



# **Medina County Board of REALTORS®**

# **POLICY MANUAL**

Adopted by Board of Directors: Nov. 16, 1989

Revised: Sept. 10, 2004

Revised: Dec. 12, 2008

Revised: June 15, 2010

Revised: Feb 4, 2011

Revised: Dec 7, 2016

Revised: Oct. 2019, Approved Dec 2019

Revised: June 2021, Approved June 2021

## **INTRODUCTION:**

The Medina County Board of REALTORS® (MCBOR) is a not for profit Association of volunteer members governed by Bylaws adopted in 1943. The Association is organized to serve and assist its members in areas such as information, education, professional standards, public relations and public affairs. And to advocate for private property rights and equal housing opportunities; and to improve the quality of life in our communities.

Qualification and objectives of membership are found in the Bylaws, as approved by the National Association of REALTORS®. The governing body of the Medina County Board of REALTORS® is a Board of Directors. The activities of the Association are carried out through committees of volunteer members. The policies found in this manual are in addition to, and not meant as a replacement for, the Association Bylaws.

All employees will acknowledge receipt and confirm that they have understood and agree to abide by the policies hereunder.

Annually (no later than January 31<sup>st</sup>), all Board of Directors members, Committee Chairs and Vice-Chairs will acknowledge receipt and confirm that they have understood and agree to abide by the policies hereunder.

## **RULES AND REGULATIONS**

<b>100 Dues and Membership</b>	Includes all matters pertaining to the billing and collection of dues, suspension and termination, membership requirements
<b>200 Education</b>	Includes items relating to real estate education
<b>300 Travel</b>	Includes matters relating to travel, budget, bookkeeping, and investments
<b>400 Fiscal/Investments</b>	Includes matters relating to budget, bookkeeping and investments
<b>500 Grievance &amp; Professional Standards</b>	Includes matters pertaining to members' conduct and committee procedures
<b>600 Legislative</b>	Includes matters relating to committees and legislative
<b>700 Board Leadership</b>	Includes items pertaining to Board of Directors, Officers, Committee leadership, meetings and rights and responsibilities
<b>800 Public Relations</b>	Includes all matters pertaining to the Board's position with the public
<b>900 Functions &amp; Facilities</b>	Includes all matters pertaining to the facilities
<b>1000 Other Polices</b>	Other Policies, includes all items not covered in other categories

## **100 DUES AND MEMBERSHIP**

### **100-1 DR TO SUBMIT COPY OF LICENSE**

Source: Board of Directors

Adopted by Board of Directors, November 16, 1989, revised December 7, 2016

All Designated REALTORS® in the Medina County Board of REALTORS® must notify the Board of all licensed people within their respective companies within 15 days of receipt of said license.

### **100-2 NEWLY LICENSED AGENTS**

Source: Board of Directors

Adopted by Board of Directors,

A dues bill to include NAR, Ohio REALTORS® and MCBOR dues along with Ohio REALTORS® application and MCBOR application will be prorated from the date the license was issued. This bill along with a Membership Application will be sent to each newly licensed agent. The due date shall be 30 days from the date the invoice was created.

### **100-3 RE-INSTATED MEMBERS**

Source: Board of Directors

Adopted by Board of Directors: March 14, 1991, revised December 7, 2016

Revised: September 2019

Anyone who has not paid dues for the previous 2 years will be charged the \$75 new member fee (includes Ohio REALTORS® \$25 new member fee).

### **100-4 BUILDING FUND**

Source: Board of Directors November 16, 1989

Adopted by Board of Directors: November 16, 1989, Amended November 6, 2009

\$10 of every REALTOR member's dues is set aside in a Building Fund for major repairs to MCBOR's building at 2530 Medina Rd, Medina Ohio. Condo fees for the building 2530 Medina Rd may be taken out of this fund. This policy to be reviewed each year, as necessary, by the Finance Committee and a recommendation is made to the Board of Directors.

### **100-5 RPAC VOLUNTARY DONATIONS**

Source: Executive Committee

Adopted by Board of Directors; July 9, 2010, revised May 6, 2011

Included in the dues billing shall be a voluntary investment for RPAC in an amount adequate to meet the NAR PAC established goals and set by the Medina County Board of REALTORS® Board of Directors

### **100-6 AFFILIATE MEMBERSHIP**

Source: Board of Directors

Adopted by Board of Directors: September 6, 1990, revised Sept. 10, 2004, revised Dec. 12, 2008,

Revised Feb. 4, 2011, Revised September 2019

Affiliate member classifications shall be designated as Primary and Secondary members. All fees are set by the Board of Directors. An Application fees will be charged to New Affiliate Primary members. Affiliate dues include a sponsorship fees which are overseen by the MCBOR Affiliate Committee and do not go into the General Fund. Affiliate dues run the calendar year and will be pro-rated at the ½ year.

### **100-7 REALTOR® TRANSFER DISCOUNT**

Source: Board of Directors,

Adopted by Board of Directors: March, revised Jan 15, 2010

Members in good standing with other local Boards will be offered a transfer discount to join the Medina County Board of REALTORS®. The deadline for the discount shall be January 31 of each year. The transfer discount amount shall be reviewed annually by the Finance Committee and approved by the Board of Directors.

### **100-8 NAR/OHIO REALTORS® EMERITUS STATUS AND REALTOR® DUES**

Source: Board of Directors

Adopted by Board of Directors; July 9, 2010, Revised May 6, 2011, Revised September 5, 2019

Active REALTORS® with 50 years of service in The Medina County Board of REALTORS® who have received their Emeritus Status with Ohio REALTORS® and NAR will no longer be required to pay local dues.

## **100-9 MCBOR LIFETIME EMERITUS STATUS**

Source: Board of Directors

Adopted by Board of Directors, August 4, 2021

MCBOR REALTOR® members honored with Lifetime Emeritus status are welcome to attend all MCBOR events and participate on committees in a non-voting capacity. The following criteria must be met to apply for this status:

A member of MCBOR who has retired from real estate, no longer having an active real estate license

- Have maintained their REALTOR® status continuously with NAR for a minimum of 30 years
- Have faithfully served MCBOR during their tenure as a MCBOR Member (min 10 years)
- Have notably contributed their time and efforts toward the aims and objectives of MCBOR
- Have attained the age of 65 years

An application must be completed, reviewed and approved by the Board of Directors before lifetime emeritus status is awarded.

## **100-10 REFUND OF DUES**

Source: Board of Directors, November 16, 1989

Adopted by Board of Directors, November 16, 1989, Amended on December 12, 2008. Revised Feb. 4, 2011

Board dues which have been paid for next year may be refunded to a member if the license is sent back to the Division prior to January 2. To be eligible for the refund, the refund must be requested in writing by the agent within 30 days of license being returned to the Ohio Division of Real Estate. The Board of Directors will not adjust the January 2<sup>nd</sup> deadline on an individual basis.

## **200 EDUCATION**

### **200-1 NEW MEMBER ORIENTATION PROGRAM**

Source: Board of Directors, November 16, 1989

Adopted by Board of Directors, November 16, 1989, revised December 7, 2016, September 2019

New REALTOR® members are required to attend a New Member Orientation class within 180 days of joining the Medina County Board of REALTORS®. New REALTOR® members are also required to complete an NAR New Member Code of Ethics of not less than 2 hours and 30 min. of instructional time, effective Jan. 1, 2001. This requirement can be satisfied through instruction provided by the local Board or by another Board and can include classroom instruction, home study, correspondence study, or Internet-based instruction. Any orientation program must meet the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS®. From time to time REALTORS® who, having completed such orientation, shall not be required to complete further Code of Ethics orientation upon application for membership in another board provided that REALTOR® membership has been continuous or that any break in membership is for one year or less.

REALTORS® who do not comply with the orientation procedure above will have their REALTOR® membership suspended and MLS and the agent's broker will be notified.

### **200-2 FEES FOR CEU CREDIT HOURS**

Source: Education Committee, February 8, 1990

Adopted by Board of Directors, February 8, 1990

Amended by Board of Directors, November 17, 1994

The amount MCBOR charges to attendees for CEU classes will be determined by the Education Committee on each individual class basis.

### **200-3 CONTINUING EDUCATION**

Source: Education Committee, January 14, 1993

Adopted by Board of Directors, January 14, 1993, Revised December 7, 2016,

Revised September 2019

The Medina County Board of REALTORS offers, on average, over 30 hours of Continuing Education annually, primarily through the MCBOR Education Committee but also through other committees. All Continuing Education classes must be approved by the sponsoring committee. The purpose is to provide education and resources to help ensure the business growth and success of the membership. Education will be promoted via the Board's website, email, and social media and is open to all members and non-members (non-member fee may apply).

