

POLICIES & PROCEDURES
FOUR CORNERS REALTORS®

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Policies & Procedures
Of the
Four Corners REALTORS®

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VISION STATEMENT

The Four Corners Realtors® was organized for the benefit of its members, to enhance individual businesses of this membership by providing information, programs, products, and services as well as avenues for education, professional and personal growth. It was also organized to encourage members to conduct their individual real estate businesses with integrity, competency and security; to promote and preserve private property rights and to uphold the REALTORS® Code of Ethics as outlined by the NATIONAL ASSOCIATION OF REALTORS®.

GENERAL OBJECTIVES

- Promote affordability and availability of housing and private property
- Create a regulator, legislative and judicial environment favorable to business
- Encourage the highest level of competency, integrity, and fair business practice
- Provide programs, products and services to members
- Recognize and accommodate new and emerging forces in the real estate industry
- Increase public awareness and confidence in our members
- Provide operational and administrative support for programs, committees and affiliates

ARTICLE 1 – ADMINISTRATION

Section 1. Officers. The elected officers of the Board shall be: President, Vice President, Secretary and Treasurer (Ref article VI, Section 1, 2, and 3 of the C REALTORS® Bylaws).

Section 2. Association Executive. In the absence of a duly employed Association executive (AE), the day to day activities of the Four Corners REALTORS® will be under the supervision and administration of the duly elected President of the Board (Amended 1/14).

ARTICLE 2 –COMMITTEES

Section 1. MLS.

- a. Responsible for maintaining contact and providing information from the regional MLS service (amended 1/14).
 1. The President will appoint annually a representative of this board to serve as a two-year term member of the board of directors of the Southern Missouri Regional MLS committee, and the Vice President of the board of directors of the association be elected to serve in absence or death of the duly elected delegate. (adopted 3/10/2015).
- b. Responsible for reporting to the board the regional MLS rules and regulations and operations within the NAR guidelines and policies.
- c. Reporting non-compliance to the Board
- d. Provide a forum for the discussion of problems encountered in the Multiple Listing Service.
- e. The committee shall consist of a chairperson appointed by the president and two members (amended 1/14)
- f. all members of the committee shall be subscribers or participants of the Multiple Listing Service.

Section 2. Membership. All membership applications with appropriate fee attached will be submitted to the Board of Directors for review and approval. The board of Directors will handle installation and introduction of new members to the general membership and present him/her with the REALTOR membership pin. The board will be responsible for the scheduled Board Orientation Program and MLS for new members, regulating the use of trademark within the board's jurisdiction, and responsible for reviewing any complaints that might be brought to the board regarding equal housing. The use of the name of Four Corners REALTORS® is for use by the board members only. (Amended 1/14)

1. Life membership shall be conferred by a majority vote of the Board of Directors of the Four Corners REALTORS® present at any meeting of the board under the following circumstances to any members of the association for a term of minimum of thirty (30) years.
 - (a) Must have a current Missouri real estate license or current license of

certification as a real estate appraiser in good standing, with no pending complaints before the Missouri Real Estate Appraisers Commission, or their Member board of Stateside Professional Standard Committee.

- (b) Must have served the Association for a cumulative period of ten (10) years in any of the following capacities: committee member, committee chair, elected officer of the board or served on the state association committee or elected office, committee chair, elected officer of the board or served on the state association committee or elected office.

There shall be no association dues for this classification.

REALTORS® shall be entitled to purchase services from boards other than their primary board without the necessity of holding membership in those boards. Service fees will be determined by the individual boards. However, the board may require that a REALTOR® (principal) be licensed in the state as a condition of MLS participation. (Adopted 2/1994, Amended 11/1996)

Concerning Board of Choice Across State Lines

That the membership choices currently provided under the board of Choice be expanded across state lines as follow:

Members may join a primary board across contiguous state lines. State association membership would be in the state where primary board membership is held. To become effective July 1, 1996, with optional local board adoption sooner (Adopted 11/11/1995)

Portability of Membership Records (Files)

To facilitate timely processing of applications for membership and to assist association in determining an applicant's qualification for REALTOR® or REALTOR®-ASSOCIATE membership, associations shall, based on a request from another association, share information about current or former members. Minimum 'core' member information shall include:

1. Previous applications for membership
2. All final findings of Code of Ethics violations and violations of other membership duties in this or any other REALTOR® association within the past three (3) years (when available).
3. Pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties
4. Incomplete or (pending) disciplinary measures
5. Pending arbitration requests (or hearings)
6. Unpaid arbitration awards or unpaid financial obligations to this or any other REALTOR® or REALTORS® in the name of the applicant's firm.
7. Any misuse of the terms REALTOR® or REALTORS® in the name of the applicant's firm.

