

"Your Success is core to Our Business"

Policy Manual

*Northern Fairfield County
Association Of REALTORS[®], Inc.*



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THE NORTHERN FAIRFIELD COUNTY ASSOCIATION OF REALTORS®

*** MISSION STATEMENT ***

The purpose of The Northern Fairfield County Associations of REALTORS®, Inc. is to serve its members by providing programs and services that will enhance their competency, professionalism, and productivity in the successful conduct of their business; and through collective action, to promote the protection, preservation, and enjoyment of real property rights.

Association Antitrust Compliance Policies and Procedures

It shall be the policy of the Northern Fairfield County Association of REALTORS to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1) These policies and procedures apply to all board, committee, membership, and other meetings of the Association, and all meetings attended by representatives of the Association.

2) Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:

- Cost of operations, supplies, labor or services;
- Allowance for discounts;
- Terms of sale including credit arrangements; and,
- Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

3) It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.

4) Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

5) It is the Association's policy that all meetings attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.

6) It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Association employees annually and that the same be read, or understood at all meetings of the membership of the Association.

Establishment of the organization

NFCAR is established as a nonprofit corporation under the laws of the State of Connecticut. NFCAR business will be conducted in accordance with the laws of this state, the corporation's articles of incorporation, bylaws of the corporation, policies established by the board of directors and accepted business practices.

The Board of Directors is entrusted with the authority to establish policy for the governance of NFCAR. Board policy establishes the parameters and guidelines for Board members, committees, and staff.

The purposes of our policies are to:

- Inform everyone of Board intent, goals, and aspirations.
- Prevent confusion among Board members, staff, and the public.
- Promote consistency of Board action.
- Eliminate the need for instant (crisis) policymaking.
- Reduce criticism of the Board and management.
- Improve public relations.
- Clarify Board member, executive, and staff roles.
- Give management a clear direction from the Board.

Considerations for all policies

All policies proposed to the Board should be tested.

Is the proposed policy:

- Necessary for proper operation of NFCAR?
- Consistent with our mission statement?
- Within the scope of Board authority?
- Consistent with local, state, and federal law?
- Compatible with other policies of this Board?
- Practical?
- Broad enough to cover the subject thoroughly?
- Enforceable?

Amendment or suspension of policy

All policies will be annually reviewed by the Board or a Committee of the Board for accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition, or elimination. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended, or waived by a majority vote of the Board of Directors at any duly called meeting of the board.

Board member conflict of interests

Board members have a duty to subordinate personal interests to the welfare of NFCAR and those we serve. Conflicting interests can be financial, personal relationships, status, or power.

Board members and staff are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of NFCAR in mind.

Members of the NFCAR Board must never offer, give, solicit, or receive any form of bribe or kickback through their connection to NFCAR. Board members must never solicit a personal gift of any kind from anyone who does business with NFCAR. This restriction applies to both actual and proposed business transactions involving NFCAR.

Board members or staff may not have a significant financial interest in any property which NFCAR purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which NFCAR does business.

Since it is not possible to write a policy that covers all potential conflicts, Board members and staff are expected to be alert for and avoid situations which might be construed as conflicts of interests.

Any conflict of interests on the part of any Board member should be disclosed to the other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a conflict of interests or conflict of interests should not vote or use his/her influence on the matter, and he/she should not be counted as part of a quorum for the meeting.

The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the Board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board members, since his or her knowledge could be of assistance to the deliberations.

**All Board members will be required to complete a
"Conflict of Interests Statement*
At the beginning of each year.**

Directors Ethics

As a member of the NFCAR Board, I will...