- Registration can be made via phone, email or website.

- All cancellations for courses must be received no less than 24 hours prior to the start date.
- Refunds will be issued if cancellations are made prior to the 24-hour time period (except in cases of emergency).
- Refunds will not be issued if a member who registered for a course does not attend (except in cases of emergency).
- If a course is cancelled by either the instructor or the Association, the Association will give attendees at least 2 days' notice (except in cases of weather or emergency). Payments may be applied to a future class or refunds will be issued upon request.
- If there are not enough people to financially cover expenses for any class, the Executive Officer and/or Chairman of the Committee will have the authority to cancel the class and refund any payments made.

#### **200-4 BILLING FOR "NO-SHOWS"**

Source: Program Committee, February 11, 1993

Adopted by Board of Directors, February 11, 1993

Amended by Board of Directors, April 24, 1997, revised Sept. 10, 2004, revised Feb. 4, 2011

All meeting notices shall state that MCBOR charges an applicable fee for all "No-Shows" and will bill for those fees.

#### **200-5 BAD WEATHER CANCELLATION**

Source: Education Committee, February 18, 2008

Adopted by Board of Directors, March 7, 2008; revised Nov. 3, 2011

##### **When Medina City Schools announce they are closed due to weather:**

Classes and Meetings at the MCBOR office will be postponed.

Medina County Board of REALTORS® office may be closed. Please call first.

##### **Level 2 Snow Advisory:**

Events, Classes and Meetings will be postponed.

Medina County Board of REALTORS® office may be closed. Please call first.

##### **Level 3 Snow Emergency:**

All roadways are closed to non-emergency personnel:

Events, Classes, Meetings and the MCBOR Office will be closed.

**Snow Alerts** are declared by the Medina County Sherriff, any questions please call (330) 725.0028

\* Registrants will be notified if any class, event or committee meeting is rescheduled as soon as that information is known. Any payment received for a class or event can either be applied to another class or refunded upon request.

### **300 TRAVEL**

#### **300-1 MCBOR TRAVEL POLICY**

Source: Travel Policy Rapid Action Team, October 20, 2008

Adopted by Board of Directors, November 7, 2008

Revised: September 5, 2019

The Finance Committee will review the MCBOR Travel Budget on a quarterly basis and make recommendations to the Board of Directors regarding funding for Leadership Travel.

All flight reservations made for travel by officers and staff of the Medina County Board of REALTORS® will be made for coach class only.

All reimbursement requests must be submitted within 14 days of the last day of travel for review and approval and must be accompanied by a meeting report and receipts. MCBOR reserves the right to deny any reimbursement requests described in this Policy Section 300 for expenses it deems to be excessive or unnecessary, in its sole discretion.

#### **300-2 TRAVEL ALLOWANCE-**

Source: Bylaws Committee, August 13, 2004

Adopted by Board of Directors, September 9, 2004

Revised December 7, 2016, September 5, 2019

The Board may provide a travel allowance for Board related business that is not covered by sections 300-3 through 300-7. A written request for future travel allowance must be submitted to the Executive Officer for review and approval. To be paid, all requests for reimbursements must include receipts along with a written summary of the event/meetings and must be turned in within 14 days after the event.

### **300-3 PRESIDENT AND PRESIDENT-ELECT TRAVEL EXPENSES**

Source: Board of Directors, May 14, 1992

Adopted by Board of Directors, June 11, 1992

Revised: July 9, 1992, August 24, 1995, Sept. 10, 2004, November 7, 2008, December 7, 2016, September 5, 2019

The MCBOR President and President- Elect will have a travel budget set each year by the Finance Committee and approved by the Board of Directors.

The Medina County Board of REALTORS® will pay travel expenses for the President and President-Elect for the following events and/or conventions:

Ohio REALTORS® Legislative Conference

Ohio REALTORS® Administrative Meetings

Ohio REALTORS® Convention

Expenses for the above listed meetings, include necessary overnight lodging (single room rate only), current IRS rate a mile for travel, registration and for all required functions they are expected to attend.

MCBOR will pay expenses of the President and President-elect incurred by official Board business as authorized by the Board of Directors.

The Board will pay expenses for the President-Elect to attend the Ohio REALTORS® CEO Symposium and the NAR Leadership Summit. For all meetings, the Board will pay up to a single room rate only. When possible, the Board highly encourages travelers to make every effort to share a room to help minimize costs.

All reimbursements request must be accompanied by a meeting report and receipts within 14 days of the last day of travel.

### **300- 4 COMMITTEE CHAIR AND VICE-CHAIR TRAVEL**

Source: Travel Policy Rapid Action Team

Adopted by Board of Directors Sept. 2019

The Board may pay expenses for Committee Chairs and Vice-Chairs to attend meetings relevant to the committee responsibilities. A written request must be submitted to the Executive Officer prior to the meeting for review and approval.

All reimbursements request must be accompanied by a meeting report and receipts within 14 days of the last day of travel.

### **300-5 NATIONAL ASSOCIATION MEETINGS**

Source: Travel Policy Rapid Action Team, October 20, 2008

Adopted by Board of Directors, November 7, 2008, revised December 7, 2016

#### **NAR Mid-Year Meetings**

When the budget allows, the Medina County Board of REALTORS® will participate in the NAR National meetings by sending at least two people: The President-Elect and the Executive Officer. If the budget allows for more than two, the Vice President will be included, then the President.

Expenses paid by the Medina County Board of REALTORS® for NAR Mid-Year Meetings will be as follows:

Registration, hotel room, air fare, and normal travel allowance.

#### **NAR Convention**

When the budget allows, the Medina County Board of REALTORS® will participate in the NAR National Convention by sending at least two people: The President-Elect and the President. If the budget allows for more than two, the Vice President will be included, then the Executive Officer. Expenses paid by the Medina County Board of REALTORS® for NAR Convention will be as follows: Registration, hotel room, air fare, and normal travel allowance.

All reimbursements request must be accompanied by a meeting report and receipts within 14 days of the last day of travel

### **300-6 STAFF TRAVEL**

Source: Board of Directors, June 11, 1992

Adopted by Board of Directors, July 9, 1992

Staff travel policy is documented in the Employee Policy Manual and Handbook

### **300-7 STATE DIRECTORS TO OHIO REALTOR® MEETINGS AND TRAVEL EXPENSES**

Source: Board of Directors, October 15, 1987

Adopted by Board of Directors, July 9, 1992

Amended: August 24, 1995, March 7, 2008, November 7, 2008, revised December 7, 2016, Revised September 5, 2019

The President of the Board is an Ohio REALTORS® Director by virtue of that appointment.

The President-elect of the Board, shall appoint the number of Directors and Alternate Directors according to Ohio REALTORS® (number will depend on our entitlement, based on membership)

Ohio REALTORS® Director(s) are appointed for a one-year term. The appointed Director(s) agrees to attend the Ohio REALTORS® meetings during the year or any special meetings which are scheduled. MCBOR Ohio REALTORS® Director(s) are also required to attend, at each of the meetings,:

At least one Ohio REALTORS® Committee meeting, the District #3 update, the Director's meeting.

If a Director is unable to attend a meeting, they will be required to notify the Executive Officer so that an Alternate Director may be appointed to serve in his/her place. If the Board registers a Director or an Alternate Director for a Convention and they do not attend, the Board will bill the individual for that amount. To receive full reimbursement, Ohio REALTORS® Directors must attend specific meetings and functions at the Ohio REALTORS® Meetings as determined by the Board President and Executive Officer, including Ohio REALTORS® Director Forum and Board of Directors meetings. (Ohio REALTOR® Directors must notify the MCBOR Executive Officer that they are present)

**EXPENSES THAT MAY BE PAID BY BOARD (for MCBOR Appointed Directors Only):**

Up to an amount as budgeted by the Finance Committee, annually

Hotel room for meeting period - up to a single room rate only

Mileage at the current IRS rate

Registration fee for Convention

Parking fees for up to two (2) days

Meals

All travel reimbursement requests must be submitted to the Executive Office for review and approval within 14 days of the meeting's conclusion and must be submitted with receipts and a meeting report.

The Medina County Board of REALTORS® can apply any approved travel reimbursements to the approved traveler's outstanding balances currently being held by the Medina County Board of REALTORS®.