An association may, at its discretion, consider information received from other associations when determining whether an applicant satisfied the association's

membership requirements as established in the association's bylaws (not to exceed NAR's *Membership Qualification Criteria*. (Adopted 2/1996, Amended 11/2009)

Clarification of the Term

The term "principal" as used in the NAR *Constitution and Bylaws* and in other relevant policies, includes licensed or certified individuals who are sole proprietors, partners in a partnership, officers or majority shareholders of a corporation, or office manager, (including branch office managers) acting on behalf of principals of a real estate firm. (Adopted 11/11/1996)

Secondary Membership in a Board/Association

When a member has joined a primary association, and paid local, state and national dues secondary membership may be held in a local association in another state (provided the applicant meets all of the qualifications for membership) without holding membership in that state association, or alternatively, secondary membership may be held directly in the state association without holding membership in a local association in that that state. (Adopted 11/1996)

Membership Requirements Related to Multiple Office Locations

When considering an applicant for REALTOR® membership who is a principal in a real estate firm, associations have an obligation to determine that all the principals of the real estate firm who are actively engaged in the real estate business in the state are either applying for or already hold REALTOR® membership (or Institute Affiliate membership, if applicable) in a board or association. (Adopted 11/1996)

If an association (local, state national) is notified by another association that a REALTOR® member has an office location elsewhere in the state that is not functioning as a REALTOR® office (i.e. licensees affiliated with the office are not members or are not accounted for under the DR dues formula) the association where the REALTOR® holds primary membership shall be responsible, in cooperation with the state and national associations, for ensuring compliance with applicable membership policies (i.e. that said licensees hold membership in the REALTOR® primary association – or some other association in the state where the firm maintains a designated REALTOR® presence – or that dues have been paid to an association based on non-member licensees affiliated with the office. (Adopted 11/1996)

Association Satellite Offices in Other Association Jurisdictions

NAR policy does not prohibit associations from establishing satellite offices (service centers) in other association jurisdictions (Adopted 5/2008)

Membership Recruitment Dues Incentives

NAR policy does not prohibit associations from offering membership recruitment dues incentives. (Adopted 5/2008)

Section 3. Education and Scholarship

- a. The board will provide educational needs for the membership for continuing education.
- b. Receive applications for the Venta Plummer scholarship to Crowder College from the membership of the association for a parent, spouse child or grandchild of a member of the Four Corners REALTORS®. This scholarship for Crowder College is open to both traditional and non-traditional students. The amount of the scholarship will be determined by the board of directors annually. (Amended 04/10/2018)

Section 4. Finance and Legislative/RPAC

- a. The Secretary/Treasurer chairs the committee and prepares budget for the coming year and administers the finances of the board.
- b. The president-elect and the Secretary will develop and monitor the annual budget of the Board.
- c. Be responsible for keeping tabs on legislation affecting real estate, national, state-wide and locally.
- d. Encourage funding for RPAC for continued research, support/defeat specific issues or candidates in county, state and national forms. (Amended 11/14)

Section 5. Public Relations and Programs

- a. Responsible for assigning, collecting, and editing articles and photographs for the local newspaper
- b. Distribute press releases etc., to the media, subject to approval of the president
- c. Selects all meeting places, plans and initiates the general membership meetings (Amended 11/14)

Section 6. Awards

- a. Recognize and reward professional achievement of members of the Board.
- b. Promote REALTOR® image in the community
- c. Present awards at general membership meeting
- d. Review and update criteria for special awards
- e. Work in conjunction with the Board President to distribute criteria for REALTOR®, Rookie, Spirit and Affiliate of the year. Establish a Lifetime achievement award. General membership should receive notices by October 1.
- f. Awards are to be presented at the next general meeting

Section 7. Audit

- a. The firm of Swift, Cooper, and Graham PC, shall be retained to review the books each year.
- b. The accountant shall prepare a monthly report for the Board of Directors.

Section 8. Technology

- a. Notification and training for members

Section 9. Finance/Budget

- a. Prepare annual budget
- b. Review financials monthly at board meeting

Section 10. Core Standards

- a. Maintain file of awareness, advocacy and public information by members
- b. Prepare and file required documentation

Section 11. State Directors

Appointed by President to serve a two-year term, alternating expiration date. Required to attend all state meetings and file a report with board of directors. (One excused absence allowed, failure to attend the meetings shall result in automatic resignation from the position.) State Director attendance required at Committee meetings on Thursday as well as State Directors meetings on Friday with reports due back within 30 days. (Amended 07/18/2017)

Section 12, SOMO MLS Representative

Appointed by president annually with the elected Vice President to serve as alternate; to attend Regional SOMO monthly meetings and report to the board.