- listen carefully to my teammates, and those who serve the Board NFCAR.
- respect the opinion of other Board members.
- respect and support the majority decisions of the Board.
- recognize that all authority is vested in the Board when it meets in legal session and not with individual Board members.
- keep well-informed of developments that are relevant to issues that may come before the Board.
- participate actively in Board meetings and actions.
- call to the attention of the Board any issues that I believe will have an adverse effect on NFCAR or those we serve.
- attempt to interpret the needs of constituents to NFCAR and interpret the action of NFCAR to its constituents.
- refer constituent or staff complaints to the proper level of the organization.
- recognize that the Board member's job is to ensure that NFCAR is professionally managed, not to manage NFCAR.
- represent all constituents of NFCAR and not a geographic area or special interest groups.
- consider myself a "trustee" of NFCAR and do my best to ensure that NFCAR is well maintained, financially secure, growing and always operating in the best interests of constituents.
- always work to learn more about the Board member's job and how to do it better.
- declare any conflict of interests between my personal life and my position on the NFCAR Board and avoid voting on issues that are a conflict of interest.

As a member of the NFCAR Board I will not...

- be critical, in or outside of the Board meeting, of other Board members or their opinions.
- use NFCAR or any part of NFCAR for my personal advantage or the personal advantage of my friends or relatives.
- discuss the confidential proceedings of the Board outside the Board meeting.
- promise prior to a meeting how I will vote on any issue in the meeting.
- interfere with duties of the association executive or undermine the association executive's authority.

Enforcement of The NFCAR Board of Directors Ethics Policy ...

Any Board member who believes that a fellow Board member has acted unethically should first review current Board ethics policy. Board members should not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than to protect NFCAR.

If the Board member continues to believe a fellow Board member has acted unethically, he/she should seek resolution by discussing his/her concerns with the colleague if such discussion is likely to be productive and does not violate any individual's right to privacy.

If these discussions, or other informal attempts to address the concern, fail to resolve the problem, the Board member should bring the concern to the attention of the Board President. If the concern relates to the Board President, the issue should be brought to the attention of the Board Vice- President.

The Board President may choose to address the concern individually with the member in question or refer the concern to the Association's Executive committee. The executive committee will consist of the officers of the Board.

Board members shall cooperate in ethics investigations, proceedings, failure to cooperate is itself an ethics violation.

Any complaint filed with the executive committee, shall follow the rules established by the NAR Code of Ethics and Arbitration Manual as possible. The executive committee shall determine if disciplinary action or dismissal from the Board of Directors' is necessary.

A director may be removed only by a majority vote of all currently serving Board members, and the motion to remove will clearly state the cause for removal

Requests for corporation information from NFCAR

Documents provided to the board are provided for governance. They are to be considered confidential. In most cases the only public records in the organization are the IRS Letter of Determination, IRS Application for Exempt Status, and IRS Information Return (Form 990).

Board members must respect those records, and discussions are confidential and should be treated as such.

Board members and staff are prohibited from knowingly disclosing corporate information about NFCAR to those who do not have a need to know or whose interest may be averse to NFCAR, either inside or outside NFCAR.

Nor may Board members or staff in any way use such information to the detriment of NFCAR.

However, from time to time the public/members may request information or records from NFCAR. To protect the corporation and those we serve, information will be released only under the following conditions:

- All requests for information, other than routine public information, about NFCAR will be channeled to the Association Executive for a decision about releasing that information. If there is question about the appropriateness of releasing any information, the Association Executive will seek advice from the appropriate source.
- Information about personnel matters will not be released to anyone outside the organization.
- Information discussed in Executive Session of the Board will not be revealed.
- Proprietary information that could have an adverse effect on NFCAR finances will not be released.
- Matters considered confidential under state and/or federal law will not be released.
- Information about legal matters that might have an adverse effect on NFCAR will not be released.

Public / Media Relations

The Association President (or designee) is the official spokesperson of the association and shall provide the news media with a formal channel of communication. It is Board's policy to encourage release of information to the public regarding programs, activities, and consumer concerns. That communication will maintain integrity in dealing with the public and the news media using various media for the promotion of NFCAR programs and raise the community consciousness regarding NFCAR.

