution above \$1,000.00 may be approved by a majority of Trustees by poll.
6. In support of the two-party system, the Trustees shall contribute substantially equally to the Republican and Democratic Parties.
  - (1) Once the contribution is approved by the Trustees, the timing of delivery shall be determined by the Chairman.
  - (2) The contribution shall be related to a fundraiser or other event in which REALTOR<sup>®</sup> Members, Trustees or Staff shall have the opportunity to have direct contact with that party's office-holders and/or Candidates.

ARTICLE IX

LOCAL BOARD REQUESTS

1. Local Boards or Associations of REALTORS® may request funds for local candidates. All local board requests must be approved by the local RPAC Committee and the local Board President and sent to the Georgia RPAC on a properly prepared local board request form. Because the Georgia Ethics in Government Act is specific concerning the spending of PAC dollars, local boards are required to obtain unanimous approval from the Georgia RPAC Chairman, RPAC Vice-Chairman and the GAR Senior Director of Public Policy BEFORE making any RPAC expenditures (*see Exhibit I Local Candidate Request Guidelines*).
2. All requests for RPAC support must be submitted no later than seven (7) business days prior to the anticipated date of presentation.

ARTICLE X

OFFICE

The principal office and place of business of the Georgia RPAC shall be located at 6065 Barfield Road, Suite 200, Atlanta, GA 30328.

ARTICLE XI

SUBCOMMITTEES

The Georgia RPAC shall have such subcommittees, including joint subcommittees with the Georgia RIAC, as the Board of Trustees determines necessary and desirable for carrying out its purposes and objectives. The Chairman, subject to approval of the Trustees, shall appoint the Chairman and members of such subcommittees.

ARTICLE XII

MEETINGS

1. The annual meeting of the Trustees shall be held in the fall of each year at a time and place to be determined by the officers. When practicable and consistent with the close of the political campaign year, the annual meeting will be held during the time of and in conjunction with the annual convention of the Georgia Association of REALTORS®.
2. Special meetings of the Trustees shall be called by the Chairman on the Chairman's initiative or upon the written request of two Trustees. Such written requests shall be submitted to the Chairman and copies shall be submitted to RPAC staff.

ARTICLE XIII

AMENDMENTS TO STATEMENT OF POLICY

This Statement of Policy may be amended or repealed and a new Statement of Policy may be adopted at any meeting of the Board of Trustees by affirmative vote of a majority of the Trustees at which a quorum is present. *(All amendments are subject to approval by the Board of Directors of the Georgia Association of REALTORS®.)*

# GEORGIA ASSOCIATION OF REALTORS®

## ISSUES ACTION COMMITTEE (RIAC)

### STATEMENT OF POLICY

#### ARTICLE I

##### NAME AND DEFINITION

The name of this Committee is GEORGIA REALTORS® ISSUES ACTION COMMITTEE, hereinafter sometimes referred to as “Georgia RIAC” and sometimes as the “COMMITTEE”. It is a voluntary, non-profit committee of the Georgia Association of REALTORS® and is not affiliated with any political party. The Committee is a politically independent, autonomous organization, and is not a branch or subsidiary of any national or other political committee.

#### ARTICLE II

##### PURPOSE

The Georgia 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 Georgia. Georgia RIAC shall also support grassroots lobbying and educational efforts related thereto. Georgia RIAC funds shall not be used for support of candidates or any purpose prohibited by federal, state or local law. Georgia RIAC shall be organized and operated according to the statutes of the State of Georgia. Georgia RIAC 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.

**NOTE:** The operating principle in determining appropriated Georgia RIAC expenditures is the following:

Georgia RIAC funds cannot be used for activities that either directly or indirectly endorse or support a candidate for public office.

#### ARTICLE III

##### REGULATION

The regulation and administration of the business and conduct of the affairs of the Georgia RIAC shall be determined by: (1) the Election Code of the State of Georgia and rules, regulations and interpretations promulgated by the Chief Election Officer of the State of Georgia and (2) these Articles of Organization, Robert's Rules of Order and such Rules and Regulations as shall from time to time be adopted pursuant thereto. Neither the Executive Committee nor the Board of Directors shall have discretion concerning the disposition of funds to specific issues; except in the case of expenditures exceeding \$10,000.00 as outlined in this Statement of Policy (*see Article VII, Paragraph 5*).