ARTICLE 3 - VOTING RIGHTS

Section 1. Executive Board

REALTOR members whether primary or secondary and in good standing, whose financial obligations to the Board are paid in full shall be entitled to vote and hold elective office in the Board (Ref. Article 6, Section 6 of the Four Corners REALTORS® bylaws).

Proxy Voting is not allowed. Executive Board may determine whether annual election is to be held open 2 days prior to the October General Membership meeting to allow for membership voting.

ARTICLE 4 – MEETINGS

Section I. Executive Board

The Executive Board shall meet on the second Tuesday of each month at 10:00 a.m. at a place designated by the President.

Section 2. General Membership

The general membership meeting shall be held on the second Tuesday of April, June, and on a varied date in October which shall be announced well in advance. The December meeting is to be announced unless it is deemed necessary to change the

date or cancel for unusual circumstances.

Those members who RSVP and do not attend will be billed for the full amount. Payment for the luncheon shall be no later than the day of the luncheon. All non-payment of luncheon fees will be the responsibility of the Broker or the Affiliate.

Section 3. Other Meetings

Meetings of the members may be held at other times as the President or the Board of Directors may determine, or upon the written request of at least 10% of the members eligible to vote. (Ref. Article 12, Section 4 of the Four Corners REALTORS® Bylaws)

Section 4. Notice of Meetings

Written notice shall be given to every member entitled to participate in the meeting at least 7 days preceding all meetings. If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting. For election meetings, due notice shall be given 21 days in advance of the meeting to all REALTOR® members. (Ref. Article 12 Section 4 of the Four Corners REALTORS® bylaws.)

Section 5. Quorum

A quorum for the transaction of the business of general membership shall consist of those members present and eligible to vote. A quorum for the executive Board shall consist of 25% of the Officers and Directors for the transaction of business. (Ref. Article 12, Section 5 of the Four Corners REALTORS® bylaws)

Section 6. Attendance

Absence of an elected person from more than three regular Executive Board meetings, with the exception due to conduction of board business or illness or other excuse deemed acceptable by the remainder of the Board, shall be construed as resignation.

Section 7. Guests

- a. Executive Board Meetings – any member shall be permitted to attend regularly scheduled meeting as an observer only, unless asked to participate in conversation. Any visiting member will not be eligible to vote and may be asked to be excused for discussions held in executive Session. Other guests may be asked to attend for Committee reports or general information that may aid the Executive Board in decision-making.
- b. General Membership Luncheon – any member may ask a prospective REALTOR or affiliate to attend a General Membership Luncheon meeting up to two times before MLS or Board membership shall be required.

Section 8. Minutes

- a. Executive Board Meeting minutes shall be maintained by the Secretary and distributed to each office after approval by the Board President or appointed members of the Board of Directors.
- b. General Membership/Business meeting minutes shall be maintained by the secretary and distributed to all members prior to the next General Membership/business meeting.
- c. Committee meeting minutes shall be maintained by the Chairman of the committee and distributed to the Board of Directors in their meeting packets.

ARTICLE 5 –FINANCIAL

Section 1. Contracts

Contracts are to be signed by the President of the Board of Directors only. Personal liability may apply for all others.

Section 2. Writing Authorization

Two signatures will be required on each check from the following: President and/or Secretary/Treasurer and/or Vice President and/or Association Executive. (Amended 11/14/17 and 08/14/18))

Section 3. Returned Check Policy

A \$15.00 returned check fee will be assessed on checks presented with non-sufficient funds.

Section 4. Dues/Fines Collections

- a. Yearly dues for all members shall be payable annually in advance on January 1 and shall be considered past due on February 15. A fine of \$50.00 will be levied and membership of the nonpaying member may be terminated at the discretion of the board of directors. If not paid by February 15, MLS service will be terminated on February 16. (Amended 02/13/18)
- b. Regional MLS dues are payable monthly on the 1st day of each month and delinquent on the last day of the month. MLS dues shall be computed from the first day of the month in which a Member has joined.
- c. If such dues are not paid within 30 days from the date they are due, then a late fee of \$20.00 will be levied if not paid by the end of the month when due, then the Treasurer or Assistant Treasurer shall send a letter stating the delinquent amount due with a copy to the designated broker. MLS dues will be charged to the DR of each office for every agent subscribing to MLS. (Amended 04/11/17 and 08/11/17)

