

WMAR  
POLICY STATEMENTS

Amended January 2017



WHITE MOUNTAIN  
ASSOCIATION OF REALTORS®



**WHITE MOUNTAIN ASSOCIATION OF REALTORS®**  
**POLICY STATEMENTS**  
**(As Amended January 2017)**

**INTRODUCTION:** Policy statements are for the purpose of developing guidelines and standards for internal Association operations and shall be approved by the Board of Directors on a continuing basis as needed.

The following documents establish the policies for the operation of the Association:

1. Articles of Incorporation as amended July 8, 1996
2. Bylaws and Rules and Regulations as amended April 17, 2013
3. Rules & Regulations of the Multiple Listing Service of the White Mountain Association of REALTORS® as amended May 28, 2013.
4. Policy Statements as amended June 25, 2013.

**A. MEMBERSHIP REQUIREMENTS:**

**POLICY A.1: APPLICATION:** (Amended 06/12) Membership is not mandatory and may be requested at any time; in the event that a non-principal affiliates with a Designated REALTOR® and chooses not to join an association of REALTORS®, the provisions of WMAR BYLAWS, ARTICLE X, regarding non-member licensees will apply. Applicants shall file an application within 30 days (initialed by employing Broker) with proof of licensing (i.e. ADRE license, or receipt) with the Association Executive (AE); if licensee has not applied with another board of choice. A non-refundable application fee per the current Rate and Fee Schedule must accompany each application in addition to the appropriate National, State and Local dues.

**POLICY A.2: ORIENTATION:** (Amended 10/1) Applicants for REALTOR® Membership and approved by the Board of Directors, shall agree (as a condition of membership) to complete the White Mountain Association of REALTORS® Orientation Program. A Code of Ethics course shall be provided a minimum of 6 times a year, with a minimum of 4 new members registered in order to hold a class. Additional Orientation classes may be authorized by the President. In case of class cancellation, registrants shall be automatically enrolled in the next available class. Notice of cancellations shall be given 48 hours in advance, by email and phone, to registrants. Orientation shall consist of no less than three (3) hours of Association certified training by a Certified Ethics Instructor, a certificate for three (3) CE hours will be given. Orientation must be completed within 60 days, or the first two available opportunities, from when a completed application is received by the Association, or membership will be terminated. Failure to complete the Orientation Program within 60 days, or the first two available opportunities, of a completed application being received by the Association will result in termination of membership. Applicants may resubmit a membership application, accompanied by the application fee and WMAR dues, at any time for reconsideration. If an applicant has not completed the Orientation Program after reapplying for membership 2 times, the White Mountain Association of REALTORS® will no longer accept a membership application from them. The applicant may then re-apply for membership after three years have elapsed since termination of REALTOR® membership, due to non-completion of the Orientation Program.

Association members who sever (for reasons other than non-attendance at Orientation) then re-apply for membership within one (1) year shall come current with appropriate local, state and national dues and the application fee but shall not be required to re-take the Orientation class.

## **B. MEETINGS**

**POLICY B.1:** (02/03) Board of Directors meetings shall be held the fourth Tuesday of each month and/or at such other times as scheduled by the Board of Directors (Amended 09/05)

**POLICY B.2:** (Removed 11/11)

**POLICY B.3:** (12/14/98) Prior approval must be given by the presiding officer to anyone wishing to be on the agenda at the Board of Directors meetings.

**POLICY B.4:** (08/11) Installation of Officers and Directors shall take place at the Fall General Membership Meeting.

**POLICY B.5:** (04/01) The immediate Past President shall be or appoint a broker chairperson to the Broker/Owner Committee. Meeting dates and times shall be determined by the Chairman.

**POLICY B.6:** (Amended 11/08) The President and the President Elect are members of the AAR Board of Directors and Quota Directors for NAR with the authority to appoint a replacement from the current Board of Directors in his/her absence. If no Director is available for appointment, the Association Executive may be appointed. As membership grows, additional Quota Directors will be appointed from the elected officers in order of position.

**POLICY B.7:** (04/99) A Board of Directors member shall inform the AE or current President prior to their being absent from a board meeting.

**POLICY B.8:** (08/07) Board of Directors meetings maybe taped for transcribing purposes by the AE only. Once, transcribed, the tape will be destroyed immediately.