## ARTICLE IV

### FUNDRAISING AND DISTRIBUTION

Georgia RIAC shall undertake and cooperate in a joint fundraising effort with the REALTORS® Political Action Committee (RPAC). This joint fundraising effort shall be titled the Georgia REALTORS® Political Activities Committee (GARPAC). GARPAC shall be governed by the attached agreement (*see Addendum A*). Funds raised by GARPAC will be used to achieve the greatest possible favorable impact on political matters that affect real property. The distribution of funds between RPAC and Georgia RIAC will be set, and adjusted as necessary, by the RPAC Trustees not less than once each year. The split will be monitored to ensure that both RPAC and Georgia RIAC have adequate funds to carry out their stated policies.

## ARTICLE V

### TRUSTEES

1. The management and administration of Georgia RIAC and the conduct of its affairs shall be vested in a Board of Trustees consisting of the RPAC Chairman, State & Local Government Affairs Chairman, RPAC Committee Chairman, four RPAC appointees and two Georgia Association of REALTORS® President-Elect appointees. All appointees shall be subject to confirmation by the President-Elect. All Georgia RIAC Trustees shall serve one-year terms. No trustee shall serve more than four consecutive terms. The President and President-Elect shall serve as ex-officio members without the privilege to vote.
2. The Georgia RIAC Trustees shall cooperate with National and other State and Local REALTORS® Issue Action Committees.
3. The general officers of the Committee shall be comprised of a Chairman, Vice-Chairman and Treasurer. The Board of Trustees shall elect the officers at its Annual Meeting and those officers shall be subject to confirmation by the President-Elect.
4. Except for those Trustees who serve by virtue of office, no more than two Trustees may be from the same primary board. Except for those Trustees who serve by virtue of office, no more than two Trustees may be from the same Region. There will be no contributing members.
5. The Board of Trustees shall have the authority to appoint such subcommittees, including joint subcommittees with RPAC, from the membership of Georgia RIAC as necessary to carry out the purposes of this organization.
6. Absence from two consecutive scheduled committee meetings will constitute automatic resignation from the Board of Trustees. If a Trustee becomes ineligible to serve or resigns his or her office, a vacancy in such office shall be declared and the vacancy shall be filled by the RPAC Trustees, subject to confirmation the Georgia Association of REALTORS® Executive Committee.
7. The Chairman shall be the chief executive officer of the Trustees and shall be an ex-officio member of all subcommittees. He or she shall preside at meetings of the Board of Trustees.

8. The Vice-Chairman shall preside at the meetings of the Trustees and officiate for the Chairman during their absence or at their request. A quorum shall consist of four (4) Trustees.
9. The Treasurer shall perform such duties as are customarily performed by the Treasurer of a committee or as prescribed by the Board of Trustees. The Treasurer shall present financial statements and file all reports to governmental authorities required by law or directed to be filed by the Board of Trustees. The Chief Executive Officer of the Georgia Association of REALTORS<sup>®</sup> or his designee on behalf of the committee will sign all reports requiring signatures. In the absence of the Chairman and Vice-Chairman, the Treasurer shall preside at meetings of the Trustees.

## ARTICLE VI

### EXPENSE REIMBURSEMENT POLICY

The Chairmen of the RPAC, RIAC, State & Local Government Affairs and RPIC Committees shall attend the NAR Midyear Meetings and the NAR Annual Convention. Unless excused by the RIAC Chairman, these Chairmen shall attend all meetings of their NAR counterpart committees (unless they conflict with the Capitol Hill visits), the GAR legislative briefing, and the full day of Capitol Hill visits. Reimbursement shall be made in accordance with the GAR travel and travel related expense policies as applied to NAR Directors. No individual shall be reimbursed more than once for their attendance regardless of the number of qualifying positions held.

The Vice-Chairmen of the State & Local Government Affairs and RPIC Committees and the Trustees of RIAC and RPAC who attend the NAR Midyear Meetings will be reimbursed for actual travel and convention hotel rates for single accommodations up to \$1,000.00. Reimbursement shall be made in accordance with the GAR travel and travel related expense policies as applied to NAR Directors. No individual shall be reimbursed more than once for their attendance regardless of the number of qualifying positions held. Evidence of travel and lodging expenses must be furnished with all requests for expense reimbursement.