**300-8 "TOMORROWS LEADERS TODAY" OHIO REALTORS® CONVENTION PROGRAM**

Source: Board of Directors, July 8, 2005

Adopted by Board of Directors, July 8, 2005, revised December 7, 2016

For as long as the Ohio REALTORS® program is available, the Medina "TLT" candidate will be chosen by the Board President and the Executive Officer who will report their selection back to the Board of Directors.

The Medina County Board of REALTORS® will pay for one night lodging and one dinner up to \$50 (usually the Board dinner). This expenditure to be reviewed yearly by the Finance Committee.

All travel reimbursement requests must be submitted to the Executive Office for review and approval within 14 days of the meeting conclusion and must be submitted with receipts and a meeting report

**400 FISCAL/INVESTMENTS**

**400-1 CONTRIBUTIONS AND GIFTS TO OTHER ORGANIZATIONS**

Source: Board of Directors, November 16, 1989

Adopted by Board of Directors, November 16, 1989

Amended by Board of Directors, September 10, 1992, revised Sept. 10, 2004.

The Medina County Board of REALTORS® shall not donate money or gifts to other clubs and organizations from the General Fund except by approval from the Board of Directors; this shall not prohibit individual members from making donations on their own behalf.

**400-2 POLICY ON CONTRIBUTIONS AND GIFTS STATEMENT**

Source: Board of Directors

Approved by Board of Directors:

All billings or requests for donations that go out from the Board office shall contain the statement "Contributions or gifts to THE MEDINA COUNTY BOARD OF REALTORS® are not deductible as charitable contributions for federal income tax purposes."

#### **400-3 FEE FOR CHECKS RETURNED FOR NSF**

Source: Board of Directors November 16, 1989

Adopted by Board of Directors, November 16, 1989

Amended by Board of Directors, August 13, 1992, revised Sept. 10, 2004

The Board will charge a \$30 fee to members who have checks returned for insufficient funds.

#### **400-4 AUTHORIZED SIGNATURES**

Source: Finance Committee, January 1992

Adopted by Board of Directors, January 9, 1992, revised December 7, 2016

Amended by Board of Directors, March 5, 2010, September 5, 2019

Two officer signatures will be required on all Board checks. The Executive Officer, Treasurer, President, President-Elect and/or Immediate Past President shall have authorization to sign checks and financial documents for the Association. Signatures on file for banking and financial institutions shall be updated every year.

#### **400-5 EXPENDITURES**

Source: Board of Directors, June 23, 1994

Adopted by Board of Directors, June 23, 1994, revised Sept. 10, 2004, revised December 7, 2016

Annual expenditures shall be funded by our annual revenues. The Affiliate Funds shall be funded through their dues sponsorship money and individual fundraising activities. Additional funds may be established by the Board of Directors.

#### **400-6 ESTIMATES ON CONTRACTED SERVICES**

Source: Finance Committee, January 14, 1994

Adopted by Board of Directors, February 19, 1994

With the exception of emergency services, MCBOR shall solicit at least three estimates for any proposed contracted service which will require payment in excess of \$500 in any calendar year,

#### **400-7 AUDITS AND/OR COMPILATION**

Source: Long Range Planning Committee, April 2003

Adopted by Board of Directors, May 2, 2003, revised December 7, 2016

A Financial review of the Board finances will be conducted per NAR directives, starting with the complete fiscal year of 2014.

#### **400-8 INVESTMENTS**

Source: Board of Directors, June 2, 2006

Adopted by Board of Directors, June 2, 2006

Revised: September 5, 2019

The Finance Committee of the Medina County Board of REALTORS® will be responsible for meeting with the Financial Advisor on a semi-annual basis, or more frequently as needed. The Finance Committee's role will be to:

1. Evaluate the investments to assure compliance set forth by the Board of Directors.
2. Recommend changes to the Board of Directors any changes in the investment account, including:
  - a. Re-allocations
  - b. Additional purchases
  - c. Sales of existing investment

The Financial Advisor may only make adjustments to the account with permission of the Board of Directors



The MCBOR Board of Directors will determine on a semi-annual basis whether there are excess funds in need of long-term investing. The Board will rely upon the expertise of a professional financial advisor to handle all investments.

The policy of the Association is to maintain sufficient funds in a diversely managed account to allow the MCBOR Board of Directors and staff to manage the finances of the Association prudently and with the flexibility necessary to accommodate unpredicted changes in income levels. Examples include:

**Money Market Funds or Cash Equivalents:** Money Market Funds will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund may invest in “money market” instruments during times of extreme volatility or as a portion of a diversified managed portfolio.

**Equities:** The equity component of the portfolio will consist of high-quality, large capitalization, domestic (U.S.) equity securities traded on either the New York, NASDAQ or American Stock exchanges. A managed portfolio through an established institutional money manager should be used. Models can range from Growth to Conservative, depending upon economic times.

Exceptions to the prohibited investment policy may be made only when assets are invested in a Mutual Fund (s), that periodically utilizes prohibited strategies to mitigate risk and enhance return.

**Fixed Income:** The Fixed Income component of the portfolio will consist of high-quality, large capitalization, domestic (U.S.) fixed income securities. A managed portfolio through an established institutional money manager should be used, and be part of an overall managed portfolio ranging in risk from Growth to Conservative.

Exceptions to the prohibited investment policy may be made only when assets are invested in a Mutual Fund (s), that periodically utilizes prohibited strategies to mitigate risk and enhance return.

**Operating Reserves Fund:**

The purpose of the Operating Reserves is to provide an operating reserve to meet expenses of MCBOR in the event of a significant budget shortfall. The target minimum Reserve Fund is equal six (6) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses as tracked in the financial system under the following categories: Wages & Taxes, General & Administration, Legal & Professional, Technology Office Expense, Utilities, and Facility.

The Finance Committee will calculate the actual operating reserve after fiscal year-end and submit to the Board of Directors for approval no later than the February board meeting. The reserves will be recorded in the accounting system and financial statements as Reserve Fund. Two-thirds (2/3) shall be funded from the LPL account and one-third (1/3) from the Money Market account.

The Executive Officer will submit a request to use operating reserves to the Finance Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization’s goal is to replenish the funds used within six (6) months to restore the Reserve Fund to the target minimum amount. The Finance Committee will either approve or modify the request and authorize transfer from the Reserve Fund to be ratified by the Board of Directors prior to transfer.

**Operating Surplus and Review:**

If there is an operating surplus, the Board of Directors may choose to allocate additional funds to the Reserve Fund. The Board is also required to review the investment performance on an annual basis to determine of changes need to be made. The Treasurer and Executive Officer shall sign off on changes as recommended by the Board of Directors.

**400-9 OUTSTANDING BALANCES**

Source: Executive Committee, February 1, 2008

Adopted by Board of Directors, March 7, 2008, revised December 7, 2016

The Medina County Board of REALTORS® will charge 2% interest on all invoices that are outstanding after thirty (30) days, with the exception of Membership dues.

The Medina County Board of REALTORS® will apply any approved travel reimbursements to the approved traveler’s outstanding balances currently being held by the Medina County Board of REALTORS®. Any remaining funds will then be issued to the member.

**400-10 RECOMMEND CELL PHONE POLICY FOR EXECUTIVE OFFICER**

Source: Search Committee, February 5, 2010

Adopted by Board of Directors, March 5, 2010

The Medina County Board of REALTORS® provides a cell phone to the chief Executive Officer for use in

Conducting Board Business. The Board will provide a basic phone or reimbursement for the Executive Officer's personal cell phone (cost of line and service). The Executive Officer is responsible for the cost of any upgrade. The service plan may not exceed \$100.00 per month.

#### **400-11 ERRORS AND OMISSION INSURANCE COVERAGE**

The Medina County Board of REALTORS® shall be covered by Professional Liability and Errors and Omissions Insurance as prescribed by the National Association of REALTORS®

### **500 GRIEVANCE & PROFESSIONAL STANDARDS**

#### **500-1 GRIEVANCE & PROFESSIONAL STANDARDS COOPERATIVE**

Source: Board of Directors, February 2001

Adopted by the Board of Directors, March 1, 2001

The Medina County Board of REALTOR®S will abide by the Policies and Procedures of the Multi-Board Professional Standards Agreement signed in conjunction with the Ashland Board of REALTORS® and the Wayne- Holmes Association of REALTORS®.