## **C. DUES AND FEES: FEE SCHEDULE (Exhibit A)**

**POLICY C.1: SEVERANCE NOTICE:** (Amended 06/12) Licensee severance notifications must be dated and received by the Association office, in writing. Year-end severance notifications must be received by the Association office by no later than close of business December 31<sup>st</sup>. Once into the new calendar year, all Annual Dues billings are due and payable in full.

**POLICY C.2: PAYABLE:** Partial payment will not be accepted.

**POLICY C.3: LICENSEE TRANSFERS:** (Amended 11/11) The transferring Agent will be charged, per the current Rate and Fee Schedule, when the Agent transfers from one office to another; except when the Agent must transfer because the prior Participant defaulted on payment.

**POLICY C.4: OFFICE RE-APPLICATION:** (Amended 11/11) Offices whose membership has been severed, then re-apply for membership, shall be current on any outstanding balances owed to the Association, and shall be charged the New Association Office Fee and the New Association Office Application Fee per the current Rate & Fee Schedule; unless the Office reapplies within 30 days (Amended 2/17) of their severance date, in which case

Reactivation Fees would apply instead, per the Rate & Fee Schedule.

**POLICY C.5: MEMBERSHIP RE-APPLICATION:** (Amended 11/11) Association members whose membership has been severed, then re-apply for membership, shall be current on any outstanding balances owed to the Association, and shall be charged local WMAR dues and the New Member Application/Orientation Fee per the current Rate & Fee Schedule; unless the Member reapplies within 30 days of their severance date, in which case Reactivation Fees would apply instead, per the Rate & Fee Schedule.

**POLICY C.6: REACTIVATION FEES:** (Amended 08/11) Offices and/or Agents who are suspended from the MLS for non-payment, shall be charged a Reactivation Fee per the current Rate & Fee Schedule if reactivating within 30 days of suspension.

**POLICY C.7 EDUCATION FEES:** (Amended 10/14) Member and non-member fees shall be per the current Rate and Fee Schedule. If a Non-Member or Member is a No Show/Late Cancellation (within 24 hours prior to class start time), they shall forfeit full registration. Non-Members and Members may cancel their registration by submitting a written notification to the Association office. All cancellations made prior to the 48 hour Late Cancellation deadline will receive a refund less an administrative fee of \$10.00 in the manner paid. Any Member who wishes to dispute their No Show/Late Cancellation Fee must submit a letter requesting a waiver to the Association Executive. The Education Committee will review their request at the next scheduled meeting.

**POLICY C.8: ASSOCIATION FUNCTIONS:** (Amended 11/11) Reservations for all Association functions must be made in advance. Reservation cancellations must be given at least 72 hours prior to the function. Members who make reservations but do not attend or cancel will be billed the going rate. Affiliates will pay the going rate for attendance at any function.

**POLICY C.9: MLS FEES & BILLING NOTICE:** (Amended 11/11) Multiple listing service fees are billed, due and payable twice a year. An interest charge will be assessed on outstanding invoices of more than 30 (thirty) days per the current Rate and Fee Schedule. An electronic notice, with the sender shown as "White Mountain Association of REALTORS®" and subject line of "MLS Fees Invoice", of impending MLS fees will be sent to all WMAR Members 15 days prior to generation of MLS service fees. Members who sever or change their membership status to Board Only, must provide written notice to the WMAR before August 1<sup>st</sup> or February 1<sup>st</sup> in order to not be responsible for any MLS Access Fees that generate for those respective periods. A late fee/interest charge will be assessed on any past due, outstanding invoices as of the 1<sup>st</sup> of every month, per the current Rate & Fee Schedule.

**POLICY C.10: DUES PAYABLE:** (Amended 11/11) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Association dues, and the individual remains with the Designated REALTOR®'s firm, the dues obligation of the "Designated" REALTOR® will be increased to reflect the addition of a Non-Member licensee. Dues shall be calculated from January 1<sup>st</sup> of the current year and are payable within thirty (30) days of the Licensee's termination of membership.

**POLICY C.11: COLLECTIONS:** (Amended 06/12) WMAR provides services to their Participants and/or agents. The services provided must be paid for by fees charged to the Participants and/or agents who use those services. Because WMAR has made commitments to outside vendors to provide those services to their Participants and/or agents, the fees charged to the Participants and/or agents must be collected in a fair, consistent and timely fashion to ensure

the ability of the WMAR to meet their respective obligations.

