

East Central Board of REALTORS® Policy Manual

POLICY MANUAL

- I. Policies to be reviewed, each December Board of Directors Meeting, annually.
- II. Copies of revisions or additions will be sent to each DR in the Board at the time of the revision.
- III. Copies shall be available to general membership upon request.
- IV. Directors shall set policies at the Board of Directors Meetings.
- V. Requests for establishment of a policy may be placed on agenda to be presented to the Directors by general membership.
- VI. New Policies and amendments shall be reviewed by Board Attorney annually or as necessary.
- VII. Policies that relate to Board Staff and office operations shall be maintained in a separate policy manual.

Awards

- I. Bonnie Drewel Good Neighbor Award
East Central Board of REALTORS Good Neighbor Award will be selected by the current ECBR Board of Directors to be presented to the ECBR Member in accordance with established eligibility criteria.

Committee Meetings

- I. Meetings will be held at the ECBR Office.
- II. EO will review all items and actions prior to proceeding or implementation. EO is to check for conformance with ECBR, MR, and NAR bylaws and ECBR policies.
- III. Committees will operate within annual budget.
- IV. EO will be available to assist and to supply information needed. EO is not to do the work for the committees.
- V. Committees may submit items for newsletter. Dates of all meetings and activities may be published in newsletter.
- VI. The Directors must approve all programs, publications, and expenditures.

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VII. Each committee will be responsible for reporting any activity at General Membership Meeting. Committee chair should notify EO 3 days prior to meeting to be put on agenda.

ECBR Lifetime Membership

Any person who has held membership in the East Central Board of REALTORS® as a REALTOR®, REALTOR-ASSOCIATE®, or a combination of both, for a cumulative period of 40 years is eligible for ECBR Lifetime Membership status.

Upon approval by the Board of Directors of the East Central Board of REALTORS®, no further payment of dues is necessary to the East Central Board of REALTORS®.

The dues waiver does not take effect until the following 'dues season'. For example, members approved for ECBR Lifetime Membership during meetings in 2012 would have their dues waived starting in 2013 since dues are due and owing by the local associations as of January 1 each year.

A standard certification form (provided by NAR) is necessary to begin the approval process. Any available documentation that would provide reasonable substantiation of 40 years' membership should be attached to the form.

ECBR Vacancies

When a vacancy occurs for the current Past President or President position, the next Past President or President may be asked to fill that vacancy.

General Membership Meeting

- I. Meetings shall be held, with the date, location, and times to be determined by the Board of Directors.
- II. Meeting dates and times will be reviewed at the December Board of Directors Meeting annually.
- III. The Board of Directors will approve speakers and programs.

Member Information

All personal information on ECBR Members will be restricted from outside sources.

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Newsletter

- I. Sympathy section will be added to newsletter.
- II. Information from 4 counties (Warren, Lincoln, Pike, and Montgomery) of the Board that are of community interest i.e., upcoming ballots, tax increases, zoning and planning issues etc. may be published in the newsletter. Board of Directors may review articles prior to the Publishing of the newsletter.

Orientation

- I. All new applicants for membership must attend orientation with the following exception:
 - A. Secondary membership applicants who have attended orientation in their primary board and can provide proof of membership (in good standing) will be exempt from attending orientation, provided that REALTOR® or REALTOR- ASSOCIATE® membership has been continuous, or that any break in membership is for one year or less.
 - B. New members that can provide proof of attending orientation from a former board shall not have to attend orientation, provided that REALTOR® or REALTOR- ASSOCIATE® membership has been continuous, or that any break in membership is for one year or less.
- II. Orientation shall be completed within 90 days of boards' approval for membership. Orientation shall consist of the New Member Code of Ethics Orientation Course. Members will be required to forward a copy of the certificate of completion to the Local Board to meet requirements for Orientation. Failure to complete the orientation requirements within 90 days of membership approval may result in denial of the membership application or termination of provisional membership and the DR being assessed a non-member dues assessment and MR and NAR notified to drop membership.

Record Retention Schedule

ECBR Records Retention reviewed by Attorney and CPA as needed.

Signatures for Board Business

The order for signatures on Board contracts shall be as follows:

- I. President
- II. Treasurer
- III. Association Executive

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FINANCIAL POLICIES:

Dues Collection Policy

- I. Dues shall be in the amount established by the ECBR Board of Directors.
- II. The Local Board will waive Local dues for a REALTOR®, if the REALTOR® is called into active duty and/or serving on active duty during the current calendar year.