#### **500-2 APPOINTMENTS TO THE GRIEVANCE & PROFESSIONAL STANDARDS COOPERATIVE**

Source: Board of Directors, February 2001

Adopted by the Board of Directors, March 1, 2001, revised December 7, 2016

The President will appoint the following positions to the Multi-Board Professional Standards Co-operative:

- A. One (1) REALTOR® to the Grievance Committee serving a four (4) year term;
- B. Two (2) REALTORS® to the Professional Standards Committee Serving a four (4) year term; and,
- C. One REALTOR® to the position of Mediation Officer to serve a two (2) year term.

All appointees must attend Bi-Annual Professional Standards Training to be eligible to sit on the panel.

No member of either Grievance or Professional Standards Committees shall serve simultaneously on the Association's Board of Directors.

### **600 COMMITTEES / LEGISLATIVE**

#### **600-1 COMMITTEE MEETINGS:**

Source: Board of Directors, Nov 2019

All MCBOR committees will be made up of REALTOR® and Affiliate members in good standing with the Medina County Board of REALTORS® with the exception of the Affiliate Committee (affiliate members only), the Professional Standards Committee, Nominating Task Force and Awards Task Force ( all selected by the President). All committees/task forces will meet at the call of the Committee Chairperson. The date, time and location shall be determined by the Committee Chairperson or Board President. Minutes shall be kept for all the committee /task force and a copy distributed to the committee members on or before the next meeting. Quorum for committees shall be forty (40%) of the current number of members on the committee/task force. Three unexcused absences within one (1) calendar year shall result in removal from the Committee. All excused absences must be received by the Board or the Committee Chair prior to the Committee meeting.

#### **600-2 LEGISLATIVE COMMITTEE**

Source: Board of Directors, October 27, 1994

Adopted by Board of Directors, October 27, 1994, revised December 7, 2016, Nov 7, 2019

Legislative Committee members shall be active in reporting the Real Estate related legislative activities of at least one community/village/township. The Committee member must be present to give a community report at each committee meeting. If the member is unable to attend the committee meeting, the report must be submitted to either the Board or the Committee Chair along with an excused absence.

Individual members of the Committee shall not express opinions or lobby on behalf of the committee unless authorized by the Board of Directors or the Board President. The Legislative Committee shall review local, state and national legislation at Committee Meetings. The members of the Legislative Committee shall at all times represent the best interests of MCBOR.

The Legislative Committee, in their interview process and selection, shall be limited to individuals or positions/offices, ballot issues, and levies involved in or related to changing or influencing Real Estate laws, programs and policies. Only candidates who are running opposed in positions listed above will be considered for interview.

Only Legislative Committee members who have joined the Committee by March 1<sup>st</sup> and are in good standing, are eligible to participate in the Candidate Interviews in that calendar year. Any member with more than 3 absences or who joined the committee after March 1, is eligible to sit and observe the interviews only.

Any Legislative Committee member currently running for office will recuse themselves from both the interview and deliberation process of the opposing candidate.

A list of all endorsed/supported candidates along with any type of advertising to be published, shall be sent to the Board of Directors for information purposes only.

Any candidate endorsed by MCBOR may use the Board's endorsement in their campaigning but are not allowed to use the Board's logo.

All Legislative Committee members will be given a copy of the Legislative Committee Policy at the first regularly scheduled meeting of the year or upon joining the Committee.

### **600-3 COMMITTEE CHAIRPERSONS RESPONSIBILITY:**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

All MCBOR Committee Chairs shall:

- Be familiar with current Bylaws, Policies, Procedures and Robert's Rules of Order;
- Follow Robert's Rules of Order at all meetings;
- Attend and preside over meetings, being especially careful to solicit input from every committee member and to request votes as needed;
- Ask other committee members to abstain from issues representing either a conflict of interest or the appearance of a conflict of interest;
- Work with the Liaison and committee staff to report on committee activities to the Board of Directors;
- Work with staff to produce annual budget/individual project budgets as appropriate (for review and approval of the Finance Committee and Board of Directors);
- Work with staff to report to Finance Committee and Board of Directors, regarding actual income and expense versus budget(s);
- Work with staff to plan and coordinate effective events as needed that meet budgetary guidelines;
- Bring requests to Committee for discussion, providing recommendations to the Finance Committee and/or Board of Directors as needed; and,
- Make recommendation for future committee membership to the President.

### **600-4 COMMITTEE LIAISONS:**

A member of the Board of Directors will be assigned to each committee to serve as the Committee Liaison.

A Liaison serves as a Communication Channel between the committee and the Board. It is the liaison's responsibility to see that recommendations, decisions and actions of the Committee are reported to the Board of Directors.

A Liaison shall:

- Provide reports from committee procedural activities, including all motions and messages to and from the Board of Directors;
- Manage committee issues and avoid conflicts between similar committees discussing similar issues;
- Communicate with senior staff in order to update or alert them to issues or concerns; and,
- Help identify future leadership

## **700 BOARD LEADERSHIP**

The Officers and Directors of the Medina County Board of REALTORS® shall comprise the governing body of the Association.

### **700-1 ELECTION OF LEADERSHIP POSITIONS:**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

Candidates for Board leadership positions will be identified by the Nominating Committee. Committee members

### **700-2 QUALIFICATIONS FOR DIRECTORS AND OFFICERS:**

Source: Board of Directors, October 11, 2013  
Adopted by Board of Directors, January 1, 2014,  
Revised December 7, 2016, August 2019

To be eligible to run for a Director or Officer position, the REALTOR® member must be in Good Standing with the National Association of REALTORS for 2 years prior to taking office and have actively served 1 year on committees with the Medina County Board of REALTORS®.

The Vice President, President-Elect, President and Past President shall each serve 1-year terms. The elected officer for the Vice President position automatically succeeds to the following positions each year in the following order: President-Elect, President, and then Past President.

No individual shall serve as Secretary for more than two consecutive 1 year terms and must take one (1) year off before running again for the same position.

No individual shall serve as Treasurer for more than one consecutive 2-year term and must take one (1) year off before running again for the same position.

Directors terms shall be 3 years. No individual shall serve as Director for more than two consecutive 3 year terms and must take one (1) year off before running again for the same position.

Officers & Directors must attend all Board of Director Meetings. If an Officer or Director has 3 unexcused absences, they will be removed from their position.

### **700-3 ELECTION CAMPAIGNING**

Source: Policy Review Task Force, August 2019  
Adopted by Board of Directors: September 2019

Candidates running for election MUST refrain from any campaigning until after the Election Slate has been mailed to the MCBOR membership (minimum 30 days prior to the election). At that time, candidates have the option to campaign. All campaigning must stop at 4:30PM, one day prior to the Election Meeting. There is to be no campaigning at the Election Meeting.

### **700-4 BOARD LEADERSHIP RESPONSIBILITIES**

Source: Policy Review Task Force, June 2021  
Adopted by Board of Directors: June 2021

#### **All Board Members Shall:**

- Employ an Executive Officer to manage the day-to-day operations of the Association.
- Review & approve a budget prepared by the Finance Committee reflecting projected income from all sources and projected costs and expenses of the Association for the next fiscal year.
- Review and act on committee requests.
- Attend all Board meetings. Any director or officer that is absent from three (3) regularly scheduled Board meetings in one (1) calendar year, will be removed from their position. (In extreme circumstances, an appeal for reinstatement may be submitted for consideration by the Board of Directors). Any absence from a Board of Directors meeting should be reported to the President and Executive Officer in advance.
- Attend Association functions.
- Be informed about the Association's Long-Range Plan, Bylaws, Policy Manual, and services.
- Approve and amend such rules, regulations and policies necessary to the operation of the Association.
- Promote free enterprise, the real estate industry, the high standards of conduct of REALTORS® and the use of the term REALTOR® within the community.
- Be thoroughly and completely prepared before each meeting.
- Read and understand the information given.
- If a Board member does NOT understand something, they will exercise care to receive clarification before the meeting. If not possible, receive clarification during such time as the issue is before the Board.
- Ask questions until receiving an answer that they understand.

