



Northern Wasatch Association of REALTORS®

Policy and Procedures Manual

November 2013 Revision

POLICY & PROCEDURE MANUAL INDEX

| | |
|---|----|
| MISSION STATEMENT | 3 |
| POLICY AND PROCEDURES | 4 |
| PRESIDENT | 5 |
| PRESIDENT ELECT | 7 |
| FIRST VICE PRESIDENT | 8 |
| SECOND VICE PRESIDENT | 9 |
| TREASURER | 10 |
| IMMEDIATE PAST PRESIDENT | 11 |
| DIRECTORS | 12 |
| LEADERSHIP TRAVEL POLICY & TRAINING ROOM FEES | 13 |
| BAD CHECK POLICY | 15 |
| MAILING LABELS AND MEMBERSHIP ROSTER..... | 16 |
| DUES BILLING POLICY | 16 |
| RETENTION POLICY OF ASSOCIATION RECORDS | 17 |
| INVESTMENT POLICY | 18 |

COMMITTEES:

| | |
|--|----|
| GENERAL INFORMATION ON COMMITTEES | 19 |
| SELECTION OF COMMITTEE CHAIRS | 21 |
| COMMITTEE CHAIRS | 21 |
| COMMITTEES AND THE EXECUTIVE OFFICER..... | 22 |
| COMMITTEE REPORT | 23 |
| AFFILIATE COMMITTEE | 24 |
| BUDGET AND FINANCE COMMITTEE | 26 |
| COMMUNITY OUTREACH COMMITTEE..... | 28 |
| EDUCATION COMMITTEE..... | 32 |
| EXECUTIVE COMMITTEE..... | 35 |
| GOVERNMENT AFFAIRS/RPAC COMMITTEE | 39 |
| NATIONAL DIRECTOR | 43 |
| NOMINATING COMMITTEE | 44 |
| BUSINESS/STRATEGIC PLANNING COMMITTEE..... | 46 |
| ANTI TRUST COMPLIANCE POLICY | 49 |

MISSION STATEMENT

The mission of the Northern Wasatch Association of REALTORS® is to serve its members by providing and promoting educational, business planning, governmental advocacy, and other appropriate/relevant programs and services to enhance members' freedom and ability to successfully and competently conduct their individual business in a manner consistent with the Code of Ethics and Fair Housing practices. Through collective action the Northern Wasatch Association of REALTORS® promotes the enhancement and preservation of the right to own, transfer, and use real property.

NORTHERN WASATCH ASSOCIATION OF REALTORS® POLICY AND PROCEDURES MANUAL

The Policy and Procedures Manual has been one of the stepping-stones to a better-organized Association. It is the intent that each of the Officers, Directors and Chairmen read and refer to it as a part of their responsibility upon taking over their particular duties.

Please remember it is to serve only as a guideline and there will be times and circumstances when revisions or exceptions must be made.

The policies set forth in the Manual are based on experience and are updated as required so that they will continue to reflect as nearly as possible our standard operating procedures.

Everyone involved with the Association, whether as an Officer, Director, Chairperson, Committee member, or member, is welcome to offer suggestions regarding any changes in the operations, which they feel may improve the Association.

Address all correspondence to the attention of the appropriate individual or committee to:

Northern Wasatch Association of REALTORS®
5703 South 1475 East, Suite 1
South Ogden, UT 84403

All changes to the Policy and Procedures Manual will be approved by the Board of Directors.

PRESIDENT

The President shall:

1. The President is the major spokesperson for the Association, and therefore, must keep informed on Association projects, industry-related developments, and state and national events. He/she shall preside over all general membership meetings of the Association.
2. Establish specific goals and objectives and work toward achieving them through policy and program outlines for his year in office with the approval of the Board of Directors. Said outline shall take into consideration the long-range programs of the Board, which shall take precedence over any short-range goals and objectives. The President shall be responsible for informing membership of such goals and objectives.
3. Appoint chairpersons, with the advice and approval of the Board of Directors; assist the chairs in selecting members for their committees. When possible and practical, such committees should include at least two members who served on the same committee the preceding year. Committees should be appointed as soon as possible after election and before actual assumption of office in the month of October, so that a smooth transition and immediate implementation of programs and policies may be achieved.
4. Be an ex-officio member of all committees and chair of the Board of Directors.
5. Assign each Officer and Director the responsibility for liaison with specific committees and member firms.
6. Recommend to the Board of Directors policies that may be beneficial to the Northern Wasatch Association of REALTORS®. The President shall carry out the instruction of the Board of Directors; enforce the Bylaws, the Articles of Incorporation, the Code of Ethics, MLS Policies and Rules and Regulations and the Policy and Procedures Manual.
7. Be familiar with the Utah Association of REALTORS®, Northern Wasatch Association of REALTORS®, and the National Association of REALTORS® Bylaws and Policy and Procedures Manual.
8. Preside over all general membership meetings of the Association.
9. Encourage affiliate membership of such groups as bankers, title companies, appraisers, etc., as well as encourage REALTOR® membership service on various Boards, Commissions, Committees, etc.
10. Attend business meetings of the National Association of REALTORS® and report on any function or trip funded by the Association, either in writing or at a general meeting.
11. Invite incoming Officers and Directors to attend Board meetings to acquaint them with procedures.

12. Represent the Northern Wasatch Association of REALTORS® as a Director of the Utah Association of REALTORS®.
13. Be the official spokesperson for the Northern Wasatch Association of REALTORS®.
14. Be one of the authorized co-signers for the Northern Wasatch Association of REALTORS® financial accounts.
15. Review the Executive Officer annually in the month of August or as needed.
16. Vote at the Delegate Body meeting of the National Association of REALTORS® during the annual convention in November.
17. Serve as Chair of the Executive Committee.

PRESIDENT ELECT

The President/Elect shall:

1. Be familiar with the Bylaws and the Policy and Procedures Manuals of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS®, and the National Association of REALTORS®.
2. In the absence of the President, or his inability to act, possess all of the President's powers and discharge all his duties. His basic responsibility is that of carrying out any functions designated by the President.
3. Be available to assist the President at all times.
4. Be willing to succeed to the Presidency of the Association the following year.
5. Attend business meetings of the National Association of REALTORS®, when budgeted, and report on any function or trip funded by the Association, either in writing or at a general meeting.
6. Represent the Northern Wasatch Association of REALTORS® as a Director to the Utah Association of REALTORS®.
7. Attend all Board of Directors and general membership meetings of the Association.
8. Liaison with committee chairmen and member firms as assigned by the President.
9. Be one of the authorized co-signers for the Northern Wasatch Association financial accounts.
10. Be a member of the Executive Committee.
11. Approximately six (6) months prior to taking office the President-Elect shall begin the process of performing an annual REALTOR® needs assessment to use as a basis for establishing future member services, and setting goals for the following year. Review of the Business/Strategic Plan each year with the CEO to determine the goals for the coming year and what groups need to be established to complete those goals.
12. Appoint Committee Chairs for the following year.

FIRST VICE PRESIDENT

The First Vice President shall:

1. Be familiar with the Bylaws and Policy Procedures Manuals of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS®, and the National Association of REALTORS®.
2. Be available to assist the President at all times.
3. Attend all Board of Directors and general membership meetings of the Association.
4. Liaison with committee chairmen and member firms as assigned by the President.
5. Serve on the Executive Committee.
6. Serve on the Budget and Finance Committee.
7. Prepare in all respects to ascend to the office of President Elect the following year.
8. Appoint Committee Co-Chairs for the following year.