No action shall be taken to expel a Participant and/or agent for nonpayment of disputed amounts until the Board of Directors has confirmed the accuracy of the amount owed. A former Participant and/or agent whose membership or MLS participation was severed for nonpayment of a delinquent account may apply for reinstatement as prescribed by Policy A: MEMBERSHIP REQUIREMENTS and Policy C5: MEMBERSHIP RE-APPLICATION. Participants and/or agents who become reinstated within 1 year will not be required to take mandatory MLS education. In the event an agent's membership or MLS participation is suspended or severed due to the suspension or severance of their Participating Broker for nonpayment of a delinquent account, the agent will not be charged for any transfer or membership/MLS reinstatement fees if they transfer their license to another Participating Broker within 15 days of suspension/severance.

**POLICY C.12: RETURNED CHECKS:** A processing fee per the current Rate and Fee Schedule will apply to all returned checks.

**POLICY C.13: POSTAGE:** Postage and handling per the current Rate and Fee Schedule on materials requested from the Association that require mailing.

**POLICY C.14: APPRAISAL OFFICE FEES:** (Amended 06/14) Appraisal offices and member Appraisers are charged all fees per the current Rate & Fee Schedule applicable to Participant Members with the exception of the charges assessed for "New Association Office Application Fee" and "New Association Office Fee."

**POLICY C.15: OFFICE ADMINISTRATORS/SECRETARIES:** (Amended 06/12) Designated Brokers may submit written requests to the WMAR Office authorizing the adding of a non-licensed individual (valid photo identification must be included with requests) as a Secretary or Office Administrator, for the purpose of granting them a Secretary or Broker level security access to the MLS. Upon activation, the Broker is assessed and responsible for Semi-Annual MLS User Access Fees (charged at the equivalent rate for REALTOR® Members) as charged per the current Rate & Fee Schedule, per secretary/administrator activated within the office; until written notification to cancel access is received by the WMAR Office.

Designated Brokers may submit written requests to authorize the increasing of an individual's MLS security access to that of a Secretary or Broker level, for any active MLS User licensees within their office for the purpose of office administrative needs. The Designated Broker assumes all related liability associated with the increase in security level access, until written notification is received by the WMAR Office rescinding the authorization of the individual.

#### **D. BUDGET:**

**POLICY D.1: BUDGET REQUESTS:** Committee Chairmen shall submit budget requests for the coming year to the Association Executive by October 1st of each year for consideration by the Finance Committee.

**POLICY D.2: PRELIMINARY BUDGET:** The Association Executive shall provide the Finance Committee with a preliminary budget before the October Board of Directors meeting each year.

**POLICY D.3: BUDGET APPROVAL:** (Amended 11/11) The budget shall be

approved by the Board of Directors prior to November 30<sup>th</sup>. Copies of the approved budget will be given to Officers and Directors.

**POLICY D.4: BUDGET CHANGES:** Proposed amendments to the annual approved budget shall be submitted to the President at least one (1) week prior to the meeting at which the proposed amendment will be presented to the Board of Directors.

**POLICY D.5: DONATIONS/PROJECTS:** Any requests for donations or financing of special projects must be approved by the Board of Directors.

**POLICY D.6: GIFTS:** Flowers, cards or memorials, when appropriate, will be sent by the Association Executive with the approval of the President.

#### **E. EXPENDITURES:**

**POLICY E.1: CONTRACTS/ENCUMBRANCES:** The Board of Directors shall approve all contracts and agreements which incur financial or other liabilities to the Association.

**POLICY E.2: CONTRACT SIGNATORIES:** (04/01) With prior Board of Directors approval, the AE will be authorized to sign all legal papers, i.e. leases, contracts, etc.

**POLICY E.3: CHECK SIGNATORIES:** (Amended 4/06) Two (2) signatures shall be required on all Association checks. Authorized signers shall be the President, President-Elect, 1<sup>st</sup> Vice-President, Treasurer, and Association Executive. No check signatory shall sign a check with signatory as payee. All signatories shall be bonded in an amount of not less than the total amount in checking and savings as of October 31st of each year.

**POLICY E.4: RESERVE FUNDS:** (Amended 10/14) Monies placed in reserve funds shall be invested in interest-bearing accounts through federally insured financial institutions. Primary investment responsibility shall be with the Finance Committee. Monies received from New Association Office Application Fees shall be deposited into these accounts. Reserve funds shall be allocated into office application and operating reserves. Allocations to each reserve are to be determined by the Finance Committee annually as part of the budgeting process.

**POLICY E.5: RESERVE FUND WITHDRAWAL:** Funds may be withdrawn from reserve funds only upon recommendation of the President and Treasurer and upon approval of the Board of Directors.