Board members as advocates for NFCAR

Board members are potentially the most powerful advocates for NFCAR’s programs and services and are expected to take an active role in promoting NFCAR.

When speaking about NFCAR or about Board action, Board members should be careful to define when their remarks represent opinion and when their remarks represent official Board position. Board members must be aware that they are always seen as Board members even when they designate comments as personal.

Political and legislative activity

To ensure that NFCAR supports legislative issues which further the basic interests of those we serve, and oppose legislative issues detrimental to our mission, the following guidelines are established:

NFCAR shall be nonpartisan in political matters, but shall support or oppose federal, state, or local legislative issues when and if the Board determines necessary and advisable.

NFCAR will not directly endorse any candidate or party.

Staff or Board members shall not engage, directly or indirectly in partisan activities *as representatives of NFCAR*, and NFCAR funds will not be used for that purpose.

Board members and management of NFCAR should be aware that, because of their position, they should always exercise discretion to not convey the impression that NFCAR is endorsing a political candidate. Board members and staff are free, as individuals, to participate in political activity if they do not utilize NFCAR funds, NFCAR time, or the NFCAR identity.

Political contributions

Members of the NFCAR Board must never make any direct or indirect political contribution in cash, property, or service on behalf of NFCAR. If a Board member takes an active part in the political process, it must be done at the Board member's personal expense. NFCAR will not reimburse anyone for a political contribution.

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Board member orientation and development

The NFCAR Board believes that professional development for Board members is vital to good governance of NFCAR. Therefore, New Board members or former directors who have not served in more than two terms (4 years) will need to attend board orientation.

Each year the entire Board will be given an orientation update; immediately following its regularly scheduled December meeting. (Amended 1/2014)

The following will be the guide for subjects to be covered...

Board meeting schedule, Board/committee structure, expectations of attendance, appointments/removal, Board member job description, Board bylaws, election of officers, meetings of the Board (regular and special), conduct of meetings, conflict of interests, liability insurance, expectations of Association Executive, & Anti-Trust

Board Meeting attendance requirement

NFCAR Board members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make. It is the Board member's responsibility to obtain information from any missed meeting.

If a Board member will be absent from all or part of any meeting, the Board member is expected to contact the Board President or the Association Executive as soon as the need to be absent is known.

- If a Board member is absent from two (2) consecutive Board meetings, the Board President will contact the Board member and remind the Board member of the meeting attendance policy.
- If a Board member is absent from two (2) consecutive or three (3) Board meetings in a given directors term (2 years) the Board President will ask the Board to consider removing the Board member from membership on the Board. Revised 2/10/2012

Board member complaint management

It is the policy of the NFCAR Board that when a Board member or staff is contacted by a member or a staff member who has a concern or complaint about NFCAR or persons within NFCAR, the Board member will follow the following procedures:

- Remember that individual Board members have no power or authority to speak or act for the full Board.
- Listen to the person's concern.
- Express a desire to reach a satisfactory solution.
- Explain that the Board and management have established a process for handling concerns, which starts with the person immediately responsible.
- Refer complaints, to the official complaint form available in the administrative office.
- Refer complaints regarding staff to the Association Executive
- if the complaint is regarding the Association Executive refer the complainant to the Board President
- Assure the person that the Association Executive will be informed of the concern
- Ask the person to report to you about the progress or resolution of the concern, if desired
- Inform the Association Executive of the complaint or concern.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at the administrative office. All complaint forms must be signed by the person originating the complaint. The nature of the complaint should be stated as well as the relief sought.

Step by step process for persons other than NFCAR staff to file a complaint

Each step in this procedure will give consideration to the complaint and will be a review of facts. Each individual receiving the complaint will issue a written response within a specific time period. If remedy is not achieved through the steps, the NFCAR Board is the final hearing body.