- d. SOMO fines may be levied on the following in the amount of \$50.00 per occurrence:
 - 1. New listings not submitted to the MLS within four (4) calendar days
 - 2. Any change of status not submitted to the MLS within four (4) calendar days.
 - 3. Listings that have been submitted into the MLS system that do not have a photograph or graphic representation of the property after four (4) calendar days, unless seller directs otherwise according to Sec 1.2.1.
 - 4. Branded photographs or graphic representations: to include photos with visible real estate or for sale by owner signage, scrolling marquees, any visual solicitation or contract for the Participant or the seller of the property.
 - 5. Use of photos belonging to another Participant without specific written authorization.
 - 6. Contact information of Participant/seller included in public marketing remarks or publicly viewable data fields.
 - 7. Lead based Paint disclosure signed, dated and added to MLS if dwelling was built prior to 1978, within 4 days of list begin date. (08/08/17)
- e. Effective January 1, 2018, individual subscribers (agent, employees with access to MLS) will no longer be allowed to pay separately for SOMO MLS dues; all SOMO MLS dues are to be billed and paid by participant (broker, designated realtor or owner). If SOMO MLS dues are not paid within 30 days of due date, participants will be subject to a late fee of \$20.00 per Subscriber (agents, employees with access to SOMO MLS) up to a maximum of \$100.00 per participant (office). (04/11/17 and 08/08/17)
- f. A letter shall be sent that failure of the member to pay the account as rendered within 30 days, shall result in automatic expulsion from membership in the Board and MLS, as applicable, which termination shall not however, wipe out any debt due the Board.
- g. If MLS dues are not received within the 10-day window of opportunity to pay, a second letter shall go out to the member stating they are being terminated from the Board and that the MLS system will be turned off to the designated broker.
- h. Should a fine be levied and the recipient has questions or concerns, the agent/broker may appeal to the President of the board for review. The President of the board may determine the fine should be reviewed and appoint two non-office board of directors' association members not associated in the same office of the agent appealing the fine to review the appeal. Documentation may be presented for review. The decision of the committee will be final. (amended 8/8/17)

The delinquent designated REALTOR® shall remain terminated until the amount due is paid. Notice of such termination with a copy of the section of the Policies and Procedures shall be sent to the delinquent principal designated by registered mail.

If dues, fees, fines, or other assessments including amounts owed by the designated REALTOR® or Affiliate Member of the Board are not paid when due, the non-paying designated REALTOR® or Affiliate Member may be subject to termination at the discretion of the Executive Board.

A former Member or affiliate who had had their membership terminated for non-payment of dues, fees, or fines or other assessments duly levied in MLS Rules and Regulations may apply for reinstatement in a manner prescribed for new applicants for membership, after making payment in full of all accounts due as the date of termination. If an office or affiliate decided to drop out and rejoin they will be treated as a new member and pay new membership fees.

Section 5. Expense Reimbursement

Any pre-approved expenses or expenses submitted to the Executive Board and approved will be reimbursed at the discretion of the Executive board or the President when accompanied by proper itemized receipts or documentation

Section 6. Travel/Convention – Executive Board

The president shall have expenses paid to the State Convention and/or meetings at the discretion of the Executive Board and approved. Executive board members shall be encouraged to attend State Convention and shall have the hotel fee and up to \$35 per diem for meals paid by the Association. The first three members to register will have the registration fee paid by the Association. State Directors shall have the costs of registration paid by the Association.

Professional Standards Committee members shall be encouraged to attend the Professional Standards seminar.

Expenses to attend these meetings shall be paid by the board and to include hotel accommodations, mileage based on approved schedule, meals based on \$35.00 per diem*, and registration. *Special circumstances require board approval. (Amended 08/08/17)

Any registration fees paid in advance for the members and their non-attendance to these events will be the responsibility of the member who chooses not to attend. (amended 8/8/17)

Section 7. Expenditures

The president of the board shall administer the day to day finances of the board. Expenditures more than \$250.00 may not be made unless authorized by the Executive Board.

Section 8. Charitable Donations/Expenditures

The Board shall have authority to collect, raise and otherwise acquire funds to be used for humanitarian purposes as raised by means of committee or collected from the public and shall be accounted for in an appropriate manner.

ARTICLE 6 – BUSINESS POLICIES AND PRACTICES

Section 1. Use of Board Office Equipment

Facilities and equipment of the board may be used for the general purpose of day today activity to enhance the benefits of the General Membership. Members must coordinate with the President for any special requests and may be subject to approval from the Executive Board.