**POLICY E.6: INVESTMENT REQUESTS OR CHANGES:** (Amended 07/06) Requests for new investments or changes to existing investments will require a signed letter from the President and Treasurer, along with a copy of the minutes.

**POLICY E.7: TRAVEL REIMBURSEMENT REQUESTS:** (Amended 10/25/2016) All; claims for travel reimbursement from individuals authorized to receive reimbursement shall be submitted within fifteen (15) days from the time the expense was incurred. Failure to comply will result in the reimbursement being sent to the WMAR Board of Directors for review. All claims for travel reimbursement from individuals who have attended an event that qualifies for reimbursement by the Association, must submit all original, detailed receipts or copies of the original receipts with their travel reimbursement request. The attendees shall be reimbursed as follows: registration, lodging, mileage@ IRS standards (mileage shall not exceed the cost of air fare if the attendee elected to travel by auto) or reasonable car rental. Hotel accommodations, air travel, taxi fares, travel to and from the airport, mileage, parking

tolls and related tips are not included in per diem. Movies are not reimbursable. Guest expenses must also be shown separately and supported by details showing the names of those present on the receipt. The per diem rate has been established at \$ 100.00/day prorated equally by thirds for WMAR Elected and Appointed Leadership and WMAR staff. Persons traveling are expected to exercise good judgement with expenses and could be liable for expenses the board, upon review, may deem excessive.

**POLICY E.8: AAR LEADERSHIP MEETING ATTENDANCE:** (Amended 03/08) The Association will reimburse for all participating elected Officers and Directors as follows: registration; lodging; mileage @ IRS standards and \$100.00/day per diem prorated equally by thirds.

**POLICY E.9: AAR WINTER CONFERENCE ATTENDANCE:** (Amended 03/08) The Association will reimburse for the elected Officers and Directors as follows: registration; lodging; mileage @ IRS standards and \$100.00/day per diem prorated equally by thirds.

**POLICY E.10: OTHER TRAVEL REIMBURSEMENTS:** (02/99) The Board of Directors may re-allocate travel reimbursement funds as needed during the year within the constraints of the travel budget.

**POLICY E.11: COMMITTEE CHAIRPERSON OR DESIGNEES:** (04/01) The Association will reimburse for committee chairpersons or designees to attend workshops and/or special events specific to their committee as follows: registration; mileage @ IRS standards and one night lodging.

**POLICY E.12: NAR BUSINESS MEETING & CONVENTION:** (Amended 03/08) The President and President-Elect, or their appointees from the Board of Directors shall attend the two national meetings. The Association will reimburse expenses as follows: registration; lodging; mileage @ IRS standards (not to exceed cost of air fare if traveling by auto only) and \$ 100.00/day per diem prorated equally by thirds.

In the event NAR is holding their annual national convention within the west area of the United States, the Board of Directors shall vote if the entire Board of Directors may attend the meetings to be reimbursed by the White Mountain Association of REALTORS®. The attendees shall be reimbursed as follows: registration, lodging, mileage @ IRS standards (not to exceed cost of air fare if traveling by auto only) and \$100.00/day per diem prorated equally by thirds. All claims for travel reimbursement from individuals authorized to receive reimbursement shall be submitted within fifteen (15) days from the time the expense was incurred. All claims for travel reimbursement from individuals who have attended an event that qualifies for reimbursement by the Association, must submit all originals of receipts or copies of the original receipts with their travel reimbursement request.

Travel to the annual November Nation Convention will be funded to primary members, accepted and serving on the Nation Board, from reserves, up to \$ 2500. Attendee must share their knowledge received in the form of a written report ( Added March 2017)

**POLICY E.13: PRESIDENT'S FUND:** (02/99) There shall be a miscellaneous fund for the President or appointee to be used as reimbursement for expenses concerning Association business (i.e. entertainment, meals).

**POLICY E.14: CONFERENCE NON-ATTENDANCE:** (03/00) Should arrangements be made for attendance to any conference and the intended attendee cancel for reasons

other than emergency, reimbursement shall be made by the intended attendee for the non-refundable expenses.

**POLICY E.15: PURPOSE OF ATTENDANCE:** (03/00) The purpose of attending conferences at Association expense shall be for the benefit of the Association unless time allows for personal improvement.