III. Payment Policy:

Each Designated REALTOR® shall be assessed local, NAR and MR dues times the number of salespersons with his/her firm in November of each year.

IV. Late Fees:

Members who have not paid dues by January 31 will be assessed a \$25 late fee.

Members who have not paid dues by February 15, will be suspended and a reinstatement fee of \$100 will be assessed. Members who have not paid dues by February 28 will be terminated.

Reminder: REALTOR® membership is a three-way agreement between MR, NAR, and the local boards. A member is required to maintain membership in all three.

V. Refund Policy

Dues are not refundable, unless the association's Board of Directors terminates provisional REALTOR® Membership in accordance with Article V – Section 3(a), Election of the ECBR Bylaws (refer to Article V – Section 3(b), Election of the ECBR Bylaws).

VI. Membership Withdrawals

Any member who withdraws from the board and at a later date chooses to return, will pay the current application fees upon application for membership.

VII. Billing Policy

A link to renewal invoices and Dues Notices will be emailed no later than November of each year.

VIII. Affiliate Members

Affiliate members shall pay annual dues by December 31st. Amount of dues to be established by the ECBR Board of Directors.

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IX. Returned Check Fee

A \$20.00 fee will be charged for all Returned Checks.

Financials

- I. Financial reports including income, expenses, and balance of ECBR are available upon request to ECBR Members. (6/24/02)
- II. Two authorized signatures on all checks.
- III. Authorized signatures on bank reconciliations.
- IV. Expenditure Limitations referenced in ECBR Bylaws, Article X, Section 6.

Forms Online

ECBR will enroll into the St. Louis Association of REALTORS® Forms Internet Program at a cost approved by the board of directors on an annual basis.

Investing

- I. Maintain an Investment Committee. Members serving a 3-year term. The ascension of 3 years beginning with the Treasurer Position, to Vice Chair and to Chair.

Lock Boxes / Supra Keys

- I. Members shall be required to operate within the rules and regulations of the Lock box Agreement.
- II. A yearly surcharge of \$300 will be assessed to non-ECBR Members leasing Supra Products.

Member Incentive Program

A \$25 credit incentive towards next year's ECBR Local Dues, is offered to current ECBR Members, for recruitment of each new Affiliate Member, REALTOR® transfer or Secondary Member. Credit not to exceed amount of current local dues.

Membership Applications

- I. Each application will have a copy of the new member's license, work permit or MREC Verification of license and picture identification. (i.e. driver's license)
- II. Application Fee is \$75.00.

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Memorials

In the event of the death of a Board Member, spouse, child, or parent of ECBR member, a memorial of \$50.00 will be given to the charity of their choice.

Missouri REALTORS® Leadership Academy

ECBR will reimburse the participants portion of the tuition to the person who is accepted and graduates from the MR Leadership Academy and is active on the ECBR Board of Directors. Subject to board approval prior to application.

National Meetings

ECBR will reimburse ECBR President's travel expense for attending the NAR Midyear Meeting and ECBR Vice-President's travel expense for attending NAR Conference. Travel expense covers coach flight, full conference package and hotel, not to exceed NAR hotel cost. Subject to board approval prior to meetings.

Profession Standards Seminar

The board shall allocate monies for each ECBR Primary Member of the Grievance Committee, the Professional Standards Committee and the Mediation Officer to attend the annual MR sponsored Professional Standards Seminar.

State Meetings

- I. State Directors and Board President will receive the current **U.S. General Services Administration (GSA) per diem rates** for meals, and incidental expenses for approved business travel. Applicable rates are based on full days with overnight stay and the travel destination while attending Board of Directors Meeting at State Business Conferences. Per diem will be reimbursed **only when travel includes an overnight stay**. Day trips without an overnight stay are not eligible for per diem reimbursement.
- II. State Directors and Board President will be reimbursed -two nights lodging for State Business Conferences.
- III. Finance Committee will review amounts of items I and II annually.
- IV. The Board of Directors shall approve any additional expense.

Travel Reimbursement

- I. All receipts and reports must be submitted as soon as possible upon the completion of approved travel expenditure. Under no circumstances will any expenses be

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reimbursed if the receipts are received by ECBR thirty (30) days after the date of the expenditure.

II. To qualify for reimbursement, you must adhere to the following guidelines.

- You must be on one Output Group and attend at least one other Output Group or committee meeting. You must be at the District Briefing Session and attend and vote at the BOD Meeting. These guidelines will apply unless excused by the ECBR Board of Directors.

Whistleblower

Whistleblower Policy detailed in ECBR Employee Handbook.