- With the exception of the President, be actively involved in deliberations during the Board meeting and comment as appropriate on written materials and other's comments.
  - Not formulate a strong opinion until hearing from other Board members.
  - Help the Board make decisions deliberately and without undue haste or pressure.
  - Make certain that the Association does not participate in programs which are illegal, or outside its prerogatives as a trade association.
  - Support the Board's decision and will not undermine the decision by distancing themselves and informing others that they voted against it. Understand that the Board acts as a whole and each member is responsible to support the Board's decision.
  - Not represent any constituency within the Association, a company, franchise, or even a specific group. The Board's fiduciary responsibility is to the Association under Ohio law.
  - Abstain from issues representing either a conflict of interest or the appearance of a conflict of interest.
  - Review new members.
  - Take action to ensure the success of the organization.
  - Voice an opinion and urge caution whenever it is believed the Board may take action that is contrary to the best interests of the association.
  - Encourage maximum membership participation & seek input from the REALTOR® members regarding issues.
  - Make a financial contribution to RPAC
  - Suggest possible nominees who can make significant contributions to the work of the association.
- 
- Keep up-to-date on industry trends and share these with the Board
  - Accept criticism as being helpful regardless of how it is delivered.
  - Lavish praise on others!

## **700-5 OFFICER RESPONSIBILITIES**

### **EXECUTIVE COMMITTEE**

Source: Policy Review Task Force, June 2021

Adopted by Board of Directors: June 2021

The Executive Committee is composed of all Officers elected by the General Membership and the Immediate Past President of the Association. (President, President Elect, Vice President, Treasurer and Secretary).

- The Executive Officer shall be a non-voting member of the Executive Committee.
- The Executive Committee shall meet at the call of the President.
- The Executive Committee may only make recommendations to the Board of Directors for its consideration and action and may not act on behalf or exercise the authority of the Board of Directors, except to transact business of an emergency nature between meetings of the Board of Directors, while reporting such actions at the next Board of Directors meeting for confirmation.

### **PRESIDENT**

The President, as the chief elected officer, represents the entire membership and the best interests of the Association. Exercises personal leadership in the motivation of other officers, Board members, committee member and staff. Acts a spokesperson and inspirational leader and takes an important part in monitoring and evaluating the Association's performance and effectiveness. Within limits of the Bylaws and Policies, the President's authority is to accomplish the duties set forth below and to perform such other duties as approved by the Board of Directors.

#### **The President shall:**

- Develop a working partnership with the Executive Officer. Provide support, guidance and ideas for furthering the Association.
- Recognize the Executive Officer is responsible for day-to-day operations and not direct staff but will work through the Executive Officer.
- Help the President-Elect and seek help from him/her.
- Maintain and Update the Association's Long-Range Plan, Bylaws, Policy Manual, and services, eliminating outmoded policies & procedures
- Represent the Board in community real estate related activities and assist in furthering the development of the community.
- Serves as the Association spokesperson and represents the interest and objectives of the Association in dealings with the news media, allied organization and industries, local, state and federal legislators and the general public
- Maintain the Association's finances in a sound position and retain the Association's fiscal integrity in conjunction with the Treasurer and Finance Committee.

- Appoint the best possible Committee Chairman.
- Chair the Board of Directors meetings. Serve as the moderator and not become actively involved in deliberations during the Board meeting unless I surrender the Chair position. Help the Board make decisions deliberately and without undue haste or pressure.
- Ensure that written records of board preparation and deliberation are kept, and I will safeguard confidential information. This paper trail will show compliance with procedural due care requirements under the law.
- Have independent legal counsel and accountants prepare independent evaluations in a written report.
- Submit articles weekly for the President's Column in the Medina Gazette
- MCBOR Check Signer
- Serve as Chairman of the Building Committee
- Serve as Vice Chairman of the Nominating Committee
- Serve as an Ohio REALTORS® Director, attend Ohio REALTORS® State Meetings when possible and serve on an Ohio REALTORS® Committee.
- Serve on an NAR Committee if at all possible
- Automatically become Past President the year following served as President

### **PRESIDENT-ELECT:**

It is the responsibility of the President Elect to perform the duties of the President in the event of the Presidents absence or disability.

#### **The President-Elect shall:**

- Attends, as a voting member, all Board of Director and Executive Committee meetings and presides in the absence of the President.
- Work closely with the President & Executive Officer.
- Recognize the EO is responsible for day-to-day operations and not direct staff but will work through the EO.
- Help the Vice President and seek help from him/her
- Appoint the best possible Committee Vice-Chairman
- Chair Board meetings when the President is unable to fulfill his/her duty. In this role, serve as the moderator and not become actively involved in deliberations during the Board meeting unless I surrender the Chair position. Help the Board make decisions deliberately and without undue haste or pressure.
- Ensure that written records of board preparation and deliberation are kept and safeguard confidential information. This paper trail will show compliance with procedural due care requirements under the law.
- Have independent legal counsel and accountants prepare independent evaluations in a written report.
- Serve as Chairperson of the RPAC Committee and reports current fundraising status to the Board of Directors meetings
- Serve as Vice Chairman of the Building Committee
- Serve as an Ohio REALTORS® Director, attend Ohio REALTORS® State Meetings when possible and serve on an Ohio REALTORS® Committee.
- Serve on an NAR Committee if at all possible
- Travel with the Executive Officer to Ohio REALTORS® Leadership and NAR Leadership Meetings
- MCBOR Check Signer
- Automatically move up to the President position, then Past President following the year served as President.

### **VICE PRESIDENT**

It is the responsibility of the Vice President to perform the duties of the President-Elect in the event of the President-Elects absence or disability.

#### **The Vice President shall:**

- Work closely with the President, President-Elect & Executive Officer.
- Recognize the Executive Officer is responsible for day-to-day operations and not direct staff but will work through the Executive Officer.
- Ensure that written records of board preparation and deliberation are kept and safeguard confidential information. This paper trail will show compliance with procedural due care requirements under the law.
- Have independent legal counsel and accountants prepare independent evaluations in a written report.
- Serve as Chairman of the Bylaws Committee
- Serve as Vice Chairman of the RPAC Committee
- Serve as an Ohio REALTORS® Director, attend Ohio REALTORS® State Meetings when possible and serve on an Ohio REALTORS® Committee.

- Serve on an NAR Committee if at all possible
- Automatically move up to the President Elect position, then to President, then Past President

### **SECRETARY**

It is the responsibility of the Secretary to ensure that written records of Board preparation and deliberation are recorded and maintained.

#### **The Secretary shall:**

- Work closely with the Executive Officer in handling, preparing & signing the appropriate records & documents.
- Compile all Ohio REALTORS® and NAR meeting reports based on input from Board members attending conferences and meetings.
- Prepare press releases as requested.

### **TREASURER**

It is the responsibility of the Treasurer to maintain the Association's finances in a sound position and retain the Associations fiscal integrity in conjunction with the President and Executive Officer.

#### **The Treasurer shall:**

- Serve as Chairman of the Finance Committee.
- Present monthly financial reports to the Board of Directors.
- Prepare with the Finance Committee and staff, an annual budget to be approved by the Board of Directors and make recommendations for amendments to the budget when necessary.
- Request Committees' financial needs in advance of budget preparation.
- MCBOR Check Signer.

### **PAST PRESIDENT**

It is the responsibility of the Immediate Past President to provide guidance and advice to the Board based on their previous role as President.

#### **The Immediate Past President shall:**

- Advise President as requested.
- Recognize the Executive Officer is responsible for day-to-day operations and not direct staff but will work through the Executive Officer.
- Ensure that written records of board preparation and deliberation are kept and safeguard confidential information. This paper trail will show compliance with procedural due care requirements under the law.
- Have independent legal counsel and accountants prepare independent evaluations in a written report.
- Serve as Chairman of the Nominating Committee
- MCBOR Check Signer

## **700-6 DIRECTOR RESPONSIBILITIES**

Source: Policy Review Task Force, June 2021

Adopted by Board of Directors: June 2021

It is the responsibility of a Director to represent the membership of the Association, provide input and guidance to the Officers of the Board.

#### **A Director shall:**

- Accept assignments from the President.
- If appointed as a Liaison,
- Initiate relationship with the committee chair and staff executive of the committee to which you are a liaison.
- Review committee agendas prior to meetings.
- Actively participate in meetings of committee to which you are a liaison.
- Report to BOD monthly results of each committee meeting to which you are a liaison.
- Report to committee to which you are liaison information from BOD.

## **700-7 AFFILIATE DIRECTOR**

Approved by Board of Directors: October 30, 1997

Amended by Board of Directors: November 4, 2005,

Revised December 7, 2016, September 2019

There shall be an Affiliate Director on the Board of Directors. They shall have voting power per the Association Bylaws except on decisions that concern the Bylaws, Policy Manual, Professional Standards and issues that require Executive Session. The term of the Affiliate Director shall be for one year, to coincide with the elective year of the

Association.

The Affiliate Director for the following year shall be voted by the Affiliate Committee and ratified by the Board of Directors.

