



Space Coast Association of REALTORS® Foundation

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Space Coast Association of REALTORS® Foundation

Policies as Adopted

The policies dictated within this document are meant to coincide with and not to preclude or override the Bylaws of the Space Coast Association of REALTORS® Foundation.

Governance:

Space Coast Association of REALTORS® Foundation is governed by an appointed Board of Directors. The sole member of the Space Coast Association of REALTORS® Foundation is the Space Coast Association of REALTORS®.

Mission Statement:

Helping Brevard's Homeless Children and Families in need go from Helpless to Hopeful.

Purpose:

The Board of Directors meets quarterly to review donation applications from applying 501(c)(3) organizations whose mission and goals align with the Space Coast Association of REALTORS® Foundation. The main priority on funding grant requests is to approve the request to organizations that help combat homelessness within Brevard County and direct needs of the applying organization. By policy, the Board of Directors do not grant funds to pay salaries and do not sponsor events unless those events receive matching grant monies, or the grant request goes to the direct need instead of the event.

Funding:

The Space Coast Association of REALTORS® Foundation receives its money from the fundraising efforts of the member, the Space Coast Association of REALTORS® and from general donations to the Space Coast Association of REALTORS® Foundation. The member, Space Coast Association of REALTORS® covers all administrative costs with running the Foundation.

Meeting Schedule:

The Board of Directors meets four times a year: February, May, August, November (Annual Meeting). The meeting dates and times are subject to confirmation of the Board of Directors.

Attendance Policy:

The Board of Directors shall designate a regular time and place of meetings. Absence from one regular meeting in a calendar year shall be construed as resignation from the Board and the member shall be ineligible to be a Director for at least one (1) year following the resignation.

Donation Requests:

Donation requests are to be reviewed at the quarterly Board of Directors meeting. Email votes on immediate need donation requests can be requested and conducted with the approval of the President. All email votes will be ratified at the next in person Board of Directors meeting. Donation requests submitted should follow the guidelines for items of consideration on the approved Donation Application form.

Donation Application:

A Donation Application will be completed and on file by the applying 501(c)(3) organization requesting funds. The donation application should be turned in one week prior to the Board of Directors meeting. Donation applications should be accompanied with a Space Coast Association of REALTORS member letter of support. A REALTOR letter of support is not required if the applying organization has previously received funding from the Space Coast Association of REALTORS Foundation.

Conflict of Interest Policy:

Purpose

The purpose of this Conflict of Interest Policy is to ensure that the deliberations and decisions of the Space Coast Association of REALTORS® Foundation (“the Foundation”) are made in the best interests of the organization and free from undue influence or bias arising from actual or perceived conflicts of interest.

Policy Statement

All Directors and Officers of the Foundation have a duty to act in the best interests of the Foundation and to avoid any actual or perceived conflict between their personal interests or affiliations and the interests of the Foundation. This includes, but is not limited to, any situation where a Director or Officer is affiliated with a nonprofit organization requesting funds or other support from the Foundation.

Disclosure Requirements

1. **Mandatory Disclosure:**

Any Director or Officer who serves in any capacity—including but not limited to board member, officer, employee, or volunteer—for a nonprofit organization that is submitting or intends to submit a funding request to the Foundation must disclose such affiliation to the Foundation’s Board of Directors at the earliest opportunity and before any deliberation or decision on the funding request.

2. **Recusal:**

Any Director or Officer who has disclosed such a relationship shall recuse themselves from:

- Participating in any discussion regarding the grant or funding request;
- Voting on any matter relating to the funding request; and
- Attempting to influence the decision-making process, either directly or indirectly.

3. **Evaluation Without Influence:**

Funding requests will be evaluated solely on their merit and alignment with the Foundation’s mission, objectives, and available resources, free from the influence of any conflicted individuals.

Space Coast Association of REALTORS Foundation Director Application Process:

Application Timeline: The application window for the Space Coast Association of REALTORS Foundation Directors will run concurrent with the Space Coast Association of REALTORS annual Board of Directors Director Solicitation Timeframe.

Interview Process: Candidates will participate in a two-minute virtual interview with the Space Coast Association of REALTORS Board of Directors.

Interviews will be conducted via ZOOM during the September or October Board of Directors meeting. For 2025 this will take place September 10, 2025.

Selection Process: Following the completion of candidate interviews, the Board of Directors will vote to fill the open Foundation Director seat(s).