**POLICY E.16: TRAVEL EXPENSES FOR APPOINTEES:** (Adopted 01/11) President or President Elect (if the President is not available) may approve travel expenses for members, committee or board members asked to represent the Board on issues important to the Association.

**POLICY E.17: TRAVEL MILEAGE REIMBURSEMENT FOR BOARD OFFICERS & DIRECTORS** (Amended 10/25/2016) Board Officers & Directors traveling more than 10 miles one way for Board Business may be reimbursed for mileage at IRS standards.

**F. PERSONNEL:**

**POLICY F.1: ASSOCIATION EXECUTIVE:** (Amended 03/11) The Board of Directors may employ an administrator who shall have the title "Association Executive" (AE) who shall abide by the Association Executive (AE) job description and the White Mountain Association of REALTORS® (WMAR) Employee Handbook. The AE will be responsible to Board of Directors, through the President and Board officers, and who shall conduct the affairs of the Association as specified by per the White Mountain Association of REALTORS® job description. The Board of Directors may create an Administrative Department, with the AE as administrator, to conduct the day to day business of the WMAR. The size of this department may be increased or decreased as the needs of the WMAR change upon recommendation of Board President or Executive Officers. Any changes in staff compensation or employment status are subject to Board approval. The roles and responsibilities of employees shall be defined in individual Job Descriptions and the WMAR Employee Handbook. Rules and policies regarding the conditions of their employment are set forth in the WMAR Employee Handbook.

**POLICY F.2: STAFF REVIEW:** (Amended 03/11) The President and President-Elect shall conduct an Association Executive review once a year. If deemed necessary additional reviews may be conducted. The Association Executive shall conduct a staff review once a year. If deemed necessary additional reviews may be conducted.

**POLICY F.3: TRAVEL REIMBURSEMENT:** (Amended 10/25/2016) All claims for Board approved travel and expenses for travel from the Association Executive shall be submitted within fifteen (15) days from the time the expense was incurred. Failure to comply will result in the reimbursement being sent to the WMAR Board of Directors for review. All claims for travel reimbursement must be detailed originals or receipts or copies of the detailed original receipts with their travel reimbursement request. Association Executive business related travel beyond the confirmed of the local Association shall be paid as follows: registration fees, lodging, meals, mileage @ IRS standards (not to exceed the cost of air fare if traveling by auto only or car rental). The per diem rate has been established at \$ 100.00/day prorated equally by thirds for WMAR Elected and Appointed Leadership and WMAR staff. Whenever possible, the AE and Appointed Leadership and WMAR staff shall use the Association Executive's credit card, however, charged expenses shall not exceed standard travel expenses and per diem limits. The per diem rate is to cover the cost of meals and related tips, Internet access and miscellaneous expenditures. Hotel accommodations, air travel, taxi fares, travel to and from the airport, mileage, parking tolls and related tips are not included in per diem. Movies are not reimbursable. Guest expenses must also be shown separately and



supported by details showing the names of those present on the receipt.

## **G. MLS:**

### **POLICY G.1: MLS DATA RETENTION:** (Amended 11/11)

- 1) Sold data information is retained in the MLS computer system indefinitely.
- 2) Expired listings are retained in the MLS computer system indefinitely.
- 3) A backup master copy of all data shall be purchased annually.

**POLICY G.2: EDUCATION CALENDAR:** (Adopted 05/08) Any program offering ADRE approved continuing education hours shall be added to the WMAR education calendar promptly.

**POLICY G.5: MLS MESSAGE BOARD:** (Adopted 05/08) Any program or issue, which is clearly real estate related, and which is clearly not intended as a solicitation of potential clients, and which could reasonably be assumed to be of benefit to WMAR members, shall be added to the MLS message board promptly.

## **H. ELECTIONS:**

**POLICY H.1:** A voting member cannot vote more than once per candidate.

**POLICY H.2:** (Amended 10/10) There shall be one (1) REALTOR® Member on the Board of Directors from each region at the time of their election in addition to three members at large. Regions shall be as follows:

1. Pinetop/Lakeside/Wagon Wheel
2. Show Low/Linden/Pinedale/Clay Springs
3. Heber/Overgaard
4. Winslow/Joseph City/Holbrook/Snowflake/Taylor/White Mountain Lake
5. Concho/Vernon/St. Johns/Eagar/Springerville/Alpine/Greer

The candidate with the most votes from that region will be the director from that region. Regional voting will be determined by the location where member's license hangs.

In the event that there are no candidates from a Region, that seat will be filled with the "at large" candidate with the most votes.