SECOND VICE PRESIDENT

The 2nd Vice President shall:

1. Be familiar with the Bylaws and Policy Procedures Manuals of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS®, and the National Association of REALTORS®.
2. Be available to assist the President at all times.
3. Attend all Board of Directors and general membership meetings of the Association.
4. Liaison with committee chairmen and member firms as assigned by the President.
5. Serve on the Executive Committee.
6. Serve on the Budget and Finance Committee.

TREASURER

The Treasurer shall:

1. Be familiar with the Bylaws and Policy and Procedures Manuals of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS® and the National Association of REALTORS®.
2. Serve as Chairman of the Budget and Finance Committee with the responsibility of submitting a proposed operating budget for the approval of the Board of Directors. The budget planning session should start in October so that the budget can be approved in December for the incoming year. The fiscal year is from January 1 through December 31.
3. Present the association's financial statements to the Board of Directors monthly, which includes the Balance Sheet and the Income Statement. Treasurer must be familiar with the statement format.
4. Review the budget and financial conditions quarterly with the Finance committee members.
5. Be one of the authorized co-signers for the Northern Wasatch Association of REALTORS® financial accounts.
6. Attend all Board of Directors and general membership meetings of the Association.
7. Be a member of the Executive Committee.

IMMEDIATE PAST PRESIDENT

PURPOSE:

The immediate past President provides continuity and balance, and is a resource person who lends knowledge through past experience, but always keeping in mind that his or her term is over, and their power of authority is also over.

The Past President shall:

1. Be familiar with the Bylaws and the Policy and Procedures Manual of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS® and the National Association of REALTORS®.
2. Attend all Board of Directors and general membership meetings of the Association.
3. Be a member of the Executive Committee.
4. Serve as chair of the Nominating Committee.
5. Be one of the authorized co-signers for the Northern Wasatch Association of REALTORS® financial accounts.
6. Act as advisor and Parliamentarian during Board of Directors meetings.

DIRECTORS

The Directors shall:

1. Be familiar with the Bylaws and Policy and Procedures Manuals of the Northern Wasatch Association of REALTORS®, the Utah Association of REALTORS® and the National Association of REALTORS®.
2. Assist the President as requested.
3. At least one member of the Board of Directors shall be assigned to each standing committee and special committee as provided for.
4. It shall be the duty of each Director Representative to attend all meetings of the Board of Directors, and to act as liaison between the committee or committees to which they have been assigned.
5. Each Director is expected to attend all regular Board meetings, to be on time, stay for the entire meeting, and give their full attention during that time.
6. It shall further be the duty of each Director to strive to attend all association events and all relevant committee meetings.
7. It shall be the duty of the Director Representative to deliver all committee reports, requests and recommendations to the Board of Directors. All reports, requests and recommendations must first be delivered in written form.
8. At the request of the Committee Director Representative, the committee chair or his designee may present the reports, requests or recommendations to the Board of Directors providing such reports require action of the Board of Directors and have been submitted in written form prior to the meeting of the Board of Directors along with a request to be placed on the meeting agenda.
9. Further, it shall be the duty of the Director Representative to deliver or report to the committee or committees to which they are assigned, any and all actions, requests, recommendations or reports of the Board of Directors concerning or affecting the activities or actions of those committees.
10. The Board of Directors shall be responsible to elect officers, and three out of four UAR Directors on an annual base. The fourth UAR Director position shall be appointed by the President, and shall serve a two (2) year term.
11. Each Director shall be permitted a total of three (3) absences in any calendar year. The fourth absence, shall be construed a resignation from the Board, pursuant to Article XII, Section 2 of the Bylaws. It shall not count as an absence if the Director is absent because of official Association business. If a Director is more than 15 minutes later than the time the meeting actually begins or leaves more than 15 minutes before the time the meeting is adjourned, it shall be considered an absence.

**NORTHERN WASATCH ASSOCIATION OF REALTORS®
LEADERSHIP TRAVEL POLICY**

**Approved by Board of Directors November 19, 2003
Amended by Board of Directors June 26, 2013**

TRAVEL POLICY

It is the policy of the Northern Wasatch Association of REALTORS® to reimburse expenses for travel to NATIONAL ASSOCIATION OF REALTORS® and UTAH ASSOCIATION OF REALTORS® meetings for elected leadership and the Association Executive. Attendance at the NAR and UAR meetings by the NWAOR leadership is beneficial to the members of our Association because the leadership is able to gain knowledge necessary to function efficiently in their respective positions. Attendance at other relevant meetings may be approved by the Executive Committee.

NAR MID-YEAR MEETING

President and one adult guest, President-Elect, First Vice President, Government Affairs Committee Chair, CEO
Transportation, Lodging, Meals, Convention (Adult guest receives transportation only)

NAR CONVENTION

President and one adult guest, President-Elect, First Vice President, CEO
Transportation, Lodging, Meals, Convention (Adult guest receives transportation only)

UAR STATE CONVENTION

President and one adult guest, President-Elect, CEO
Transportation, Lodging, Meals, Convention (Adult guest receives transportation only)

Reimbursement of “Early Bird” registration for any Director who attends.

ROCKY MOUNTAIN REGIONAL CONFERENCE

President, President-Elect, CEO Transportation, Lodging, Meals, Convention

NAR LEADERSHIP SUMMIT

President-Elect, CEO Transportation, Lodging, Meals, Convention

ASAE ANNUAL MEETING

CEO Transportation, Lodging, Meals, Convention

NAR ASSOCIATION EXECUTIVES INSTITUTE

CEO Transportation, Lodging, Meals, Convention

EXPENSE ALLOWANCE

Out of State Travel: For officers traveling for the NWAOR, the meal allowance is as follows: A per diem of \$75.00 per day will be paid in advance, receipts and expense report not required, OR, the IRS allowance of \$35.00/\$45.00 per day for meals and incidentals plus a \$25.00 fee for taxi, etc., will be reimbursed upon return from the meeting with documentation by receipts and expense report.

In State Travel: An allowance of up to \$30.00 per day for meals, and the IRS allowance for mileage, will be reimbursed upon return from meetings with documentation by expense report and receipts. Carpooling will be encouraged when distance and logistics permit.

TRAINING ROOM RENTAL FEES

| | Daytime 8:00 am – 5:00 pm | | After hours 5:00 pm – 10:00 pm |
|--------------------------------|---|---|---|
| | If charging/for profit | Not charging | |
| Member & Affiliates | \$25 per hour \$75 half day \$150 full day | FREE | \$50 per hour \$200 for 5 hours |
| Non Members | \$50 per hour \$150 half day \$250 full day | \$50 per hour \$150 half day \$250 full day | To be negotiated by CEO |

BAD CHECK POLICY

1. Provide written notice, by mailing two copies of the Returned Check Notice properly filled in, to the maker of the bad check. One copy should be sent regular mail and one copy should be sent "certified" mail to the address on the check or the makers last known address. Keep a file of the notice.
2. Provide verbal notice by telephone or in person to the maker that the check was dishonored, if possible. Keep contemporary notes of the times, manner and by whom made.
3. The service charge of \$20.00 or whatever is charged by the bank, in addition to any amount the Association may be entitled to by virtue of a written contractual agreement with the maker of the check.
4. After seven days from the date of the letter, the matter may be pursued in court and the law allows service charges, interest, court costs and attorney fees to be added to the amount of the check.
5. If the makers does not make the check good within the seven days (i.e. business days; excluding Saturdays, Sundays, and legal Holidays) then the Association should turn the matter over to an attorney along with evidence of the mailing of the notice and the bad check for legal action.