Federal Political Coordinators (FPCs) who attend the NAR Midyear Meetings will be eligible for reimbursement of travel and lodging expenses by the National Association of REALTORS<sup>®</sup> (NAR) according to the guidelines of its FPC stipend program. FPCs will also be reimbursed for actual travel expenses to and from the official Congressional visit. If NAR discontinues the FPC stipend program or provides a maximum reimbursement of less than \$1,000.00 per FPC, the RIAC Trustees shall have the discretion to provide additional funds so that each FPC receives an aggregate reimbursement amount not to exceed \$1,000.00. All FPCs shall attend any specialized training and/or events offered by NAR unless excused by the RIAC Chairman.

Alternate RPAC Trustees and Alternate FPCs who attend the NAR Midyear Meetings will be reimbursed for actual travel and convention hotel rates for single accommodations up to \$500.00. When attending the NAR Midyear Meetings, these individuals shall attend the GAR legislative briefing and the full day of Capitol Hill visits unless excused by the RIAC Chairman. Reimbursement shall be made in accordance with the GAR travel and travel related expense policies as applied to NAR Directors. No individual shall be reimbursed more than once for their attendance regardless of the number of qualifying positions held. Evidence of travel and lodging expenses must be furnished with all requests for expense reimbursement.

If an FPC is unable to attend the NAR Midyear Meetings, then the Alternate FPC shall be eligible for travel reimbursement up to \$1,000.00, with the prior approval of the RPIC Chairman. If an RPAC Trustee is unable to attend the NAR Midyear Meetings, then the Alternate RPAC Trustee shall be eligible for travel reimbursement up to \$1,000.00, with the prior approval of the RPAC Chairman.

In the event that either the Chairman or Vice-Chairman of the RPIC Committee is not currently serving as an FPC, the RIAC Chairman shall have the discretion to provide reimbursement to that individual for attending any FPC programs or training events offered by NAR. Reimbursement will apply toward actual travel and convention hotel rates for single accommodations up to \$1,000.00. Reimbursement shall be made in accordance with the GAR travel and travel related expense policies as applied to NAR Directors.

The GAR Chief Public Policy Officer shall attend the NAR Annual Convention and be reimbursed for all allowable expenses under the GAR travel and travel related expense policies as applied to GAR staff, if not otherwise reimbursed. Evidence of all expenses must be furnished with all requests for expense reimbursement.

The Chairmen of RPAC and RIAC, or their designees, shall be reimbursed for lodging and mileage or air transportation expenses (whichever is less and/or more practical) for instate travel up to a maximum of \$1,000.00 per year. Mileage reimbursement shall be calculated at the rate authorized by the Internal Revenue Service.

Unless the RIAC Chairman approves an exception, all requests for reimbursement must be submitted within 60 days after the expense was incurred.

## ARTICLE VII

### BOOKS, RECORDS, AND FINANCES

1. The Committee shall maintain accurate and complete books and records of accounts. The Committee's books of accounts shall be audited by an independent Certified Public Accountant every year. The Chief Executive Officer shall name the auditor subject to approval by the Board of Trustees.
2. The fiscal year of the Committee shall begin on January 1 and end on December 31.
3. The Board of Trustees shall deposit the funds of the Committee to the credit of the Committee in such banks or other depositories as the Chief Executive Officer of the Georgia Association of REALTORS<sup>®</sup> may select, subject to approval of the Board of Trustees.
4. Collected funds will be distributed according to policies and directives promulgated by this Statement of Policy and in accordance with any guidelines adopted by the committee so long as those guidelines do not contradict this statement of policy.

5. Contributions to issues considered at a scheduled Georgia RIAC meeting must be approved by a majority of the quorum in attendance. When the number of expenditures to be considered does not, in the opinion of the Georgia RIAC Chairman, warrant a Georgia RIAC meeting, then the Georgia RIAC Chairman, Georgia RIAC Vice-Chairman and the Senior Director of Public Policy of the Georgia Association of REALTORS® must unanimously endorse approval or the Georgia RIAC Chairman may direct that a committee poll be conducted. The Senior Director of Public Policy of the Georgia Association of REALTORS® shall have the authority to approve expenditures up to \$500.00. Contributions of up to \$1,000.00 may be approved by the unanimous vote of the Georgia RIAC Chairman, Georgia RIAC Vice-Chairman and the Senior Director of Public Policy of the Georgia Association of REALTORS®. The REALTOR® Issues Action Committee (RIAC) shall have full discretion for expenditures of up to \$10,000.00. The Georgia Association of REALTORS® Executive Committee must also approve any expenditure between \$10,000.01 and \$25,000.00. RIAC, the Georgia Association of REALTORS® Executive Committee and the Georgia Association of REALTORS® Board of Directors must approve expenditures over \$25,000.01.