STEP I -- The formal process begins with the person filing the complaint. He/she prepares a written statement containing his/her name, address, and telephone number; the condition, situation, or individual being complained about and why; the requested remedy. The form should be signed, dated, and filed with the individual closest to the complaint.

STEP II -- If the complainant is not satisfied with the decision at the first level, he/she may present the complaint to the Association Executive (in writing) and expect response within (5) days from the date it was presented to the Association Executive.

STEP III -- If the complainant is not satisfied with the decision of the Association Executive, he/she may submit a copy of the complaint to the NFCAR Board within (10) days of receiving the Association Executive's deposition.

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STEP IV -- Within (20) days, the Board will have conducted a hearing, from which it has gathered enough testimony and/or other pertinent information on which to base its decision. Once able to reach a majority decision, it will do so in writing to the complainant. This decision is final.

NFCAR Financial Policy

Accounting

An accrued basis of accounting will be used.

Fiscal Year

The fiscal year is January 1 through December 31.

Insurance

Liability Insurance - The Association shall maintain enough coverage to protect the Association's assets from general exposures.

Errors & Omission & Directors and Officers Insurance - The Association shall maintain enough coverage to protect the Association's assets from general exposures.

This Insurance will be in association with the master policy as provided by the National Association of REALTORS®

Dues

Dues for all members shall be payable annually in advance on the first day of January. Dues shall be computed from the date of application and granting of provisional membership.

Refund of Dues

The REALTOR dues of NFCAR members shall not be refundable. (05/12/06 BOD) meeting
However, a pro-rated portion of a Realtors local dues may be refunded if requested by a family member after the members death. 5/11/2018 meeting
(Also see Sec Article 5 section 3b of the NFCAR Bylaws)

Dues Late Fees

Dues for all members are payable on the first day of January. A late fee of \$100.00 will be charge on all payments received after January 31. Approved 12/2016

Non-Dues Income

The activities in which the Association and its committees engage to generate non-dues income shall further the Association's objectives and functions and shall not conflict with the Association's bylaws and policies.

Financial Solvency / NAR Core Standards

Every association must adopt policies to ensure the fiscal integrity of their financial operations. All associations, state or local, with revenue of less than \$500,000 must annually submit a review from a CPA as part of their Core Standards Report. Annually, NFCAR will have a review in accordance with Generally Accepted Auditing Standards.

Operating Budget:

The treasurer and the Association Executive shall develop and prepare an annual operating budget to be presented to the board of directors. The board of directors then accepts and/or amends the budget. The board of directors may amend the budget during the fiscal year.

Financial Statements

Financial statements shall be prepared monthly by the Association Executive which reports financial activity for the previous month.

The treasurer shall review the statements, take appropriate corrective action, if necessary, and report to the board of directors at each board meeting.

Financial Accounts:

The association shall maintain its financial accounts in federally insured banks and or Savings & Loan institutions. The following individuals will be authorized with check signing privileges, the president, vice president, treasurer, and the executive director. Any combination of these officer signatures is required. Signature cards will be reviewed and updated annually.

Investments

The executive committee will be responsible for determining where and when money will be invested based on current investment advice, degree of financial stability of the Association, liquidity demands and available funds. The executive director may make account changes upon authorization and specific direction of the executive committee.

Requests for corporation financial information from NFCAR

Documents provided to the board are provided for governance. They are to be considered confidential. In most cases the only public records in the organization are the IRS Letter of Determination, IRS Application for Exempt Status, and IRS Information Return (Form 990).

Board members must respect those records, and discussions are confidential and should be treated as such.