**POLICY H.3:** (Amended 04/09) In the event of an Executive Officer vacancy, this vacancy shall be filled from the existing Directors.

**POLICY H.4:** (9/05) The maximum number of positions on the Board of Directors shall be filled with a limit of two (2) REALTORS® from any one brokerage firm.

## **I. JOB DESCRIPTIONS:**

**POLICY I.1: PRESIDENT:** (Amended 11/08) The President presides at general membership meetings, and at meetings of the Board of Directors. He/She is an ex-officio member of committees and attends meetings whenever possible.

The President represents the Association in community activities, National Association of REALTORS® and Arizona Association of REALTORS®, and to the press. He/She is the

official spokesperson unless he/she delegates this duty to another person.

The President works in concert with the Association Executive and the Board of Directors in the development of policies and procedures. He/She works in cooperation with this leadership team to analyze Association problems, eliminate outmoded Association practices, and to keep the Association free of policies and programs that have no place in a trade association. The task of appointing chairpersons for committees and task forces to carry on the activities of the Association also falls to the President. He/She reviews the purpose of each committee in cooperation with the Board of Directors, gives directives when necessary and provides regular opportunities for committee reports to the Board of Directors. The President is responsible for forming new committees and work groups with the approval of the Board of Directors. He/She has the responsibility of encouraging member participation and involvement. The President is a member of the AAR Board of Directors and Quota Director for NAR with the authority to appoint a replacement from the current Board of Directors in his/her absence. If no Director is available for appointment, the Association Executive may be appointed. He/She, or appointee, shall attend the two national meetings, and vote as necessary. He/She shall also attend two state meetings, one regional meeting, and REALTOR® Day at the Capitol as deemed beneficial by the Board of Directors.

**POLICY I.2: PRESIDENT-ELECT:** (Amended 11/08) The President-elect is second in command and succeeds to the position of President. He/She serves in the President's place if the President is unable to complete his/her term of office. He/She also fills in for the President on a time-to-time basis as needed. He/She must be able to represent the Association in the same capacity as the President; and, therefore, must work very closely with the President. He/She must prepare to continue the work begun by this year's President and to be ready to begin new programs on his/her own. The President-Elect is a member of the AAR Board of Directors and Quota Director for NAR with the authority to appoint a replacement from the current Board of Directors in his/her absence. If no Director is available for appointment, the Association Executive may be appointed. He/She, or appointee, shall attend the two national meetings, and vote as necessary. He/She shall also attend two state meetings, 1 national Leadership conference and REALTOR® Day at the Capitol, as deemed beneficial by the Board of Directors. The President Elect and 1<sup>st</sup> Vice President should attend a class on becoming a Parliamentarian and being Parliamentarian at all meetings.

**POLICY I.3: 1<sup>ST</sup> VICE-PRESIDENT:** 1<sup>st</sup> Vice-President is third in command and succeeds to the position of President-Elect. He/She serves in the President-Elect's place if the President-Elect is unable to complete his/her term of office. He/She also fills in for the President-Elect on a time-to-time basis as needed. He/She must be able to represent the Association in the same capacity as the President-Elect; and, therefore, must work very closely with the President-Elect. He/She must prepare to continue the work begun by this year's President-Elect and to be ready to begin new programs on his/her own. He/She shall attend two state meetings, one national leadership meeting, and REALTOR® Day at the Capitol.

**POLICY I.4: TREASURER:** (Amended 11/11) The Treasurer is the Chairperson of the Finance Committee. He/She assists in keeping the Association on track financially and is involved in developing the budget. He/she helps to decide on sound investments, and to create a longterm financial plan. The Treasurer should review all bank reconciliations and other financial records of the Association on a regular basis. He/She makes reports and recommendations to the Board of Directors. The Treasurer makes reports to the Board of Directors, and quarterly and annual reports to the membership, and works closely with the Association CPA and the Association Executive. The Treasurer's term is for two years. He/She shall attend two state meetings and REALTOR® Day at the Capitol.

**POLICY 1.5: PAST PRESIDENT:** The Past President shall chair the Election Committee as appointed by the President. The Past President shall be responsible for the oversight and implementation of all election procedures as set forth in these Policies and/or the Bylaws. Most importantly, the Past President shall personally contact each nominee for an elected position to demonstrate the importance of serving on the Board of Directors and inform them of the benefits accorded members of the Board of Directors. The Past President shall encourage each nominee to accept their nomination and run for the position for which they have been nominated.