*\$15,000 shall be the minimum amount maintained as RIAC reserve; any requests submitted that would cause the fund to be less than this minimum will be held.*

## ARTICLE VIII

### LOCAL BOARD REQUEST

1. Local Boards of REALTORS® may request funds for local issues. All local board requests must be approved by the local RPAC Committee and the local Board President and sent to Georgia RIAC on a properly prepared local board request form. All requests must have original signatures or will not be accepted. Because the Georgia Ethics in Government Act is specific concerning the spending of PAC dollars, local Boards are required to obtain unanimous approval from the Georgia RIAC Chairman, Georgia RIAC Vice-Chairman and the Georgia Association of REALTORS® Senior Director of Public Policy BEFORE making any RIAC expenditures. Any funds not spent must be returned to RIAC (*see Exhibit II RIAC Expenditure Guidelines*).
2. All requests for RIAC support must be submitted no later than seven (7) business days prior to the anticipated use of such funds.
3. All requests must include an explanation of anticipated expenses and RIAC funds must be used as stated.
4. If RIAC funds are not expended as outlined in that budget, they must be returned to RIAC, or a new request must be submitted to RIAC and approved prior to the expenditure of those funds.
5. RIAC funds may not be requested in conjunction with presentation of an RPAC contribution to any elected official or candidate.
6. All requests in excess of \$1,000.00 will be addressed at either scheduled meetings, scheduled conference calls or at a special meeting called by the Chairman of the Committee.
7. The REALTORS® Issues Action Committee will offer start-up support to a local board requesting assistance in beginning either a Governmental Affairs Director position within the local board or the engagement of an independent contractor to provide governmental affairs services. All requests for assistance must be approved by the local board President, President-Elect, and Association Executive and sent to Georgia RIAC on a properly prepared application form. For every two (2) dollars the local board commits, RIAC will provide one (1) dollar of support up to an amount not to exceed \$10,000.00 toward the local board GAD's compensation package. The RIAC contribution will be a one-time only contribution.
8. RIAC will approve no more than three requests for assistance in beginning local governmental affairs programs in any one year.
9. Upon the formation of a local PAC, the local PAC must be funded as described in the cooperative agreement signed by the local PAC and the Georgia Association of REALTORS® Political Action Committee, and the local PAC may not make any requests for monies from the Georgia Association of REALTORS® Issues Action Committee.

ARTICLE IX

OFFICE

The principal office and place of business of Georgia RIAC shall be located at 6065 Barfield Road, Suite 200, Atlanta, GA 30328.

ARTICLE X

MEETINGS

1. The annual meeting of the Trustees shall be held in the fall of each year at a time and place to be determined by the officers. When practicable and consistent with the close of the political campaign year, the annual meeting will be held during the time of and in conjunction with the annual convention of the Georgia Association of REALTORS<sup>®</sup>.
2. Special meetings of Trustees shall be called by the Chairman on their own initiative or upon the written request of two Trustees. Such written request shall be submitted to the Chairman and copies shall be submitted to the RIAC staff.

ARTICLE XI

AMENDMENTS TO STATEMENT OF POLICY

This Statement of Policy may be amended or repealed and a new Statement of Policy may be adopted at any meeting of the Board of Trustees by affirmative vote of a majority of the Trustees at which a quorum is present. *(All amendments are subject to approval by the Board of Directors of the Georgia Association of REALTORS<sup>®</sup>.)*

## ADDENDUM A

# GEORGIA ASSOCIATION OF REALTORS®

GEORGIA REALTORS® POLITICAL ACTIVITIES COMMITTEE (GARPAC)

### STATEMENT OF POLICY

#### ARTICLE I

##### NAME AND DEFINITION

The name of the program is the Georgia Association of REALTORS® Political Activities Committee, hereinafter referred to as GARPAC. It joins together the REALTORS® Political Action Committee (RPAC) and the REALTORS® Issues Action Committee (RIAC) under one fundraising umbrella. It is not affiliated with any political party. GARPAC shall become effective on January 1, 1995.

#### ARTICLE II

##### PURPOSE

GARPAC shall be organized and operated primarily for the purpose of collecting funds for and disbursing funds to RPAC and RIAC. These funds shall be used to achieve the greatest possible favorable impact on political matters that affect real property.