The Affiliate Director shall attend all Board of Directors meetings. Three absences without an excuse deemed valid by the Directors will be construed as resignation from the position. In the event of a resignation, a replacement Director shall be selected by the Affiliate Committee, and ratified by the Directors, to serve out the unexpired term.

The Affiliate Director shall report to the Directors on business items concerning the Affiliate Committee members. The Affiliate Director shall also be responsible for communicating to the Affiliate Committee members those matters of importance or concern to the Affiliates. This policy is not intended to discourage individual Affiliate members from discussing their concerns with the Executive Officer. Rather, it is intended to allow Affiliate Committee members to speak with a unified voice on matters of general concern to them.

The Affiliate Director shall schedule meetings as necessary for the Affiliate Committee members (one of which may be the election meeting) to discuss matters of concern. The Executive Officer shall be an ex-officio attendee at all meetings, with voice but without vote.

Annually, two months before the end of the election year, the Affiliate Director shall schedule a General Affiliate election meeting to elect the Nominee for Affiliate Director for the next year.

To be eligible for consideration for Affiliate Director, applicants must have been an Affiliate member in good standing of the Medina County Board of REALTORS® for at least two consecutive years prior to taking office and must have actively served on the Affiliate committee.

At least three weeks before the Election meeting, the Executive Officer shall solicit written requests for applicants for the position from the Affiliate Committee members. Any request to serve as Affiliate Director shall be submitted in writing to the Executive Officer at least ten (10) days prior to the date of the meeting during which the Election will be held. Nominations will be accepted from the floor at the meeting.

The Executive Officer shall be responsible for the conduct of the election, the counting of the ballots, and the announcement of the winner. Each Affiliate Committee members' company will be allowed one vote by their primary member or a secondary member designee. Voting shall be by ballot and a plurality vote of the Affiliate Committee members present and voting is required for election.

In the absence of an election, or if the elected Nominee cannot serve as Affiliate Director, the Affiliate Committee will recommend an Affiliate Director subject to approval by the Directors for the full term. The Affiliate Committee members will be notified of the appointment.

The Directors of the Association will solicit the input of the Affiliate Committee members and will consider recommendations prior to amending or canceling this policy.

## **700-8 EXECUTIVE OFFICER**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

It is the responsibility of the Executive Officer to perform the duties set forth below:

- Serve as ex-officio, non-voting member of the Board of Directors and all standing Committees of the Association;
- Attend all meetings of the Board of Directors, assist in preparation of agendas, and follow through on implementation of decisions and policies;
- Ensure that the Board of Directors is fully informed of the condition and operation of the Association and of all important factors influencing them;
- Execute all decisions of the Board of Directors, except otherwise assigned;
- Ensure that the Board of Directors receives all recommendations or mandates from the National Association of Realtors® (NAR) so that the Association stays fully compliant with the State and National Realtor® Associations;
- Work with the Association's goals to provide leadership, education, technology and support for the Association Members;
- Plan, formulate and recommend for approval of the Board of Directors, basic policies and programs that will further the Association's objectives;
- Oversee the activities of all standing Committees to ensure that they are operating within their assigned



responsibilities and ensures that Committee decisions and recommendations are submitted to the Board of Directors for review and approval;

- Maintain effective relationships with The Ohio REALTORS<sup>®</sup>, NAR, related trade organizations and other organizations, both public and private, and see that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association;
- Serve on State and National Association Realtor<sup>®</sup> committees, if appointed, when such service is of benefit to the Organization;
- Plan educational programs with the Education Committee to advance the professional, technical and managerial skills of the membership, within budgetary and program objectives;
- Work with the Technology Committee for the development of the Association's website. Maintain the Association's website and verifies the accuracy of the content;
- Carry out such other general responsibilities as may be delegated by the Board of Directors;
- Attend local, state and national REALTOR<sup>®</sup> meetings and conventions, annual Association Executive Conference and seminars as appropriate and within the budget of the Association; and,
- Contribute to RPAC

#### **General Administration/Management:**

- Ensure that the Association is operated in accordance with published policies and Bylaws;
- Plan the general administration of the entire operation; delegate as appropriate and oversee delegated Responsibilities;
- Plan and execute all membership meetings, in accordance with guidance from the Board of Directors;
- Direct and coordinate all approved programs, projects and major activities of the Association;
- Ensure that proper files and membership records are maintained and secured;
- Perform secretarial functions for the Association, maintain official minutes, and provide security for all files, legal, historical and financials documents as well as membership and mailing lists; and,
- Manage the duties of the Association staff.

#### **Communication:**

- Ensure that the policies, programs and activities of the Association are properly communicated to the members through mailings, faxes, newsletters, online communication, meetings and events; and,
- Work to promote the Association.

#### **Professional Standards and Ethics:**

- Serve as the Certified Professional Standards Administrator, provide clerical, administrative and procedural support to the Grievance and Professional Standards Committees in handling Ethic complaints and Arbitration requests;
- Administer the Professional Standards and Grievance process to ensure that complaints are properly handled in accordance with the Associations Bylaws and Procedures;
- Maintain overall general knowledge of the Code of Ethics and Arbitration procedures; and,
- Maintain certification as a Professional Standards Administrator and attend recertification when needed to maintain position as required by the National Association of REALTORS<sup>®</sup>.

#### **Financial**

- Work with the Finance Committee and the Board of Directors to provide overall financial viability of the Association;
- Ensure that dues and fees are collected and that services are terminated for non-payment in accordance with the Association's Bylaws and published Policies and Procedures;
- Ensure that all transactions are handled in a timely manner, including Accounts Receivables, Accounts Payable, deposits, reconciliation of bank statements and preparation of financial reports;
- Work with the Finance Committee to prepare an annual budget;
- Ensure that all funds, physical assets and other property of the Association are appropriately safeguarded and Administered;
- Work with the Association's CPA to assure proper and timely preparation of tax filings and audits; and,
- Serve as a MCBOR Check Signer

#### **Legal**

- Execute contracts and commitments as authorized by the Board of Directors or within established policies. The Executive Officer cannot sign contracts or other documents for the Association unless authorized by the Board of Directors;
- Act as a liaison between the Board of Directors and the Association's Attorney; and,

- Ensure that the Association is operated in accordance with all laws and regulations.

**Relationships** – The Executive Officer should establish positive working relationships of mutual respect with the following:

- Leadership of the Local, State, and National Associations;
- Committees of the Local Association;
- Members of the Board, to the greatest degree possible;
- Association Executives/Chief Executive Officers of other Associations;
- Personnel at the State and National Associations;
- Staff of the Local Association;
- Leadership and staff of allied groups and organizations; and,
- Others deemed advisable by the Board of Directors.

#### **MCBOR Staff**

Only the Executive Officer has the authority to hire, terminate, direct and supervise the MCBOR staff. Additional personal to be approved by Board of Directors

#### **CONTRACTS**

The Executive Officer has the authority to sign contracts or any other documents pertaining to the day to day operations of the Association provided that the total monetary amount to be paid by the Association does not exceed \$\_\_\_\_\_and that the Board of Directors are notified.

#### **EXECUTIVE OFFICER POSITION**

In the event of a vacancy in the Executive Officer position, the Executive Committee shall identify and screen replacement candidates, and present recommendations to the Board of Directors. The Board of Directors shall have the option to interview candidates and shall make the final selection.

The Executive Committee shall conduct an annual written performance review for the Executive Officer, review salary rate and determine wage increase and/or bonus, if applicable.

The Executive Committee shall address any performance issues with the Executive Officer. If necessary, the Executive Committee has authorization to recommend disciplinary action due to performance issues. Any action must be ratified by the Board of Directors.

#### **700-9 MEMBERS ACCESS TO DIRECTORS MEETINGS AND MINUTES**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

Members to the Association may attend Board of Directors meetings provided they make a request in writing to the Executive Officer at least 5 days prior to the meeting setting forth the reason for the request. The Association reserves the right to protect the interests of its members and employees in maintaining confidentiality. All guests will be excused when the Board is called into Executive Session at which time matters relating to confidential matters, professional standards hearings, results and appeals among other possible matters may be discussed.

Minutes of the Board of Director's meetings (excluding minutes from the Executive Session) will be available to the General membership, provided advance written request is made. Any review of Minutes shall be done at the Association Office in the presence of the Executive Officer. Documents are not permitted to be removed from the Board office and photocopies are strictly prohibited.