Compensation of Board members

Board members will not be compensated for service on this Board

Confidentiality of RPAC Donations

It shall be the policy of NFCAR that the amount of or a lack of a member's contribution to RPAC shall be held in confidence. The names of RPAC contributors may be posted in our Newsletter or

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*other RPAC campaign materials after the contributor has given permission.
The amount of a contributors' donation shall only be made available to the Association Executive
and or the RPAC Chairperson if necessary. Revised 2/10/2012*

Reserve Policy

Introduction

- It is a myth that an exempt, not-for-profit 501 c (6) organization cannot build its reserves.
- The strength and sustainability of an organization is often matched against the amount of reserve or savings it has amassed.
- The purpose of savings is to maintain a readiness.
- The ability to respond to an external force such as government regulation; or to take advantage of an opportunity that arises, such as the purchase of real estate.
- The most cited standard of reserve building is an amount that could sustain an organization for at least six months (in case there was a crisis or significant loss of program income).

The capitol / reserve budget policy of the NFCAR shall be as follows...

NFCAR will establish an account or accounts in local banking institutes; the account will be started with \$75,000. (2004)

NFCAR will continue to build the account to the six month level when possible.

Revised as of 10/1/2014" (\$150,000.00).

Interest earned from the Reserve account may be transferred to the general operation fund or other account as directed by the Board of Directors.

The reserve account may only be accessed after a majority $\frac{3}{4}$ vote of the Board of Directors.

Maintenance of NFCAR documents

All major NFCAR organizational documents, such as the articles of incorporation, real estate titles, and any other historical or archived documents will be held in a safety deposit box in a local bank if possible

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Digital copies (floppy disk etc.) will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

<i>Article of Incorporation to apply for corporate status.....</i>	<i>Permanent</i>
<i>IRS Form 1023 to file for tax-exempt and/or charitable status.....</i>	<i>Permanent</i>
<i>Letter of Determination granting tax-exempt and/or charitable status</i>	<i>Permanent</i>
<i>By Laws.....</i>	<i>Permanent</i>
<i>Board Policies.....</i>	<i>Permanent</i>
<i>Resolutions.....</i>	<i>Permanent</i>
<i>Board meeting minutes.....</i>	<i>Permanent</i>
<i>Sales tax exemption documents.....</i>	<i>Permanent</i>
<i>Tax or employee identification number designation.....</i>	<i>Permanent</i>
<i>Annual corporate filings.....</i>	<i>Permanent</i>
<i>Chart of Accounts.....</i>	<i>Permanent</i>
<i>Fiscal Policies and Procedures.....</i>	<i>Permanent</i>
<i>Audits.....</i>	<i>Permanent</i>
<i>Financial statements.....</i>	<i>Permanent</i>
<i>General Ledger.....</i>	<i>Permanent</i>
<i>Check registers/books.....</i>	<i>7 years</i>
<i>Business expenses documents.....</i>	<i>7 years</i>
<i>Bank deposit slips.....</i>	<i>7 years</i>
<i>Cancelled checks.....</i>	<i>7 years</i>
<i>Invoices.....</i>	<i>7 years</i>
<i>Investment records (deposits, earnings, withdrawals)</i>	<i>7 years</i>

Property / asset inventories.....7 years
Petty cash receipts / documents.....7 years
Credit card receipts.....7 years

Tax Records

Annual tax filing for the organization (IRS Form 990)Permanent
Payroll registers.....Permanent
Filings of fees paid to professionals (IRS Form 1099)7 years
Payroll tax withholdings.....7 years
Earnings records.....7 years
Payroll tax returns.....7 years
W-2 statements.....7 years

Personnel Records

Employee offer letters..... Permanent
Confirmation of employment letters..... Permanent
Benefits description per employee.....Permanent
Pension records.....Permanent
Employee, applications, and resumes.....7 years after termination
Promotions, demotions, reprimands, termination.....7 years after termination
Job descriptions, performance goals.....7 years after termination
Workers' Compensation records.....5 years
Salary ranges per job description.....5 years
I-9 Forms.....5 years after termination
Time reports.....5 years after termination

Insurance Records

Property Insurance Policy..... Permanent
Directors and Officers Insurance policy..... Permanent
Workers' Compensation Insurance policy..... Permanent
General Liability Insurance policy..... Permanent
Insurance claims applications..... Permanent