#### ARTICLE III

##### PARTICIPANT CLASSIFICATION

1. Any person, or organization of persons, approved by the Trustees, shall be eligible to participate by contributing to GARPAC. GARPAC maintains the right to deny participation to any person by refusing to accept that individual's contribution. Non-members shall not be solicited for participation.
2. Participants shall be classified according to the amount of their contributions to GARPAC as follows (*all recognition shall be awarded annually, unless otherwise requested by individual recipient or recipient's local board*):
  - a) Active Participant \$25.00 annually
  - b) 99 Club \$99.00 annually
  - c) Capitol Club \$200.00 annually
  - d) Ambassador Club \$500.00 annually
  - e) Executive Ambassador \$500.00 for five consecutive years
  - f) Sterling "R" \$1,000.00 annually

- g) Crystal “R”   \$2,500.00 initial contribution;  
  \$1,500.00 annually to sustain
- h) Golden “R”   \$5,000.00 initial contribution;  
  \$2,000.00 annually to sustain
- i) Platinum “R”    \$10,000.00 initial contribution;  
  \$5,000.00 annually to sustain

3. Contributions to GARPAC shall be voluntary and subject to approval of the Board of Trustees.
4. In order for an individual participant to receive credit for a contribution, the participant must give a minimum of \$15.00. All contributions of less than \$15.00 will be attributed to the local board/association that collected the contribution.
5. Any contribution of \$1,000.00 or more will have a 30% contribution forwarded to the National Association of REALTORS<sup>®</sup> to qualify for RPAC Major Investor status.

ARTICLE IV

GARPAC GOAL AND DISTRIBUTION

1. The GARPAC goal will be \$25.00 per REALTOR<sup>®</sup> member as of the October 31 GAR membership report of the preceding year.
2. For the purposes of GARPAC Awards, board size (Small, Medium, Medium Large, Large or Mega) shall be determined by the number of REALTOR<sup>®</sup> members in each local board/association as of the October 31 GAR membership report of the preceding year.
3. The distribution of funds between RPAC and RIAC shall be determined by the RPAC Board of Trustees not less than once each year. The split will be monitored, and adjusted as necessary, to ensure that both RPAC and RIAC have adequate funds to carry out their stated purpose.

ARTICLE V

OFFICE

The principal office and place of business of GARPAC shall be located at 6065 Barfield Road, Suite 200, Atlanta, GA 30328.



## ADDENDUM B

# GEORGIA ASSOCIATION OF REALTORS®

### STATEMENT OF POLICY AND PROCEDURE

Governing Local Boards and Associations of REALTORS® in the state of Georgia which desire to establish and maintain a REALTORS® Political Action Committee (RPAC) for the purpose of financially supporting City and County Political Candidates hereinafter referred to as “Local PAC” and sometimes as the “COMMITTEE”. It is a voluntary, non-profit, unincorporated committee of individual REALTORS®, and is not affiliated with any political party. The committee is a politically independent, autonomous organization, and is not a branch or subsidiary of any national, or other political committees, but is affiliated with the Georgia Association of REALTORS® Political Action Committee (GARPAC) and the National Association of REALTORS® Political Action Committee (NAR RPAC).

#### ARTICLE I

#### REGULATION

**Section 1.** The regulation and administration of the business and conduct of the affairs of a Local PAC shall be determined by: (1) the election code of the State of Georgia and rules, regulations and interpretations promulgated by the Chief Election Officer of the State of Georgia, and (2) any city or county rule or regulation within the Local PAC’s jurisdiction, and (3) these Articles of Organization, Roberts Rules of Order and such Rules and Regulations as shall from time to time be adopted pursuant thereto.

**Section 2.** The Local PAC shall be the complete and final authority and shall not have any input from their Executive Committee, their Board of Directors, the National Association of REALTORS® or the Georgia Association of REALTORS® concerning the disposition of funds to City and County candidates within their jurisdiction.

**Section 3.** All Local PACs shall be bound by and remain a part of the National Association of REALTORS® Political Action Committee and the Georgia Association of REALTORS® Political Action Committee.

**Section 4.** Local PACs shall not make financial contributions to State or Federal Candidates.

**Section 5.** Upon the formation of a Local PAC, the Local PAC must be funded as described in the cooperative agreement between the Local PAC and the Georgia Association of REALTORS® Political Action Committee (RPAC), and may not make any request for additional monies from the Georgia Association of REALTORS® Political Action Committee (RPAC).