The Past President, along with the President, shall conduct “Owner/Broker” meetings in each of our designated geographic regions at least once a year. Each meeting shall be open to all Owner/Brokers and, at the discretion of the Past President and President, open to general members in each region. Any Board Member from a designated geographic region shall also attend said meetings. The Past President and President shall have sole discretion as to the format/content of any meeting.

**POLICY 1.6: DIRECTOR:** The Director's role is to assist in ensuring the continuity of the Association by planning for the future, establishing and reviewing the major policies and programs that support the Association's goals and making sure the Association is fiscally sound.

The Director should review the Association's Bylaws and Policies to be sure he/she fully understands the objective of the Association and the responsibility as a Director. The Director should review previous Association meeting minutes to understand what has been accomplished and why, then come to Association meetings fully informed about the issues to be discussed; helping to formulate policies in the best interest of the Association; supporting policies and programs adopted by the Association; making decisions affecting the Association's financial structure and approving the annual budget. Directors should be cautious about making public statements because often their remarks are taken as official policy of the Association.

**POLICY 1.7: COMMITTEE CHAIRPERSON:** Many of the decisions of the Board of Directors are based on information and recommendations supplied by Committees. If the Chairperson supplies strong leadership, the efficiency of the Association will be increased. The Chairperson's job is to make the Committee productive and to keep it focused on its goal.

Specific responsibilities include: reviewing Association documents to understand the purpose of the committee and where it fits in the Association's structure; completing unfinished projects of past committee chairmen; concentrating efforts on completing a specific task if there is a limited time to accomplish the project; consulting with Association leadership and staff and committee members in accomplishing goals; assist in selecting committee members carefully, preparing committee members for the meetings; conducting meetings efficiently within Association policies and procedures; working closely with staff liaisons to be certain minutes and reports are completed expeditiously; and reporting committee actions clearly to the Board of Directors.

**POLICY 1.8: ASSOCIATION EXECUTIVE:** (Adopted 11/08) The Association Executive may attend the two national meetings, one national leadership meeting, the AE Institute, two state meetings and REALTOR® Day at the Capitol, as deemed beneficial by the Board of Directors.

**POLICY 1.9: EDUCATION COMMITTEE:** (Adopted 08/11) Establish an annual Education Budget, review Revenues & Expenses from each class, get feedback on past classes,

coordinate and schedule all non-CE, CE and Designation classes for the Association, recommend Bylaw and Policy changes to the WMAR Board when applicable, coordinate and schedule Orientation classes for the WMAR, coordinate and schedule Pre-licensing and Broker Licensing classes, develop Online Education for CE and Orientation, evaluate Instructors for on-going class optimization, approve Orientation extension requests, approve course refund requests, seek and apply for grants when available.

#### **J. MINIMUM REQUIREMENTS-BOARD OF DIRECTOR POSITIONS:**

**POLICY J.1: REQUIREMENTS:** (Amended 03/08) For the offices of President-Elect and 1<sup>st</sup> Vice-President:

1. be a member in good standing with the Association
2. must have served a minimum of one (1) year on the Board of Directors, prior to assuming officer position, within the last 10 years (Amended 02/07)
3. have an understanding of that position's duties
4. have an understanding of Board Policy and By-Laws

**POLICY J.2: REQUIREMENTS:** For the office of Director:

1. be a member in good standing with the Association
2. have an understanding of director's duties
3. have an understanding of Association Policy and By-Laws

**POLICY J.3: REQUIREMENTS:** (Adopted 03/08) For the office of Treasurer:

1. be a member in good standing with the Association
2. members nominated for Treasurer shall be approved by the Board of Directors
3. have an understanding of that position's duties
4. have an understanding of Board Policy and By-Laws
5. have a working knowledge of financial statements

**POLICY J.4 REQUIREMENTS:** (Adopted 04/17)

Any WMAR Board Member, missing three (3) unexcused meetings; will be removed from the board.

#### **K. MISCELLANEOUS:**

**POLICY K.1: SPOKESPERSON:** (Amended 9/05) The President shall be the only authorized spokesperson for the Association unless he/she delegates this duty to another person.

**POLICY K.2: ADDRESS LISTS:** Mailing lists, directories and rosters of Association membership are not available on a rental or sale basis. Mailing lists and directories are available only to Members and Affiliate Members. Office rosters are available to the public upon request.

**POLICY K.3: EDUCATION:** The Education Committee shall offer a minimum of twenty-four (24) license renewal hours (to include required courses) each year.