#### **700-10 MEMBERS ACCESS TO MATERIALS**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

At the request of a member and under the supervision of the Executive Officer, the Association will make available for inspection all books and records of the Association's accounts and minutes of proceedings of committees. For any member examining the Board's books and records, the Executive Officer may request that the member submit any questions they have in writing in advance of the next scheduled Board of Directors meeting. Documents are not permitted to be removed from the Board office and photocopies are strictly prohibited.

## **600-2 ENDORSEMENT OF Ohio REALTORS® AND NAR**

All Candidates running for Ohio REALTORS® or NAR office requesting the endorsement of MCBOR may be given the opportunity to appear before the Board of Directors. The MCBOR Board of Directors shall have the authority, but not obligation, to endorse candidates for Ohio REALTORS® or NAR positions. Endorsed candidates will be notified in writing of MCBOR endorsement and funding, if applicable. Notifications must include that candidates are permitted to advertise endorsement by MCBOR, but are not permitted use of the MCBOR logo

## **800 PUBLIC RELATIONS**

### **800-1 BOARD PUBLIC SPOKESPERSON AND OR REPRESENTATION-**

Source: Board of Directors, May 5, 2006

Adopted by Board of Directors, May 5, 2006

Revised: September 2019

The current MCBOR President is the authorized spokesperson for the Association. The following guidelines should be followed:

- Comments, whether written or verbal, should be concise;
- When possible, do not reply immediately so an accurate response may be made;
  
- Any material published on the MCBOR website or public social media accounts may be shared;
- Confidential information should never be shared including, but not limited to, board financials, Professional Standards cases, details on a specific member, etc;
- If the request is via phone call, the caller shall be identified. If it is a reporter or member of the press, ask the reporter's deadline and nature of the information they need. Ideally, respond to the caller at a later time; and
- Identify when expressing a personal opinion and not the position of MCBOR.

## **900 FUNCTIONS AND FACILITIES**

### **900-1 MCBOR FACILITIES POLICY**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

MCBOR offices are under the control of the Executive Officer and are not to be accessed without prior authorization. Only employed staff members have access to the MCBOR facilities, supplies, equipment and offices. The following usage guidelines must be followed:

### **900-2 BOARD MEETING ROOM USAGE & RENTAL**

Source: Meeting Room Rapid Action Team, March 2008

Adopted by Board of Directors, April 4, 2008

Adopted by Board of Directors, February 3, 2012, revised December 7, 2016

#### **1. GENERAL CONDITIONS**

- a. Members reserving rooms are responsible for any damage done to the building, rooms, facilities, or equipment and will be expected to compensate the Board accordingly.
- b. Alcoholic beverages are not permitted.
- c. All Board audio/video equipment may be utilized by members. Video equipment and tapes may not be removed from the Board office.
- d. Reservations must be made through Board Staff
- e. A Meeting Room Rental Request Form must be submitted.
- e. Reservations are on a first come/first serve basis.
- f. Seating Capacity is approx. 35 person/theater style; 24 person/classroom style

#### **2. MEETINGS – MCBOR MEMBERS ONLY**

##### **a. INDUSTRY RELATED**

- No Charge for Room
- Must be during Normal Business Hours
- Not to be used for seminars, presentations, programs, etc., that is of “recruitment” nature (programs that attempt to recruit agents, managers and/or franchisees)

b. NON-INDUSTRY RELATED

- \$150 room rental
- During Normal Business Hours

3. CONTINUING EDUCATION NOT SPONSORED BY MCBOR- MCBOR MEMBERS ONLY

- a. \$50 per hour (Elective class), or \$100 per hour (Core class)
- b. Must be scheduled with Board staff
- c. Class must not interfere with a similar MCBOR scheduled/sponsored class within 90 days (prior or post requested date)
- d. Beverages not included
- e. Must be scheduled during normal business hours

4. AFTER HOURS USE

- a. After-hours use can only be requested by a MCBOR member in good standing, willing to be responsible for any damages. Member must remain at the facility for the duration of the event, must be the last one to leave and is responsible for securing the building.
- b. Keys must be picked up during business hours by the member mentioned above.
- c. There is a \$50 key deposit
- d. \$150 room rental for 3 hours maximum
- e. Kitchen/Work room not available

f. Non-Profit Groups- No charge

- Open to all not- for- profit groups, including Non-Real Estate related (Example: WCR, Scouts, Kiwanis)
- Board approved MCBOR Member must be with the group at all times and is responsible for the facility and it's state.

**900-3 SMOKING POLICY**

Source: Board of Directors, November 16, 1989

Adopted by Board of Directors, November 16, 1989

Revised by Board of Directors, January 30, 1997, Sept. 10, 2004, December 7, 2016, September 2019

Medina County Board of REALTORS® is “smoke free” and smoking and vaping are prohibited within the facility. Smoking refers to the use of traditional tobacco products in accordance with Ohio Revised Code 3794, as well as medical marijuana.

Vaping refers to use of electronic nicotine or marijuana delivery systems or electronic smoking devices (commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars).

**900-4 RENTAL OFFICES**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

MCBOR, located at 2530 Medina Rd. offers up to 3 offices for rental. These spaces will be rented to MCBOR Affiliate Members Only (membership required). Lease pricing will be determined by the Finance Committee and approved by the Board of Directors. Terms for any office shall be a minimum of 2 years and shall follow the provisions of the MCBOR form lease on file. Following a lease termination, all doors/locks associated with that unit will be re-keyed

**1000 Other Policies**

**1000-1 BOARD CREDIT CARD**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

A MCBOR credit card will be issued to the Executive Officer to effectively and efficiently make purchases in relation to the Board of Directors approved budget.

- The card will have a credit limit as determined by the Financial Institution, but shall not exceed \$\_\_\_\_\_.
- The card may be used only for travel, the purchase of goods or services for official business of MCBOR.
- All purchases will be within current budget line item amounts.
- The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company, Board President and Treasurer if it is lost or stolen.
- The person issued the card must immediately surrender the card to the current Board President or Treasurer when

affiliation with MCBOR has ended.

- The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action and will be liable for repayment to MCBOR.

#### Reporting Requirements

Credit card statements, along with receipts for all items will be reconciled on a monthly basis by the Executive Officer. Receipts must show the date, purpose, and name(s) for which the expense was incurred. Monthly credit card statements will be reviewed at least quarterly by the Treasurer or Board President for accuracy. Annually, the Finance Committee will review integrity of the credit card statements.

### **1000-2 BOARD FUNCTIONS IN MEDINA COUNTY POLICY**

Source: Board of Directors, November 16, 1989

Adopted by Board of Directors, November 16, 1989

All Medina County Board of REALTORS® functions shall be held within Medina County unless previously approved by the Board of Directors.

### **1000-3 SOCIAL MEDIA POLICY**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

The Board of Directors, Committee Chairs and Vice-Chairs have a fiduciary responsibility to the Association under its Bylaws and the laws of the State of Ohio when participating in social media. They must:

- 1) state that they are a volunteer leader for MCBOR when speaking about issues relevant to the Association;
- 2) be clear that any personal opinion expressed are not necessarily those of MCBOR; and,
- 3) be familiar with MCBOR's position (as adopted by the Board of Directors) on industry related topics. "Remember the authorized spokesperson for the Association is the President;"
- 4) refrain from expressing their own political views about individual politicians and remember that they are a member of the REALTOR® Party;
- 5) use caution when posting photos of members and staff in social settings to avoid sending unintended and unwanted message to viewers; and,
- 6) consider that the Association works with elected officials from all political parties who support issues important to REALTORS®

In addition to the general policies already outlined, members of our Board of Directors, Committee Chairs and Vice-Chairs may not:

- 1) disclose confidential information about our Association, its employees, business partners, suppliers, or other third parties;
- 2) disclose financial information about our Association including but not limited to revenues, profits, forecasts, and other information;
- 3) engage in any social media communication that may disparage or harm the image or reputation of the Association and/or any of its members/employees; or
- 4) violate any Federal Fair Housing, Canon & Code of Ethics or Anti-Trust laws.

#### Code of Ethics

In addition to potential violations of state and federal law, internet postings are also subject to the National Association of REALTORS®' Code of Ethics. Members should review and be familiar with the Articles of the Code of Ethics and Standards of Practice which apply most often to internet postings.

#### Policy Violations

Possible violations should be reported to the MCBOR Executive Officer and the Board of Directors for review. The Board of Directors may, at its discretion request that any post it deems inappropriate be removed. The Board of Directors reserves the right to take further action as it deems appropriate (including possible removal from leadership positions). If the Board of Directors believes there has been a possible violation of the Social Media Policy, the following steps should be followed:

1. communicate in writing to the person regarding the situation with a request that the violation be rectified within 12 hours.