## ARTICLE II

### TRUSTEES/MANAGEMENT

**Section 1.** The management and administration of the Local PAC shall be vested in a Local Board of Trustees who shall be members in good standing of RPAC and his/her individual Board/Association of REALTORS®.

**Section 2.** Each Local PAC shall be governed by its own set of documents that best suits its needs. Said documents shall be reviewed by the GARPAC Trustees before such Local PAC becomes active or engages in any political activity.

**Section 3.** Each Local PAC shall have a Governmental Affairs Director.

**Section 4.** The Committee shall maintain accurate and complete books and records of accounts. The Committee's books shall be audited by an independent Certified Public Accountant every year.

**Section 5.** Collected funds shall be distributed according to policies and directives promulgated by the National Association of REALTORS® Political Action Committee and by this Statement of Policy.

**Section 6.** For the purpose of this document the Local PAC jurisdiction shall be determined by the territory as described in the Local Board's/Association's charter as established by the National Association of REALTORS®.

- A.** In such case whereby a Local PAC desires to financially support candidates in another Board's/Association's jurisdiction, (as described by their charter as established by the National Association of REALTORS®) the Local PAC may do so as long as a written agreement is signed between both RPAC Committees.
- B.** In such case whereby a Local PAC and an adjoining Board/Association share elected officials, then those two RPAC Committees shall make every good faith effort as to how best to financially support those candidates.

**Section 7.** A dispute that arises between a Local Board/Association and a Local PAC may be brought before the State RPAC Trustees in writing by either party and shall be arbitrated by a group of State Trustees that shall be appointed by the State Chairman of RPAC and shall be known as the Local Board/PAC Dispute Resolution Sub-Committee. The Sub-Committee shall only be formed upon a formal written request for dispute resolution, and it shall be immediately dissolved upon reporting its decision to the full RPAC Committee. The Sub-Committee shall consist of not less than three (3) State RPAC Trustees, nor shall it exceed five (5) State RPAC Trustees, and it shall include the Chairman of RPAC who shall preside over the Sub-Committee, unless the Chairman is involved in said dispute whereby the Vice-Chairman shall preside over the proceedings. No member of said Sub-Committee shall be a current member of any Local Board/Association that is involved in the dispute. The decision of the Local Board/PAC Dispute Resolution Sub-Committee shall be final and shall be binding upon all parties involved.

ARTICLE III

DISTRIBUTION OF FUNDS

**Section 1.** Local PACs shall make every reasonable effort to forward all contributions received within ten (10) days to GARPAC, and GARPAC shall make every reasonable effort to return the agreed upon portion to the Local PAC within ten (10) days.

**Section 2.** Fair share distribution back to each Local PAC shall be established by separate written agreement.

ARTICLE IV

DISTRIBUTION OF FUNDS UPON DISSOLUTION

**Section 1.** Upon the dissolution of a Local PAC any funds remaining shall first be used in accordance with all applicable state laws and then shall be returned to GARPAC.

ARTICLE V

AMENDMENTS TO STATEMENT OF POLICY AND PROCEDURES

This Statement of Policy and Procedures may be amended or repealed and a new Statement of Policy and Procedures may be adopted at any meeting of the GARPAC Trustees by affirmative vote of a majority of the Trustees at which a quorum is present. *(All amendments are subject to approval by the Board of Directors of the Georgia Association of REALTORS®.)*

## **EXHIBIT I**

### **LOCAL CANDIDATE REQUEST GUIDELINES**

Both Georgia and Federal law prohibit Georgia Association of REALTORS® RPAC from reimbursing any local board for a candidate contribution; therefore, local boards are required to obtain GAR RPAC approval before making any expenditure.

The REALTORS® Political Action Committee wants to encourage solicitation of support for local candidates. In order to properly assess the level of support appropriate to each candidate, the committee will need certain information from the local Board or Association. It is also imperative that all REALTORS® understand that any request is subject to approval by the GAR RPAC Trustees. No candidate should ever receive a commitment of REALTOR® support until such approval is given.

Prior to the approval of any local candidate request the State RPAC Trustees will solicit input from the local RPAC chair (or in the absence of the RPAC chair, the President of the Board) of all impacted local boards.

For the purposes of this document Local Board/Association jurisdiction shall be the territory described in the Board's/Association's charter as established by the National Association of REALTORS®.

Requests for candidates from beyond a board's jurisdiction may or may not be considered.