**POLICY K.4: MINUTES:** Approved Association minutes will be sent to each Association brokerage.

**POLICY K.5: RECORDS RETENTION:** Business and membership records shall be retained per the Records Retention Schedule (Exhibit B).

**POLICY K.6: KEYS:** (04/01) Keys to the Association office will be given to the Association Executive, paid staff, President, President-Elect, 1<sup>st</sup> Vice President, and Treasurer.

**POLICY K.7: REALTOR® OF THE YEAR:** (Amended 10/14) The REALTOR® of the Year committee will consist of past recipients. Chair of the committee shall be the previous year's recipient of the Realtor of the Year award.

- a. Eligibility: Any primary Realtor member of the White Mountain Association of Realtors (WMAR), who is in good standing at the time of nominations, shall be eligible for recognition.
- b. Criteria: Realtor involvement at the local, state, or national level, or a combination thereof, shall be weighted most heavily, along with consideration for community service/involvement.
- c. Nominations: All nominations must be received by WMAR no later than 30 days prior to the scheduled fall meeting. Nomination forms shall be distributed to the eligible committee members within 5 days of receipt of said nominations by WMAR.
- d. Committee Meeting & Voting: The committee shall meet no later than 15 days prior to the scheduled fall meeting. Voting may be done in absentia by notifying the sitting Chair of the committee no later than 15 days prior to the scheduled fall meeting.
- e. Previous recipients of the WMAR® REALTOR® of the Year Award are not eligible to receive it again.
- f. There cannot be a tie vote; the committee must choose One (1) REALTOR® of the Year.

**POLICY K.8: ARTHUR G. CROZIER DISTINGUISHED SERVICE AWARD:** (Amended 11/08) The REALTOR® of the Year Committee shall have the option to designate an Arthur G. Crozier Distinguished Service Award to a deserving member. That member shall have served at the local and state levels of the REALTOR® Association.

**POLICY K.9: PRESIDENT'S AWARD** (Adopted 11/08) The President shall have the option to designate a President's Award to a deserving member.

**POLICY K.10: BACK-UP OF WMAR RECORDS:** (Amended 11/07) All Association records shall be backed up daily onto an external media storage device and kept off-site of the WMAR office.

**POLICY K.11: RULES OF CONDUCT FOR EDUCATION CLASSES:** (Amended 02/11) As required by the Arizona Department of Real Estate and/or WMAR, the following are the rules of conduct for all Education classes:

- 1) Cell phones are to be turned off. Texting, emailing, or accessing the Internet on a cell phone during class is prohibited. There will be a break every hour for phone use, at the Instructor's discretion. The Education Class Fine, as indicated on the Rate & Fee Schedule, shall apply to all phone violations. (Amended 02/11)
- 2) No magazines, newspapers, or books, allowed during class. If these items are brought to class, they should be placed on the floor under student's chair. Palm pilots, lap top computers or other electronic devices may be used during non-GRI classes for note taking or recording meeting dates, provided the users sit at

the back of a class. (Amended 08/10)

- 3) Breaks will be 10 minutes long. If a student does not return on time, student may not receive a continuing education credit certificate.
- 4) If a student is inattentive or disruptive, student will not receive a continuing education credit.
- 5) Students should not leave the classroom once class is in session.
- 6) Any student who is more than 5 minutes late for class will not be admitted for continuing education credit hours.
- 7) There will be no exceptions to the above rules.

**POLICY K.12: HOLIDAYS** (Amended 01/14) The WMAR shall observe the following:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Labor Day	Independence Day
Thanksgiving Day (& Friday after)	Christmas Day (& day before or after)

**POLICY K.13: WEATHER AND CANCELLATION OF CLASSES:** (Adopted 03/10) WMAR sponsored classes may be cancelled due to inclement weather if: (1) the scheduled instructor is unable to travel safely to the class location due to severity of weather; or (2) if upon advisement from the Education Coordinator, the AE and President concur that un-safe driving conditions are present in the surrounding areas. The decision will be made at least 2 hours prior to class beginning.

**POLICY K.14: WMAR LIFE MEMBER:** (Adopted January 2017) All WMAR Past Presidents who have served a full term as President or WMAR members who have been awarded the ARTHUR G. CROZIER DISTINGUISHED SERVICE AWARD shall be awarded WMAR Life Membership. WMAR Life Members shall have their annual WMAR dues (local) waived .