Contracts

Insurance Permanent
Employee Permanent
ConstructionPermanent
Loans & mortgage Permanent
Leases & deeds..... Permanent
Vendor7 years
Warranties.....7 years

Donations / Fundraising Records

Grant dispersal contract.....Permanent

Donor list.....7 years

Grant applications.....7 years

Donor acknowledgements.....7 years

Management Plans and Procedures

Strategic Plans.....7 years

Staffing, programs, marketing, finance, fundraising and evaluation plans...7 years

Vendor contacts.....7 years

Disaster Recovery Plan.....7 years

Whistleblower Protection Policy

If any employee or member believes that some policy, practice, or activity of The Northern Fairfield County Association of REALTORS® Inc. is in violation of law, a written complaint must be filed by that employee or member with the Association Executive or President. If the employee or member believes in good faith that the Association Executive or President engages in or aware of such policy, practice or activity, the written complaint may be filed with the General Counsel, President-Elect, or Treasurer.

It is the intent of The Northern Fairfield County Association of REALTORS® Inc. to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the Association’s goal of legal compliance. The support of all employees and members is necessary to achieving compliance with various laws and regulations. And employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of The Northern Fairfield County Association of REALTORS® Inc. and provides The Northern Fairfield County Association of REALTORS® Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to employees that comply with this requirement. The Northern Fairfield County Association of REALTORS® Inc. will not retaliate against an employee or member who in good faith, has made a protest or raised a complaint against some practice of The Northern Fairfield County Association of REALTORS® Inc., or of another individual or entity with whom The Northern Fairfield County Association of REALTORS® Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Northern Fairfield County Association of REALTORS® Inc. will not retaliate against employees or members who disclose or threaten to disclose to a supervisor, law enforcement agency or other governmental agency, and activity, policy, or practice of The Northern Fairfield County Association of REALTORS® that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy.

Travel Policy

Authorized corporate travel is defined as travel relating to the business of NFCAR which has been directed or necessary for the operation of the association.

Upon completion of the travel, a report must be submitted to the Board to demonstrate completion of the purpose and to share business information with the rest of the Board.

Basic Association Meeting / Travel Policy

NFCAR staff will make travel arrangements (other than personal car travel) for Board members when possible.

- The Association President **is expected to** attend all CTR governance meetings and other State REALTOR Meetings which require NFCAR Leadership to attend on behalf of NFCAR.
- The Association President-Elect **is expected to** attend all CTR governance meetings and other State REALTOR Meetings which require NFCAR Leadership to attend on behalf of NFCAR.
- The Association Executive **is expected to** attend all CTR governance meetings and other State REALTOR Meetings which require NFCAR Leadership to attend on behalf of NFCAR.

Budget permitting

- **The President** may attend the following meetings in this order...
- The New England Regional Conference (NAR Regional Meeting) if held
- NAR Legislative Meeting (DC) and the
- CTR's Leadership Conference
- **The Association President-Elect** should attend the following meetings in this order
- The NAR Funded Leadership Conference* (Chicago).
- The NAR Legislative Meeting (DC)
- The NAR Annual Convention and CTR's Leadership Conference.
- **The Association Executive** should attend all, CTR and NAR meetings.

Budget permitting the Association Legislative Chairperson if applicable shall be allowed a \$125.00 per day stipend to attend the NAR Legislative Meeting (DC). The allowance is all-inclusive and only covers the official days of the meeting (not to exceed \$750) and must be approved yearly.
Approved 5/11/07

Airline travel will be coach class, and discounted airfares will be sought whenever possible.

Hotel accommodations will be booked utilizing convention services when possible. Hotels in the mid-price range are preferred.

Transportation to airports by three or more authorized Board members by limousine service is approved. Non-members or unauthorized riders will be asked to pay a prorated share of the cost of the transportation. Revised 2/10/12

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Any Board member creating a "no show" situation for any reservation without a compelling cause as determined by the Board of Directors will be responsible for any cancellation fees or cost.