MAILING LABELS AND MEMBERSHIP ROSTER

To provide labels of the Northern Wasatch Association membership to members.

1. Stick-on labels will be \$.06/each for REALTOR and Affiliate members.
2. There will be \$30.00 handling charge for all orders.
3. Payment for labels will be made prior to processing and no billing will be provided by Northern Wasatch Association of REALTORS®
4. A hard-copy membership roster will be provided to members at no cost.
5. Upon request, the Association shall provide a digital membership roster via email. There will be a \$30.00 handling charge for said email.

DUES BILLING POLICY **Northern Wasatch Association of REALTORS**

Local, State and National dues for all members shall be payable in advance. Dues statements/invoices shall be mailed or emailed by Association staff to members prior to September 15 of each year. Payment in full shall be due on the last day of October, prior to 5:00 pm MST. If payment is not received by 5:00 pm, October 31st, a \$25 late fee shall be assessed on all dues paid on or before the last day of November. If payment in full is not received by the last day of November, an additional \$25 late fee shall be imposed. If payment in full is not received by the last day of December, membership and all benefits associated therewith may be dropped at any time thereafter. Once a member is dropped for failure to pay dues, a \$250 administrative fee shall be assessed in order to re-activate their membership.

All dues and contributions paid by members shall be non-refundable, regardless of when they are paid.

RETENTION POLICY OF ASSOCIATION RECORDS

| <u>TYPE OF RECORD</u> | <u>RECOMMENDED PERIOD</u> |
|---|-------------------------------------|
| I. Historical requirements | Permanently |
| Board of Director Minutes | |
| Basic Corporate Records | 6 years |
| II. Government requirements | |
| a. Billing and/or cash receipts records | 6 years |
| b. Check-Voucher | |
| 1. Capital Equipment and Real Estate Purchases | Life of item |
| c. Employee records | 6 years |
| 1. Individual pay records | 6 years |
| 2. Payroll register – Federal and State Regulations | 2 years |
| d. Postage meter record book | |
| e. Tax Returns | Perpetual |
| III. Legal Requirements | |
| a. Copyrights, patents, etc. | Permanently |
| b. Contracts and leases (after termination) | 6 years |
| c. Deeds | Permanently |
| IV. Administrative Requirements | |
| a. General Ledger (year end) | Permanently |
| b. Accounts receivable and credit – Apart from cash receipts | 4 years |
| c. Correspondence (reading file) | 3 years |
| d. Financial statements (monthly) | 3 years |
| e. Canceled checks | 5 years |
| f. Personnel Records: After termination | 3 years |
| g. Membership Records (dropped members) | 2 years |
| h. Professional Standards file | 4 years (as per annotated 78-12-25) |
| 1. Possible complaints | 1 year |
| i. Committee Minutes | 3 years |

Investment Policy

NORTHERN WASATCH Association of REALTORS®

The purpose of this investment policy statement is to assist Northern Wasatch Association of REALTORS® in effectively supervising, monitoring, and evaluating the control and investment of NWAOR's assets. This policy is adopted by the Board of Directors to provide guidance to the CEO, Treasurer and Finance Committee in implementing this policy.

The Treasurer with guidance from the Finance Committee, and with the assistance of the Chief Executive Officer and delegated staff, is responsible for the investment of funds of the association.

NWAOR will maintain two classes of accounts: Operating and Reserve.

Operating NWAOR Operating accounts shall be maintained in a financial institution that is FDIC (or some other comparable insurance) insured. Effort will be made to maintain operating accounts at no more than \$100,000 for any extended period. If the operating account balance exceeds \$250,000, board of director approval must be obtained.

Reserve NWAOR shall maintain a Reserve Account equal to or greater than two years operating expenses, adequate funds to satisfy any existing debt, and legal/political issues reserve of at least \$250,000. In accordance with its fiduciary responsibility to protect assets, all investments will be made in high quality, insured and guaranteed instruments. Unless otherwise decided by the Board of Directors all proceeds generated through investments will remain in reserve account and be re-invested.

It is the responsibility of the Executive Committee to meet with the investment advisor 3 or 4 times per year and to formally report to the Board of Directors on at least an annual basis.

If there is an operating surplus, the Board of Directors may choose to allocate additional funds to the Reserve Fund. The amount of money in the Reserve Fund may be decreased by a vote of the Board of Directors but in no situation should the Reserve Fund be reduced to less than one year operating expenses, except in an emergency situation.

Rev 02/27/2008

GENERAL INFORMATION ON COMMITTEES

1. All Committees shall have a chair and vice chair. The Chair shall be appointed by the President and the Vice Chair shall be appointed by the President Elect.
2. Committees are to meet as soon as possible after appointment for the purpose of developing a program in accordance with Business/Strategic Plan for the coming year, and to work out a tentative budget as necessary to accomplish objectives, keeping in mind the monies budgeted to their committee by the Board of Directors. It shall be the chair's duty to call this meeting.
3. Committees are to be aware of, and take into consideration at all times, the long-range and short-range goals of the Northern Wasatch Association of REALTORS® and coordinate all activities with the Board of Directors.
4. Committees are to review pertinent actions of previous years in order to provide continuity and to ensure achievement of stated goals.
5. An overall report should be given by the Committee Chair to the Board of Directors prior to the end of each year stating what was and was not accomplished, suggestions for incoming committee concerning improvement of the committee, and suggested names for new committee members.
6. Committee chairs shall be responsible for notifying all committee members, including the President and Director liaison of all meetings. This may be delegated to Association Staff. Adequate advance notice should be given for all committee meetings except in cases of urgency of action.
7. To maintain a successful committee, it is essential that a high level of attendance be obtained at each meeting.
8. Written minutes should be taken at each meeting, providing a permanent record of business transacted as well as a means for follow-up of committee decisions and actions. Each Board of Directors Committee liaison is to receive a copy of the Committee's minutes and a committee reporting form following each meeting.
9. All statements of position on policy made by the committee shall be approved by the Board of Directors or President prior to issuance.
10. The Utah State Legislature passed what is commonly known as a Dram Shop Act, in 1985. Because of the Dram Shop Act, no alcoholic beverages will be provided by the Northern Wasatch Association of REALTORS® at any of the Associations functions.
11. All Committee meetings shall be conducted in accordance with Roberts Rules of Order.
12. Each Committee shall be responsible to make sure they do not, spend more money than is allocated by the Board of Directors.
13. Each Committee shall be responsible to submit a proposed budget to the Budget & Finance Committee on or before September 1, outlining all recommended expenditures and revenues for the

following year.

14. The President Elect shall appoint a chair for each committee to serve in the following calendar year. These appointments shall be made prior to November 1st. In making his/her decision the President shall request advice and recommendations from the Board of Director/Committee Liaison and from the respective committees.
15. Prior to November 1st, the 1st V.P. shall appoint co-chairs for each committee to serve the following calendar year. These co-chairs may or may not be asked to serve as chair the following year. In appointing co-chairs, the 1st V.P. shall request advice and recommendations from the Board of Director Liaison and from the respective committees.
16. If a committee chair resigns, the President shall appoint a replacement to serve the remainder of that year. If a co-chair resigns, or is appointed as chair, the President Elect will appoint a new co-chair to serve the remainder of the year.