In the case of multiple requests from separate local boards, the requests shall be consolidated.

A contribution based on requests from multiple boards for the same candidate will be delivered to the board of primary jurisdiction with instructions to include members from the overlay board in the presentation.

A contribution based on requests from multiple boards for different candidates in the same race will be delivered to the board whose request was approved with instructions to include members from the other impacted board in the presentation.

1. Each request will be considered on its individual merit.
2. Each request will be considered without regard to partisan affiliation.
3. Each request should include the candidate's political history.
4. Each request should include the candidate's professional and civic involvement history.
5. Each request should assess the candidate's potential for victory.
6. Each request should explain the candidate's relationship with the REALTOR® community.
7. Each request should detail, to the extent possible, the candidate's positions on the protection, preservation and expansion of private property rights and the free enterprise system.
8. Each request should include the campaign literature of the candidate's opposition.
9. Each request should include a summary of the candidate's voting record.
10. Each request should include an assessment of the costs of the campaign.
11. Each request should be proportional to contributions made to state candidates in the Board area.
12. For Countywide or Citywide office no request should be made in excess of \$1,000.00.
13. For County District or City District offices no request should be made in excess of \$700.00.

14. In some very rare cases the committee may approve support for more than one candidate in a single race; however, the contribution figures in Guidelines 12 & 13 will still apply and will be split evenly amongst the candidates for whom support is requested.
15. Each request must also include the candidate's campaign address and occupation.
16. Maximum contributions shall not exceed 20% of previous year's RPAC collections from the requesting board.

**NOTE:** Input from local REALTORS<sup>®</sup> is vitally important to the RPAC Trustees; however, please bear in mind that local input is one of many factors which must be considered by the Committee.

## **EXHIBIT II**

### **RIAC EXPENDITURE GUIDELINES**

The operating principle in determining appropriated RIAC expenditures is the following:

RIAC funds **cannot** be used for activities that either directly or indirectly endorse or support a candidate for public office.

Because the Georgia Ethics in Government Act is specific concerning the spending of PAC dollars, local Boards are required to obtain unanimous approval from the RIAC Chairperson, RIAC Vice-Chairperson and the Georgia Association of REALTORS® Senior Director of Public Policy before making any RIAC expenditures.

- The Federal Election Commission Act one-third rule requires a minimum return on investment of three times original expenditure.
- Until the FECA one-third rule is complied with, additional requests will be held.
- Any documentation requested by the Chairman must be submitted for expenditures.
- No local Board may have more than three (3) requests for fundraising seed money approved per year.
- Local Boards must submit properly filled out RIAC Fundraising Agreement Form for any fundraiser for which they request seed money.

Expenditures that qualify for RIAC consideration include, but are not limited to, the following:

#### **BALLOT MEASURE CAMPAIGNS**

- A. State
- B. Local

#### **GRASSROOTS LOBBYING ACTIVITIES**

- A. Mailgrams or letter writing campaigns
- B. Travel associated with lobbying (e.g., a Legislative Day trip to Atlanta or Washington, DC)
- C. Cost associated with taking an elected official to lunch
- D. Advertisements

#### **RECEPTIONS OR EVENTS THAT ARE LEGISLATIVE IN NATURE**

- A. "Meet Your Elected Officials Night"
- B. An educational forum for the community, the purpose of which is to raise the level of awareness about an issue or campaign

#### **MEMBERSHIP IN/OR CONTRIBUTIONS TO OTHER GRASSROOTS LOBBYING ORGANIZATIONS**

- A. Community-based organizations that are non-partisan in nature such as the chamber of commerce, building industry associations, apartment associations, etc.
- B. State or national organizations that are issue-oriented and non-partisan such as the Southeastern Legal Foundation, Georgia Taxpayers Association, etc.

**LEGISLATIVE ADVOCACY**

- A. Expenses associated with a contract between a professional legislative advocate and a Board of REALTORS® or county council

*(see RIAC Statement of Policy Article VIII, Paragraphs 5 & 6)*

**EDUCATIONAL PROGRAMS RELATED TO ISSUES OR ADVOCACY TECHNIQUES**

- A. Subscriptions to newsletters, periodicals or journals that are a source of issues information
- B. Purchase or production of videotapes or related training material
- C. Conference registration fees

**DATA-COLLECTION TO ASSIST A BOARD WITH THE DEVELOPMENT OF A LOBBYING STRATEGY**

- A. Public opinion surveys