Travel expenses

Board members will be reimbursed for approved out-of-pocket costs.

Expense limit per day for reimbursement is \$125.00 including breakfast, lunch, dinner and assorted sundries for authorized Board members and Association Executive.

Unless expressly authorized by the Board of directors, no expenses are allowed nor will be reimbursed by NFCAR for expenses of friends, relatives or families accompanying a Board member on NFCAR business, nor for any non-related business travel or extension of stay beyond completion of the intended NFCAR business.

Reimbursement of expenses / Non-Travel

Board members may be reimbursed for out-of-pocket expenses incurred on behalf of NFCAR while acting in an authorized capacity expenses must be documented by original receipts.

Some expenses can be deemed unreasonable and unnecessary or extravagant. Such charges will not be reimbursable without compelling cause at the discretion of the Board.

Diversity

In principal and practice, we value and seek diverse and inclusive participation within the profession. We promote involvement and access to involvement and leadership opportunity to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability. We will continue to provide leadership and commit time and resources to advance this policy statement.

Election of Board members

See NFCAR By-Laws Article XI, Section 6 Elections and Appointments

It is the policy of the association to elect directors as per the NFCAR By-laws.

Terms of office and the election procedures will be as specified in the NFCAR bylaws.

Vacancies on the Board

See NFCAR By-Laws Article XI, Section 9 Vacancies

When a vacancy occurs on the Board other than normal expiration of terms, the Board of directors may appoint an eligible NFCAR member to fill the vacancy.

The appointed Board member may fill the position only until the expiration of the term of the person he/she replaces. The appointed Board member may be eligible to be nominated for election at the next regular election if the Board member meets all requirements to be a member of the Board.

The process for appointment to the Board will be as follows:

- If a pool of eligible directors is available from the last election the next highest vote getter shall be approached and offered the position by the Board president.
- If a pool of eligible directors is not available the following shall apply... The President will accept recommendations from the Board of directors and the association executive.
- A list of the nominees will be submitted to all Board members prior to the meeting at which the Board will fill the vacancies. Appointment to fill a vacancy will be made only by a majority vote of the Board members present at an official meeting of the Board.
- The Board President will notify the appointed persons and the successful appointee will be seated at the next regular Board meeting.

Removal of Board members

See NFCAR By-Laws Article XI, Section 8 Removal of Officers & Directors

It is the policy of the NFCAR Board to remove Board members who fail to perform the expected duties of a Board member.

In the event that an Officer or Director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the Officer or Director may be removed from office following the procedure out lined in the NFCAR By—Laws:

Members of the Board may be removed because of:

- Negligence of Board duties and responsibilities.

- Failure to attend Board meetings regularly.
- Illegal activity as a member of the Board.
- Acting in any manner detrimental to NFCAR.
- Being found in violation of the NFCAR Board of Directors Code of Ethics

Strategic Planning

The NFCAR Board recognizes the importance of getting feedback from those we serve. Therefore, in anticipation of its biannual strategic planning process the Board may survey its current constituents for feedback on their needs and preferences, regarding NFCAR programs and services. Surveys may be done through a variety of methods such as focus groups, and or electronic surveys. Information gathered should include, but not be limited to:

- Satisfaction with current programs and services.
- Reaction to potential innovative programs and services being considered.
- Ideas for improvement of current programs and services.
- Ideas for innovative programs and services to meet constituent needs.

The Association Executive will be responsible for conducting the surveys. Results of the constituent satisfaction surveys will be reported to the NFCAR Board. Information gathered will be used to develop the NFCAR biannual strategic plan.

Liquor Service

If liquor is served at a function, association staff will not purchase or pour the liquor, preferring that an insured and trained bartender be utilized as provided by a caterer, hotel, etc. The caterer should have insurance and indemnify and hold the organization harmless with respect to claims, damages, losses, etc.