SELECTION OF COMMITTEE CHAIRS

In selecting a committee chair and vice chair the President and President Elect looks for the following criteria and characteristics:

1. Interest in the particular work or duties of the committee.
2. Previous experience on the committee or experience gained from another source.
3. Open mind. Ability to seek out all views of committee members.
4. Willingness to abide by majority decision and follow-through to the completion of a project.
5. Leadership abilities in general.

COMMITTEE CHAIRS

Committee Chairs shall:

1. Call initial meeting as soon as possible after appointment for the purpose of developing a program for the coming year and to work out a tentative budget as necessary to accomplish objectives within the monies budgeted to the committee by the overall Board budget. Submit proposals and tentative budget to the Board of Directors for approval.
2. Call meetings as required and be responsible for proper notice to all committee members, Association President and Director Liaison. In advance, schedule a meeting room with Association staff.
3. Keep written minutes of each meeting showing who was present, actions taken, pending and suggested, and the result. Submit a copy to the Executive Officer to provide a permanent record of business transacted as well as a means of follow-up on committee decisions and actions.
4. Be aware of the committee's responsibilities as outlined in the Policy and Procedures Manual so as to guide the committee by ensuring that it strives to accomplish its objectives.
5. Guide the committee in its duties in compliance with the long and short range goals of the Association.
6. Attend meetings of the Board of Directors, when requested, and be prepared to give an oral report of the committee activities.
7. Assist the President of the Association in accomplishing his/her goals and objectives.
8. All Committee Chairs shall be prepared to report to the Board of Directors regarding the status of the committee's budget, goals and accomplishments. These reports shall be at least quarterly.

and will be presented to the Board of Directors, either verbally, in writing, or through the Director Liaison, depending on what is requested by the Board.

9. Prepare an overall report for the transition meeting of the Association stating what was and what was not accomplished, suggestions as to how to improve the committee, and recommending names for future committee members.
10. Brief the succeeding chairs and turn over the records of committee proceedings.
11. Coordinate all expenditures with the Association's Executive Officer.
12. Serve as a member of the appropriate committee of the Utah Association of REALTORS®.

COMMITTEES AND THE EXECUTIVE OFFICER

Most committees will need some assistance from the Executive Officer from time to time. In order to facilitate the process, the following guidelines have been established.

Files for each committee will be kept in the Association office. Any mail or other pertinent information regarding the committee will be placed there for the chairman's review and use.

Committee chairmen may authorize expenditures within the amount of their approved budgets. Any payment in excess of the budget will not be made without prior approval of the Board of Directors.

A check request form needs to be filled out before any check is issued. These can be picked up from the bookkeeper. There will be no reimbursement for committee expenditures without invoices submitted.

COMMITTEE NAME
REPORTING FORM
MEETING DATE

PRESIDING:

PRESENT:

CALLED TO ORDER: Time the meeting started and by whom.

MINUTES APPROVED: **MOTION: Approval of previous month minutes. State whether the motion was PASSED, TABLED OR DECLINED.**

TOPIC DISCUSSED: Do not document the discussion itself, just specific topics and Action plans.

MOTIONS: Include any motions made on the topic of discussion and indicate whether the motion was PASSED, TABLED or DECLINED.

NEXT MEETING: Date and time the next meeting will take place.

ADJOURNMENT: State when the meeting was adjourned and who motioned for the adjournment. PASSED

AFFILIATE COMMITTEE

PURPOSE:

1. To provide services and support financially and through volunteer activities and other means, for the professional REALTOR® to better enable them to achieve their goals.
2. To provide education classes and seminars, both certified and non-certified, to update and educate the REALTOR® on changes in our respective Affiliate industries.
3. To promote and provide socials, seminars and special events, which compliment the REALTOR® activities and enhance relationships with Affiliates.

OPERATIONAL RULES:

1. Chair and Vice Chair and as many members as necessary appointed by the President and approved by the Board of Directors.
2. Meetings will be held as necessary and at the call of the Chair.
3. Agenda to be prepared in advance.
4. Chair or designee to conduct the meeting.
5. Unless otherwise provided for in the Bylaws, meetings shall be conducted in accordance with Roberts Rules of Order.
6. A majority of the committee shall constitute a quorum.
7. A majority of those present required for action.
8. All actions of the Committee shall be subject to the approval of the Board of Directors.
9. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.
10. All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving on the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law; or (4) has violated any rules, by-laws, polices, or procedures of the Northern Wasatch Association of REALTORS, as determined by the Board of Directors.

GOALS:

1. To provide enhanced educational support and activities for the betterment of the professional REALTOR® through both certified and non-certified classes and seminars.
2. To provide services and support for the professional REALTOR® through financial commitments and through volunteer activities to strengthen and enhance the REALTOR® organization and their professional image.
3. To promote and provide socials, seminars and special events which compliment the activities of the Northern Wasatch Association of REALTORS® and which enhance REALTOR®/Affiliate relationships.

BUDGET AND FINANCE COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

Formulates the annual budget, monitors budget and makes recommendations or suggestions to Directors to modify budget.

MEMBERSHIP:

The Chairperson of this committee shall be the current Treasurer. The committee shall be comprised of the Executive Committee of the Association and such other members as selected for one-year appointment by the President.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving in the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law.

DUTIES:

1. Analyze, with the assistance of the Executive Officer, the current fiscal condition of the Board and after study and deliberation, prepare the proposed annual budget for approval of the Board of Directors.
2. Meet quarterly and review the books and financial status of the Association for reports to the Board of Directors.
3. Submit the annual financial records of the Association to a firm of Certified Public Accountants for formal review, preparation of annual Federal tax filings, and audited financial statements.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan.

3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
4. On or before September 1st, the committee shall submit a detailed and comprehensive proposed budget outlining the committee budget request for the following year. These proposed budgets are subject to approval from the Board of Directors, and may or may not reflect what is requested by the committee.
5. All committee meetings and all actions taken by the committee are governed by NWAOR policies and procedures and bylaws.
6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
10. The committee shall not conduct any fund raising activities wherein any money is solicited from other REALTORS® and/or Brokers, without prior consent from the Executive Committee.
11. The committee shall review the anti-trust policy at the beginning of every meeting.
12. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.

COMMUNITY OUTREACH COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

Promote a positive REALTOR® image within our profession and our communities, by forming partnerships with local businesses and city officials to enhance and serve our communities.

(Equal Housing) To encourage REALTORS® and to adopt in letter and in spirit the Code for Equal Opportunity in Housing and Employment as adopted by the National Association of REALTORS®, and any subsequent amendments thereto, wherein REALTORS® pledge to offer equal professional service and opportunity to all people without regard of race, color, religion, sex, national origin, familial status, source of income or disability.

To encourage REALTORS® to reach out to the public and to one another and affirmatively demonstrate the commitment to equal professional service through adoption of, and subscription to, the National Association Affirmative Marketing Agreement.

To encourage cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of Fair Housing Laws to ensure equal opportunity for all people.

(UARHOF) To provide financial assistance and resources to organizations which sponsor or support activities, programs, education and research that directly or indirectly expands, creates or encourages the development and/or redevelopment of adequate, safe and decent affordable housing and home ownership opportunities in Utah for individuals and families with moderate, low and very low income levels.