2. Explain the possible ramifications if the post is not removed.
  - Removal from position
  - Notification to Broker

#### **1000-4 ANTI-TRUST COMPLIANCE**

Source: Executive Committee, April 3, 2009

Adopted by the Board of Directors, May 1, 2009, revised December 7, 2016

The Association to be in strict compliance with all Federal and State Antitrust Laws, Rules and Regulations related to anti-trust matters. Its policies and procedures apply to all membership, Board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.

- Discussions of commissions are prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price, such as:
  - a. Cost of operations, supplies, labor or services;
  - b. Allowance for discounts;
  - c. Terms of sale including credit arrangements; and,
  - d. Profit margins and mark ups provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
- 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.
- 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.
- It is the Association's policy that all meetings attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative 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(s) should excuse themselves from the meeting and request that the minutes show that they left the meeting at that point and why they left. Any such instances should be reported immediately to the President and staff of the Association.
- It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, and Association employees annually and that the same be understood at all meetings of the membership of the Association.

#### **1000-5 WHISTLE BLOWER POLICY**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

A key defense against fraud occurring in any organization is the knowledge of and availability to a means for employees and others to anonymously report suspected wrongdoing (whistleblowing). The Medina County Board of REALTORS<sup>®</sup>, Inc. require that it's officers, directors, volunteer committee members and employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities for MCBOR. All such persons must comply with all applicable federal and state law regulations

A whistleblower is one who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy above. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

MCBOR encourages complaints, reports or inquiries about illegal practices or serious violations. Concerns raised under this Policy would include financial improprieties, accounting or audit matters, misuse of MCBOR's resources, ethical violations or other illegal or improper practices or policies. (matters of alleged discrimination or harassment should be addressed under those policies and procedures)

Whistleblower protections are provided in two important areas -- confidentiality and no retaliation.

##### Confidentiality:

Reports of concerns and investigation 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, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits

##### No Retaliation:

This whistle-blower policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the Association for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences.

Moreover, a volunteer or employee 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 or termination of employment

#### Handling of Reported Violations:

The Board of Directors shall address all reported concerns and will notify the sender and acknowledge receipt of the concern within five business days, if possible. The Board of Directors will not acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the Board of Directors, and corrective action will be taken as deemed appropriate if warranted by the investigation. In addition, action taken must include a conclusion or follow-up or both, with the complainant for complete closure of the concern.

The Board of Directors has the authority to retain outside legal counsel, accountants, private investigators or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

#### Confidentiality:

Reports of concerns and investigations pertaining thereto, shall be kept confidential to the extent possible consistent with the overriding need to conduct a thorough 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, up to and including dismissal from the volunteer position or termination of employment.

### **1000-6 DISCRIMINATION/HARASSMENT**

Source: Policy Review Task Force, August 2019

Adopted by Board of Directors: September 2019

- 1) The Association shall provide equal membership opportunity to all applicants for membership without regard to race, color, religion, ancestry or national origin, sex, age, veteran status, familial status, or a physical or mental handicap
- 2) Harassment is an illegal conduct and is contrary to the policy of the Association. As used in Association policy, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact or threats to do the same or any other conduct by creating a hostile, intimidating or offensive environment.
- 3) Complaint Procedure:  
Any member who believes that they have suffered harassment by any member of the Association, must bring the complaint to the attention of the President or Executive Officer. The complaint must be in writing and include details of dates, times, places and witnesses, if any, to the alleged harassment. All complaints will be investigated promptly and with strictest confidentiality by an investigatory team comprised of the President, President-Elect and/or Vice President and one (1) member of the Board of Directors selected by the highest- ranking officer not named in the complaint after consultation with legal counsel for the Association. If the complaint involves the President, President-Elect and/or Vice President, they shall be replaced on the investigatory team by the immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint.

Both the complainant and the accused will be provided a full opportunity to present their cases. Witnesses interviewed will be provided only such information as is necessary to elicit from them their observations and other relevant information.

Disciplinary action against any member found to have harassed another member may consist of any sanction authorized in the *Code of Ethics and Arbitration Manual*, such as verbal or written warning, probation, suspension or expulsion, depending on the gravity of the incident. Prior incidents of similar behavior shall be taken into consideration when determining the appropriate disciplinary action. Such decision shall be made by the investigatory team. Clear, strong, and convincing shall be defined as that measure or degree of proof which will produce a firm belief as to the validity of the allegations sought to be established. It is contrary to the policy of the Association for a member to retaliate against any member who files a charge of harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the filing of a complaint. The Association recognizes that a charge of harassment can cause serious damage to the personal reputation and professional career of the accused. In the event a complaint of harassment is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the member who brought the false complaint.

### **1000-7 CONFLICT OF INTEREST POLICY**

Source: Policy Review Task Force, August 2019  
Adopted by Board of Directors: September 2019

Any MCBOR member with a potential conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the potential conflict. MCBOR leaders shall be excused from such discussion unless otherwise requested by the Board of Directors and shall respond to any questions asked of them. No leader with a conflict of interest may vote on any matter which the leader has a conflict, including votes to block or alter the actions of the decision-making body in order to benefit the business in which they have an interest. Minutes shall reflect that such disclosure was made.

### **1000-8 INTERNET AND COMPUTER USAGE POLICY**

Source: Policy Review Task Force, August 2019  
Adopted by Board of Directors: September 2019

This policy outlines guidelines for using MCBOR's internet connection, network and computer equipment and applies to all employees, members and guests. It is our intent to avoid inappropriate or illegal internet use that creates risks for the Association's legality and reputation.

#### **Internet Usage**

It is not the Associations intent to restrict access to websites of the user's choice. It is expected that the user exercises good judgement and remains productive using the internet.

MCBOR provides two Wi-Fi networks, one to be used by MCBOR staff only and one for guest use.

MCBOR network should never be used to:

- Download or upload material that is determined to be obscene, offensive or illegal by consensus of the Board;
- Send confidential information to unauthorized recipients;
- Invade another person's privacy and sensitive information;
- Download or upload movies, music and other copyrighted material and software;
- Visit potentially dangerous websites that can compromise the safety of our network and computers; or
- Perform unauthorized or illegal actions, such as hacking, fraud, buying/selling illegal goods and more.

#### **Computer Usage**

##### **Employees**

- MCBOR issues computer equipment to employees including cellphones, desktops, laptops and tablet computers.
- MCBOR employees are to respect and protect MCBOR's equipment.
- Board equipment is for the use of employees only and may not be accessed by non-employees.
- We also advise our employees to be careful when downloading and opening/executing files, emails and software. If an employee is unsure if a file is safe, they should ask the Executive Officer.
- MCBOR will install anti-virus software on Board owned computers. Employees may not deactivate or configure settings and firewalls.

##### **Member and Guest Usage**

- Members and guests may access the internet using the Guest WIFI (MCBORGuest) from their own devices. MCBOR will not assume any responsibility if guest devices are infected by malicious software or if personal data is compromised as a result of inappropriate use.
- Conference/Training Room computer may be used by outside instructors for use in Continuing Education Presentations. If WIFI is needed, the user must log in on the Guest WIFI.

### **1000-9 REALTOR SAFETY**

Source: Policy Review Task Force, August 2019  
Adopted by Board of Directors: September 2019

Medina County Board of REALTORS®, Inc. is committed to promoting safety for REALTORS®. To that end, MCBOR will strive to provide its REALTORS® with education and general guidance they may utilize when interacting with real estate owners and prospective buyers. MCBOR, however, is not in a position to evaluate or disseminate complaints from REALTORS® regarding the suspicious or objectionable behavior of specific individuals. MCBOR shall encourage



REALTORS® to report suspicious or objectionable behavior to their respective Brokers or to law enforcement for further and immediate action.

**1000-10 MEMBERSHIP MAIL AND EMAIL ADDRESSES**

Source: Board of Directors, March 7, 2003

Adopted by Board of Directors: March 7, 2003, revised December 7, 2016, September 2019

MCBOR will not release membership mailing and/or email addresses

**1000-11 TRADEMARK PROTECTION**

Source: Policy Manual Task Force

Adopted by Board of Directors December 7, 2016

Revised: September 2019

Only REALTOR® Association members can use the nationally recognized REALTOR® “R” trademarks and logos in accordance to NAR Trademark Restrictions. MCBOR vigorously polices the misuse of REALTOR® trademarks by both members and non- members.