When advisable, host liquor liability insurance will be purchased to protect the organization. Whenever liquor is served it will be carefully accounted for using cash bar, drink tickets, and/or limited hours and availability (as opposed to an open bar.) If driving is involved after a hosted event where liquor is served, the organization will arrange for professional transportation options.

Meeting Minutes

Minutes shall be recorded in writing for all meetings of the board of directors, including summary notes for executive sessions. Minutes shall be recorded in a manner as to reflect the actions, motions, and statements of the board, without recording superfluous discussions.

Committees with authority shall keep meeting minutes and provide them to the board or staff within 10 days of meeting.

Minutes shall be distributed to members of the board of directors seven days in advance of the next scheduled board meeting. If distribution is by electronic means the file shall be in a PDF format to protect against unauthorized editing.

Availability of Member Email Address'

Email address of NFCAR members will be available only to other Realtor® Association members; email list will not be made available for rent or sale to any persons or companies outside the Association. All member requesting emails will be reminded of Federal 'CAN SPAM' laws and their responsibility to safeguard the emails they have.

Confidentiality of RPAC Donations

It shall be the policy of NFCAR that the amount of or a lack of a member's contribution to RPAC shall be held in confidence. *The names of RPAC contributors may be posted in our Newsletter or other RPAC campaign materials after the contributor has given permission.*

The amount of a contributors' donation shall only be made available to the Association Executive and or the RPAC Chairperson if necessary. Revised 2/10/2012

President's Yearly Charity

NFCAR's President may select a charity of his or her choice, which will service as the Presidents Charity which will run in conjunction with the CTR REALTORS' Care month. BOD 2/22/2014

Posting of member death notification

Notification about the death of a member or former member of the association, or the immediate family of a current member, will only be announced to the membership with permission from the family. BOD 10/10/2014

Board legal counsel...

The Board will retain legal counsel to serve the needs of NFCAR. Legal counsel may be requested to attend Board meetings by request of a majority of the Board members or at the mutual agreement of the Board President and the Association Executive.

Only the Board President, the Association Executive or their designee may contact legal counsel on behalf of the Board. Costs billed to NFCAR and associated with individual Board members contacting legal counsel, auditors, or other professional consultants without specific authority from the Board of directors, will be billed to the Board member making the unauthorized contact.

Annual meeting of the Board

See Article XII –Meeting Section 2

There will be an annual meeting of the Association as per the By Laws of NFCAR.

NFCAR Community Foundation

The Northern Fairfield County Association of REALTORS® Board of Directors approved the formation of a Charitable Foundation*; "The NFCAR CF" a 501 (c3) to serve our members and our area communities. Approver 7/2017

Participation at Hospice Breakfast

The NFCAR will attend a Hospice Breakfast each year starting on May 2, 2017, in Danbury. Our attendance will rotate yearly among our five town REALTOR jurisdictions when possible; the five towns include Danbury, Bethel, Brookfield, Redding, and New Fairfield.
Approved 04/2017

NFCAR Scholarships

The Northern Fairfield County Association of REALTORS® Board of Directors approved the following realignment of The Associations Scholarship efforts as follows; Two scholarships will be awarded per year NFCAR's Emil J Morey and NFCAR's Presidents Scholarship. The president's scholarship will be only for a child or grandchild of a NFCAR Member. Approved 2/2020

REALTOR of the Year

The Northern Fairfield County Association of REALTORS® Board of Directors approved the following policy.

- NFCAR will have a ROTY winner yearly.

Candidates will be solicited in the following manor:

- Open solicitation from the membership.
- From the ROTY committee (past winners) and
- The current BOD

Approved 2/2020

Affiliate Of the Year & Rookie of The Year

Moved, to establish new guidelines for Affiliate of the Year and Rookie of the Year, Following current policy for ROTY.

Approved 4/22/2020