UARHOF is a 501(c)3 nonprofit corporation with the goal of creating affordable housing to those in severe need within the Northern Wasatch County area. UARHOF was created to provide an opportunity for real estate professionals to have a more direct impact on affordable housing issues throughout the state of Utah. Its agenda is to utilize both the expertise and financial resources of its membership to assist affordable housing programs, increase awareness of and educate leadership to the problems currently facing our communities

To build public awareness of REALTORS®: i.e. who we are, what we do, how we serve the community, and the Code of Ethics to which we subscribe.

MEMBERSHIP:

Yearly, a chairperson shall be appointed by the president, with the vice chair being appointed by the

president elect, unless otherwise directed by the president. This committee also has at least two co-chairs, one being from NWAOR, and the other from the NWHBA.

This committee will also consist of one staff representative, one board liaison, and members at large who represent the varied segments of the profession.

For Have A Heart, this committee is to have a Weber county and a Davis county task force with a chair and vice chair for each. A fundraising task force may also be established from the existing members of the Weber and Davis committees, and shall have a chair and vice chair. This committee structure will remain in place until a viable means of funding for all projects becomes available. At this time, the structure will be re-evaluated, and a decision made as to how the committee will function in the future.

The committee shall create task forces, as needed, according to the discretion of the co-chair, to assist in carrying out various responsibilities.

Chair further agrees to serve on the committee at least one year after his or her term has expired.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving on the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law; or (4) has violated any rules, by-laws, polices, or procedures of the Northern Wasatch Association of REALTORS, as determined by the Board of Directors.

DUTIES:

1. Plan and coordinate all activities and events associated with the Have A Heart project.
2. Offer an outlet for REALTORS® and our affiliates as businesses and individuals to give back to our communities.
3. Gain REALTOR® support by educating our members on the importance and goals of this committee.
4. Market to our general membership all upcoming events and opportunities via email, announcements, the “Voice”, community newspapers, or other appropriate means.
5. Provide information about community housing opportunities in an easy and accessible format.
6. Assist local families realizing the dream of homeownership.
7. Facilitate, whenever possible affordable housing within our communities.
8. Create, plan, carry out and evaluate all community housing events and specific areas of focus.
Appoint subcommittees as needed to carry out events.

9. Hold committee meetings once a month, or more frequently as need arises. Roberts Rules of order apply.
10. Each December, provide the Association President with the completed New Year's community service calendar for approval.
11. Create, plan, carry out and evaluate all community housing events and specific areas of focus. Appoint subcommittees as needed to carry out events.
12. Monitor trends within our industry to anticipate future needs and plan accordingly.
13. To inform members of their obligations and opportunity under the Equal Opportunity and Fair Housing Laws.
14. To provide programs of information and education for Members and the public.
15. To provide assistance and guidance to Members in voluntary compliance programs.
16. To assist Members in their efforts to encourage Equal Opportunities in housing and employment.
17. Distribute materials developed by the National Association of REALTORS® to all members.
18. Assist in Board Orientation of new members.
19. Reviewing the UARHOF section of the Utah Association Web site in order to stay current on what UAR is doing with UARHOF.
20. Focus on encouraging non-participating brokerages to sign-up to participate in UARHOF.
21. Create and maintain a UARHOF Board which will have all participating Brokerages and Banks that participate in UARHOF in our area.
22. Participate in fund raising activities that will raise money for UARHOF donations.
23. Send out press releases, approved by the President, announcing UARHOF Grant Applications are being taken and the announcements of the winners.
24. Review Grant Applications and forward recommendations for awarding of Grants to the Executive Committee.
25. Organize the Check presentation for awarding of Grants.
26. Any other tasks deemed necessary by the committee in order to make members of the board aware of UARHOF and its successes & grants awarded.
27. Work with the Public Relations and other relevant committees to accomplish the foregoing duties.

28. Hold monthly meetings to strategize and plan different ways in which we can build awareness of REALTORS® towards the general public, and to improve the public perception of REALTORS®.
29. Give financial support to community charities, with the goal to maximize positive public relations for NWAOR and its members.
30. Partner with our local governments to promote and increase interaction between REALTORS® and our community through community building events.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
4. On or before September 1st, the committee shall submit a detailed and comprehensive proposed budget outlining the committee budget request for the following year. These proposed budgets are subject to approval from the Board of Directors, and may or may not reflect what is requested by the committee.
5. All committee meetings and all actions taken by the committee are governed by NWAOR policies and procedures and bylaws.
6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall review the anti-trust policy at the beginning of every meeting.
10. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.

EDUCATION COMMITTEE

SCOPE OF RESPONSIBILITY

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

Responsible for planning and conducting new member orientation along with overseeing high quality, timely, informational, and affordable education programs for members. These programs will include but not be limited to: business development events, real estate topics, designation and certification programs, continuing education (CE) classes, technical advances, ethics training, MLS procedures, and events showcasing current happenings which may directly affect the members' business and clients. All educational classes, seminars, and events offered through NWAOR will be reviewed by the education committee and approved by the Board of Directors.

To inform and educate the Association members regarding new technology that is relevant to Real Estate business.

MEMBERSHIP:

Membership in this committee shall be comprised of volunteer REALTORS®, brokers and participating affiliate members of the Northern Wasatch Association of REALTORS®. The committee shall consist of a chair, who shall be appointed annually by the Association president, as well as a Vice Chair, who shall be appointed annually by the Association President-Elect. It is anticipated that the Vice Chair shall become the committee chair the following year. The committee shall also consist of a liaison Director, who shall be appointed by the Association President out of Board of Directors, and a staff person from the Association, chosen by the CEO. Pursuant to Article XIII, Section 4, the Association President shall be an ex-officio member of this and all standing committees. When possible and practical, this committee shall include two members who served the preceding year. This committee shall have the right, if deemed necessary and appropriate by the committee to create a task force to assist the committee. The committee may also choose a task force chair.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving on the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law; or (4) has violated any rules, by-laws, policies, or procedures of the Northern Wasatch Association of REALTORS, as determined by the Board of Directors.

DUTIES:

1. In November, plan the coming year's educational calendar. This will be done in conjunction with the Utah Association of REALTORS, the National Association of REALTORS, and MLS class and seminar offerings.
2. One time yearly, survey the general membership regarding their desires and needs for educational programs. Design programs accordingly.
3. Market to the general membership all upcoming opportunities via email, direct mail, announcements, the "Voice," or with other appropriate means.
4. Provide information about, and access to, educational opportunities for designations and certifications in an easy to understand and accessible format.
5. Provide updates with class offerings, including the concise description of available classes, along with the place, time, cost, and prerequisites of the classes for the NWAOR webpage.
6. Review the content of the NWAOR education web pages yearly and provide updates for the website. The Education Committee shall determine the content and design of the Education portions posted on the website.
7. Conduct new member orientation classes approximately every 45 days. Review regularly to ensure content is of the highest possible relevance and quality.
8. Provide adequate opportunities to participate in affordable continuing education credits and Code of Ethics classes as required by NAR.
9. Provide a monitor for all NWAOR continuing education classes. Review feedback forms and provide the Chairperson with a feedback summary.
10. Ensure that non-CE teachers have received adequate competence training prior to teaching their first class.
11. Schedule at least one GRI designation series of classes yearly.
12. Provide information to the membership regarding UAR educational programs and opportunities.
13. Utilize appropriate technology to communicate and to educate Realtors.
14. To develop curriculum and increase attendance in technology courses.
15. To select and approve instructors, courses and related curriculum.
16. Work with the NWAOR Affiliate Committee to increase the role Affiliates play in providing education to Realtor members.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
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6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall not conduct any fund raising activities wherein any money is solicited from other REALTORS® and/or Brokers, without prior consent from the Executive Committee.
10. The committee shall review the anti-trust policy at the beginning of every meeting.
11. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.

EXECUTIVE COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

To coordinate the work for all Association committees and handles all matters that are not the specific responsibility of any other committee. Also reviews recommendations from other committees before they are presented to the Board of Directors for action.

MEMBERSHIP:

Shall be composed of the President, President/Elect, 1st Vice President, 2nd Vice President, Immediate Past President, Treasurer, and Executive Officer. The Chairman shall be the current President.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving on the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law; or (4) has violated any rules, by-laws, polices, or procedures of the Northern Wasatch Association of REALTORS, as determined by the Board of Directors.

DUTIES:

1. Shall make recommendations to the Board of Directors.
2. Shall transact business of an emergency nature between meetings of the Board of Directors, and shall report such actions in full to the Board of Directors at its next meeting.
3. Meet previously to the Board of Directors meeting and as required.
4. The Executive Committee is responsible for making all final decisions regarding New Member Orientation; including instructors, content, etc. The Executive Committee may delegate all or certain portions of the Orientation to specific committees, but the Executive Committee retains the right to make all decisions relating thereto.
5. The Executive Committee shall have oversight authority over all Committees and shall have final say over all decisions and actions of all Association Committees.

6. The Executive Committee shall oversee the “Specialty Recognition” process as follows:
 - a. The following “specialty” recognition shall be selected from a committee consisting of the immediate past president, current president, president elect and two additional at large committee members appointed by the current president, and ratified by the Board of Directors. Selection of award recipients shall be held strictly confidential until the winners are announced. The committee may give recognition for any or all of the following categories: Affiliate of the Year, REALTOR® of the Year, Lifetime Achievement, Special Achievement, and Citizen of the Year.

Affiliate of the Year

In order to be eligible for this award the proposed recipient must have satisfied the following criteria:

1. Candidates must be a dues paying Affiliate member the entire year.
2. The Recognition is based on service, accomplishment, and participation in the Northern Wasatch Association of REALTORS®.
3. Candidate must have played an active role with the Affiliates Committee during the year prior to receiving the recognition.
4. Any Chair of the Affiliate Committee shall be ineligible to receive this recognition for one year following term as Chair.

Lifetime Achievement

In order to be eligible for this recognition the proposed recipient must have satisfied the following criteria:

1. The Lifetime Achievement Recognition is to recognize dedication, professionalism, service and participation in the Northern Wasatch Association of REALTORS®.
2. The candidate must be a member in good standing of Northern Wasatch Association of REALTORS® during the entire preceding recognition year.
3. The candidate through their career has shared their time, talent, and experience for the benefit of the entire profession.
4. Candidate must have been a member in good standing of Northern Wasatch Association of REALTORS® for a minimum of five (5) years prior to receiving the recognition.
5. The candidate must not have been found in violation of the code of ethics or sanctioned by the Division of Real Estate in the two (2) years prior to receiving the recognition.

REALTOR® of the Year

In order to be eligible for this recognition the proposed recipient must have satisfied the following criteria:

1. Candidate must be a REALTOR® member in good standing and actively involved in Northern Wasatch Association of REALTORS® throughout the preceding year.
2. Candidate must have been a member in good standing of Northern Wasatch Association of REALTORS® for a minimum of three (3) years prior to receiving the recognition.
3. Candidate must have shown a commitment to community involvement.
4. Candidate must have demonstrated continued dedication and service to the Association and real estate profession.
5. Consideration should be given to designations, and service on committees, societies and councils, (e.g. WCR, CRS, NAR and UAR).
6. Northern Wasatch Association of REALTORS® President may not be considered for a minimum of one year following term of service as President.
7. The candidate must not have been found in violation of the code of ethics or sanctioned by the Division of Real Estate in the two (2) years prior to receiving the award.

Special Achievement

In order to be eligible for this recognition the proposed recipient must have satisfied the following criteria: The recipient of this award shall be a non-REALTOR® who has made an outstanding contribution to Northern Wasatch Association of REALTORS®.

Citizen of the Year

In order to be eligible for this recognition the proposed recipient must have satisfied the following criteria: The recipient of this Recognition is a non-REALTOR® who has made an outstanding contribution of citizenship to the community, state or county, during the year preceding the recognition.

Good Neighbor

In order to be eligible for this recognition the proposed recipient must have satisfied the following criteria:

1. This recognition honors one REALTOR® or Affiliate member who has made an exceptional contribution to his or her community during the entire recognition year preceding the recognition.

2. The candidate shall have made a significant contribution of personal time, money, materials or other resources.
3. The candidate must not have been found in violation of the code of ethics or sanctioned by the Division of Real Estate in the two (2) years prior to receiving the award.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
4. On or before September 1st, the committee shall submit a detailed and comprehensive proposed budget outlining the committee budget request for the following year. These proposed budgets are subject to approval from the Board of Directors, and may or may not reflect what is requested by the committee.
5. All committee meetings and all actions taken by the committee are governed by NWAOR policies and procedures and bylaws.
6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall not conduct any fund raising activities wherein any money is solicited from other REALTORS® and/or Brokers, without prior consent from the Executive Committee.
10. The committee shall review the anti-trust policy at the beginning of every meeting.

GOVERNMENT AFFAIRS/RPAC COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

Protect and promote the interests of real property before local legislative bodies and study and keep Northern Wasatch Association of REALTORS® members informed on state and federal legislation affecting real estate or those in the real estate profession.

Encourage active involvement of REALTORS® in all phases of political activities and recommend to the membership for election those area candidates who support the free enterprise system, private property rights, and other positions or policies of the Association. Responsible for programs determining voter registration among Association members while establishing a means of conducting programs for said registration.

Protect private property rights and prevent their erosion through restrictive and unjust action of Municipal Boards, Commissions, bodies in Weber, Davis and Morgan Counties. Serve as liaison between the Association and those governmental agencies charged with planning and zoning authority.

Provide the organization, communications, information and education necessary to establish a broad-based grass roots political organization.

To meet the financial and participation contributions expectations to RPAC and IPAC set by the UAR and NWAOR Presidents. To help raise money to support candidates favorable to REALTOR® issues. To facilitate the distribution of responsibility in an equitable manner. To educate the general membership of what RPAC is and instill a desire to contribute to the fund.

MEMBERSHIP:

Membership in this committee shall be comprised of volunteer REALTORS®, brokers and participating affiliate members of the Northern Wasatch Association of REALTORS®. The committee shall consist of a chair, who shall be appointed annually by the Association president, as well as a Vice Chair, who shall be appointed annually by the Association President-Elect. It is anticipated that the Vice Chair shall become the committee chair the following year. The committee shall also consist of a liaison Director, who shall be appointed by the Association President out of Board of Directors, and a staff person from the Association, chosen by the CEO. Pursuant to Article XIII, Section 4, the Association President shall be an ex-officio member of this and all standing committees. When possible and practical, this committee shall include two members who served the preceding year. This committee shall have the right, if deemed

necessary and appropriate by the committee to create a task force to assist the committee. The committee may also choose a task force chair.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving on the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law; or (4) has violated any rules, by-laws, polices, or procedures of the Northern Wasatch Association of REALTORS, as determined by the Board of Directors.

DUTIES:

1. Ensure liaison is maintained by the Northern Wasatch Association of REALTORS® with the Legislative Committee members of the Utah Association of REALTORS®, and with other local Association Committees.
2. Develop and maintain for the Association favorable relations with local elected and appointed officials.
3. Review all proposed local legislation, not covered by the Land Use Sub-Committee, which affects real property and the real estate profession and recommend policy to the Board of Directors.
4. Promote the importance of political involvement at general membership meetings and through articles in the Association Newsletter.
5. Recommend local legislation to be sponsored.
6. Review proposed State legislation impacting the area of the Association jurisdiction and make position recommendations to the Utah Association Legislative Committee.
7. Work with the Executive Officer to determine Northern Wasatch Association of REALTORS® positions, on local political issues. The Committee will then make recommendations to the Executive Committee and/or the Board of Directors for final approval or positions.
8. Encourage REALTOR® involvement in local community councils and involvement in the State and county delegate process.
9. Design newspaper or other ads to recognize RPAC contributors; NWAOR committee members; and NWAOR members who have been members for 25 years.
10. Work on grass-roots campaigning for candidates endorsed by the Board of Trustees.
11. On legislative matters of interest to the real estate profession, and when applicable, coordinate policy and action with industry related professional groups.
12. Each individual committee member will be expected to represent REALTOR® interests by

attending individual City Councils and to monitor and report on relevant issues with that city.

13. Study and make recommendations on regulations promulgated by various administrative departments of the Municipalities in the jurisdiction of the Northern Wasatch Association of REALTORS®.
14. Compile names of REALTORS® having personal contact or friendship with elected officials for maintenance of a legislative contact of a team. This shall be coordinated with the Utah Association.
15. Recommend REALTORS® to fill vacancies on Boards and Commissions, and search out qualified members to run for elective office.
16. To inform the general membership of the value and importance of contributing to RPAC.
17. To ensure that NWAOR and UAR goals are met.
18. To continually educate the general membership to ensure fund participation.
19. The Chair of this committee will be expected to serve on the UAR Legislative Affairs Committee.
20. Work in conjunction with the Public Relations Committee to educate the public as to how Realtors positively impact private property rights and home ownership through Government Affairs efforts.
21. Teach committee members how to effectively meet with City Council and Planning Commissions.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
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5. All committee meetings and all actions taken by the committee are governed by NWAOR policies and procedures and bylaws.

6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall review the anti-trust policy at the beginning of every meeting.
10. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.

NATIONAL DIRECTOR

The National Director shall:

1. Be familiar with general issues relevant to the National Association of REALTORS® and communicate these issues to the NWAOR Board of Directors on a regular basis.
2. Act as a liaison between the NAR, UAR and NWAOR.
3. Attend the Mid Year NAR Meetings in Washington D.C. and the NAR fall Convention meetings and bring any relevant information from said meetings back to the Board.
4. Communicate regularly with other national Directors within Utah.
5. The National Director shall be appointed by the NWAOR President and ratified by the Board of Directors.
6. The National Director shall serve a one (1) year term.

NOMINATING COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

To select two candidates for each position to be filled on the Board of Directors.

MEMBERSHIP:

Immediate Past President serves as Chairman plus 8 – 10 REALTOR® members, in good standing, appointed by the President with the approval of the Board of Directors. The CEO and President Elect will be ex-officio members of this committee. The Chair and ex-officio members may not vote (unless the chair votes in case of tie) or submit names to the committee for consideration. No person serving on the nominating committee can be nominated as a Board of Director candidate from the nominating committee, but may still run for the Board by being nominated from the floor of the August general membership luncheon. The duty of the Nominating Committee will be to select two REALTOR® members in good standing for each vacancy to be filled as a Director whose terms expire at the end of the present year, plus to nominate any current Board member whose term is expiring and who wishes to run for an additional term.

DUTIES:

Select nominees and announce candidates in accordance with Articles XI, section 4 of the Bylaws.

1. Contact current Officers and Directors for suggestions for nominees.
2. Contact current committee chairmen for suggestions for nominees.
3. Contact proposed nominees by personal interview to determine if proposed nominee is fully aware of duties, time involvement, terms and conditions connected with the office for which he/she is being considered.
4. Candidates need to understand and advocate the Business/Business/Strategic Plan for the Association.
5. Speak to the committee's recommendations at the annual election meeting.
6. The election of Directors shall take place by secret ballot during the month of September.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
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6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall not conduct any fund raising activities wherein any money is solicited from other REALTORS® and/or Brokers, without prior consent from the Executive Committee.
10. The committee shall review the anti-trust policy at the beginning of every meeting.

BUSINESS/STRATEGIC PLANNING COMMITTEE

SCOPE OF RESPONSIBILITY:

Whatever the type of committee, the only purpose of that committee is to extend the work of the Board of Directors. Committees are not autonomous groups with loose connections to the Board, but are simply extensions of the Board and always responsible to the full Board.

PURPOSE:

The purpose of the Business/Strategic Planning Committee is to review and implement the mission of the Northern Wasatch Association of REALTORS® which is:

The mission of the Northern Wasatch Association of REALTORS® is to serve its members by providing and promoting educational, business planning, governmental advocacy, and other appropriate/relevant programs and services to enhance members' freedom and ability to successfully and competently conduct their individual business in a manner consistent with the Code of Ethics and Fair Housing practices. Through collective action the Northern Wasatch Association of REALTORS® promotes the enhancement and preservation of the right to own, transfer and use real property.

Any proposed changes to the Business/Strategic Plan shall be brought to the Board of Directors in the August Board of Directors meeting.

MEMBERSHIP:

This Committee shall consist of a Chairman, (appointed by the President-Elect), a Vice-Chair, (appointed by the Vice President), a Director Liaison, CEO, Staff Representative, and other members appointed by the President-Elect. When possible and practical this committee should have at least two members who served on this committee the preceding year.

All committee members serve at the discretion of the Board of Directors. Any committee member, may be removed from any or all committee(s): by the Board of Directors, if the committee member within a three year period of serving in the committee (1) has been found in violation of the code of ethics; or (2) has been the subject of any disciplinary action from the Division of Real Estate; or (3) has been found liable for any anti-trust or anti-competitive behavior in a court of law.

DUTIES:

1. To attain a high level of integrity and fair business practice on the part of its members.
2. To improve the public's awareness of, and confidence in, our members and benefits provided by their services.

3. To attain a high level of competency in the business practice of its members.
4. To reduce the vulnerability of members to unwarranted litigation instituted by government and/or other parties.
5. To identify and promote regulatory and legislative action favorable to members' business success under the free enterprise system.
6. To promote and expand private ownership, availability, affordability, transfer and use of real property.
7. To promote a strong and effective Association and its Affiliate
8. To attain a high level of effectiveness and efficiency in the Northern Wasatch Association.
9. To provide members with information, trends and programs relevant to the enhancement of their business opportunities.
10. To be an effective liaison between the Association members, other local Associations within the state, UAR, & NAR.
11. To further promote a liaison between the Northern Wasatch Association of REALTORS® public, private, and governmental agencies to enhance the cooperation between our industry and these agencies.
12. To establish goals and aspirations for the Association and to create strategies in which to achieve said goals.

PROCEDURES:

1. All committee meetings shall be conducted in accordance with Roberts Rules of Order.
2. The committee shall review relevant policies and procedures and Northern Wasatch Association of REALTORS® Business/Strategic Plan on an annual basis, to make sure that their actions further the goals set forth in the Business/Strategic Plan. The committee shall also review the committee's "purpose" as set forth herein at each committee meeting.
3. Operate within the budget amount allocated to the committee by the Board of Directors. The committee shall spend money in accordance with their proposed budget unless they obtain permission from the Executive Committee.
4. On or before September 1st, the committee shall submit a detailed and comprehensive proposed budget outlining the committee budget request for the following year. These proposed budgets are subject to approval from the Board of Directors, and may or may not reflect what is requested by the committee.

5. All committee meetings and all actions taken by the committee are governed by NWAOR policies and procedures and bylaws.
6. The committee shall take minutes of all meetings; meetings will be held as needed.
7. Notice of all committee meetings shall be given to all members of the committee via email.
8. Pursuant to Article XIII, Section 5 of the NWAOR By-laws any committee member who fails to attend three regular or special meetings of the committee shall be deemed to have resigned from the committee. It shall be the responsibility of the committee chair to enforce or to make exceptions to said attendance policy as they see fit.
9. The committee shall not conduct any fund raising activities wherein money is solicited from other REALTORS® and/or Brokers, without prior consent from the Executive Committee.
10. The committee shall review the anti-trust policy at the beginning of every meeting.
11. The Committee Chair shall inform the Association President and the CEO if they resign from their position as chair or cannot carry out their duties for any reason.

NORTHERN WASATCH ASSOCIATION OF REALTORS®

SUMMARY OF ASSOCIATION'S

ANTI-TRUST COMPLIANCE POLICY

TO BE READ AT ALL MEETINGS

The Northern Wasatch Association of REALTORS® (herein referred to as the "Association") and its Officers, Directors, employees and committees fully support and intend to comply with all applicable federal and state and anti-trust laws and shall not engage in any anti-competitive conduct or practices, nor allow the Association to be used by any member or committee for any anti-competitive or unlawful purpose or having any anti-competitive effect, including but not limited to the following kinds of prohibited conduct:

- a. Any discussions or effort to directly or indirectly fix, peg, raise, lower, control, recommend, suggest or maintain broker's commissions or commission splits on the sale of real estate.
- b. Any contract, combination, conspiracy, discussions or effort to divide or allocate real estate markets or customers.
- c. Any discussions or effort to disparage or injure the business or trade of anyone. Minutes should be kept of all meetings of the Directors, Executive Committees and standing committees which summarize accurately and concisely the action taken at the meeting. For maximum protection, the minutes should be reviewed by the Officer in charge and/or Association Counsel to be sure that the language used is not subject to misinterpretation.

NORTHERN WASATCH ASSOCIATION OF REALTORS®

ANTI-TRUST AND TRADE PRACTICE COMPLIANCE POLICY

NOTICE: To all Officers, Directors, Employees and Committee Members

For the protection of the Northern Wasatch Association of REALTORS®, Its Officers, Directors, employees, committee members and those engaged in the sale of real estate and the real estate buying public, it is the established policy of the Northern Wasatch Association of REALTORS® (herein referred to as the "Association") to comply fully with all applicable state and federal laws relating to trade associations and to the marketing of real estate. The Association will simply not tolerate any conduct on the part of any Officer, Director, employee, committee chair or Association member in violation of federal and state laws. We respectfully request and instruct each of you to carefully read and become familiar with the following anti-trust and trade compliance policy of the Association and attached summary of applicable laws which directly govern the Association and you in your dealings on behalf of the Association.

1. Meetings of the Association or any of its committees should be held only when there is legitimate business to be conducted. If a topic is raised which appears to involve a possible anti-trust or trade practice violation, you should immediately interrupt and stop the discussion or recommend the topic be changed. If the discussion persists, you should leave the meeting and report the matter to the Association President. Officers, Directors, employees and representatives of the Association are prohibited from the use of Association offices or facilities for any informal "bull or rap sessions" relating to commissions commission splits or disagreements with marketing practices of any member or nonmember. Given their unauthorized character, meetings of this type are uniquely susceptible to abuse and misinterpretation.
2. The Association, its Officers, employees, Directors, committee chairs and representatives fully support and intend to comply with all applicable federal and state anti-trust laws and agree not to engage in any anti-competitive conduct or practice nor allow the Association to be used by any employee for any anti-competitive purpose including but not limited to the following kinds of prohibited conduct:
 - a. Any discussion or effort to directly or indirectly fix, peg, raise, lower, control, recommend, suggest or maintain commissions or commission splits on real estate transactions, or to limit, restrict or regulate advertising of real estate.
 - b. Any contract combination, conspiracy, discussions or effort with any competitor to divide or allocate real estate or real estate customers.
 - c. Any discussions or effort to engage in any group boycott or concerted refusal to deal (i.e., any group action to not deal with a competitor or his or her listings because of a low commission or for any reason.)
 - d. Any discussions or effort to injure the business or trade of anyone.

3. Do not use Association Offices, facilities or stationary to discuss commissions or commission splits or the advertising of commissions with a competitor, not generally, not specifically, not past, present or future. However, the Board of Directors, in reviewing professional standards decisions, may in certain cases, engage in discussions dealing with complaints and issues properly brought before them relating to past transactions or occurrences, which may involve a discussion of past commissions or commission splits on past transactions, depending on the matter in controversy.
4. It is a prohibited practice of the Association to use its offices or facilities to call any Broker or real estate agent and advise them of any commission or to ask them to change any commission split. It is also our policy not to use Association offices or facilities to call any competitor and complain about commissions or commission splits since such conduct could be interpreted as an effort by the Association to fix, peg, or stabilize commissions, irrespective of any motive you might have to protect your own firm against what you consider to be predatory commissions.
5. Attached hereto as Exhibits A and B are outlines which list the federal legislation that traditionally constitutes the so called federal anti-trust laws and the consequences of violation of those laws. Without question the most widely known and used federal anti-trust law is the Sherman Act. The key section of the Sherman Act is Section 1 (15 U.S.C. 1) which provides in pertinent part that "every contract, combination... or conspiracy in restraint of trade or commerce among the several states or with foreign nations is hereby declared to be illegal." The most common violation of the Sherman Act is price fixing, division of markets or customers among competitors, group boycotts, i.e., concerted refusal to deal, territorial restrictions and tying agreements.
6. In addition there are numerous Utah state laws governing the conduct of real estate agents and brokers. Attached hereto as Exhibit C is a reference to some of those laws which we respectfully request each of you to carefully read and become familiar with since they may directly or indirectly govern the conduct of you and the Association.

CONCLUSION

While an innocent mistake may not give rise to a violation of such laws, any conduct with knowledge or intent to violate such laws or with reckless disregard of such laws or which restricts or restrains the trade of another could constitute grounds for prosecution. The Association as a trade association insists on honesty at all times in dealing with the business of the Association. Our reputation for honesty and fair dealing is far more important than either the services we provide or the gains we make in membership. Let's do everything we can to always be aware of the above laws and following them unconditionally in our dealings on behalf of the Association.