Section 2. Fiscal Policy

The fiscal and elective year of the Board shall be January 1 to December 31. (Ref. Article 14, Section 1 of the Four Corners REALTORS® Bylaws)

Section 3. Media Correspondence

All media correspondence shall be directed to the President or someone of their choosing regarding representations of the Board.

Section 4. Membership Roster

Rosters will be provided to Agent or Affiliate members only.

Section 5. Solicitations

Solicitations may be presented to the Executive Board or the President and handled as deemed appropriate for the request.

Section 6. Political Endorsements

Political endorsements shall be at the discretion of the Executive Board and may be guided by the view of the Board.

Section 7. Communication

Written correspondence with the board shall be directed to the Board at P. O. Box 1101, Neosho, MO, 64850 or by contacting the board president by telephone or e-mail.

Section 8. E-mail Components

All e-mail communications must conform to state and federal law. E-mail is written, recorded communication. All board computers have e-mail capabilities and are considered property of the board including but not limited to all e-mails. Inappropriate language in any e-mail communication can result in immediate expulsion from the Board.

Section 9. Miscellaneous Policies

- a. Concealed weapons – The board does not allow concealed weapons to be carried on its premises. The policy applies to all persons on the premises.
- b. Smoking Policy – Smoking is prohibited in any office, including private offices, conference rooms, rest rooms and areas not normally accessible to the public.
- c. Inquiries/Visits by Government Officials – any inquiry by a government official, whether by telephone, letter or in person, should be immediately be forwarded to the President. In the absence of the President, the name of the official and agency or department he/she represents, should be obtained. Then, the President should be contacted. Unless presented with a valid search warrant signed by a federal judge or a judge of the county in which the office is located, the person receiving the inquiry should not allow any representative from a local, state or federal office to see any files by information maintained in the office, not should the person ever answer any questions of such a representative official unless the Boards attorney is present.
- d. Subpoenas – If a process server appears in the office with a subpoena for the Board office or any employee, the President of the Board should accept it.
- e. Sexual Harassment – Any harassment of any member of the Board, whether licensee, employee or applicant, because of race, color, sex, religion, national origin, ancestry, age, military status or handicap is clearly prohibited and will not be condoned. Sexual harassment is one form of discrimination which is illegal and violates the board's long standing equal employment opportunity policy.

Section 10. Facebook Page Posting Guidelines

The Four Corners REALTORS® (FCR) Facebook Fan Page is provided for the REALTORS® and Affiliate community by the FCR board of directors. We will update this page as often as possible to share the achievements of FCR members and staff as well as other relevant community information and events. We welcome your thoughts and comments and look forward to what you have to say.

FCR will publish all user-submitted content sponsored/hosted by FCR unless it:

- Contains language that FCR, in its sole discretion, considers offensive or inappropriate. This includes remarks that are racist, homophobic and sexist as well as those that contain obscenities or are sexually explicit.
- Infringes on the trademarks or copyrights of the National Association of REALTORS® or any third parties.
- Breaks the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
- Identifies members and/or staff in defamatory, abusive, or generally negative terms. Derogatory comments and statements that are targeted at organizations or individuals, as well as vulgar or offensive comments are prohibited.
- Does not show proper consideration for others privacy or are considered likely to offend or provoke others.
- Is not relevant to the site or a post that is being responded to: Personal photos, selfies, etc., belong on your personal page.
- Is a commercial endorsement, i.e.: advertising, promotional, or any other type of solicitation.

The page administrators reserve the right to:

- Keep discussion comments positive and productive
- Remove comments at any time, for any reason.
- Acknowledge criticism that is legitimate and respond respectfully
- Reproduce postings from members in other media
- Post pictures and videos from association events

Examples of acceptable posts include:

- Events: any conference, training, luncheon or related event sponsored/hosted by the association.
- News: Information from the association or links to news that affect members.
- Pictures: Pictures of members attending Association sponsored/hosted events.
- Causes: If the association sponsors ad cause, or a charity, costs can help broadcast these efforts.
- Public Information: Information or infographics that would be useful to the public.

Remember, wall posts are syndicated into every following member's timeline. Once someone "likes" our page, they will see our newsfeed with every update or post. So be sure to include prominent links to FCR's Facebook age on communications such as e-mails, newsletters, and even traditional mail. It is a great way to disseminate information and grow our audience. Again, our Facebook URI is:

<https://www.facebook.com/groups/NMCARMembersOnly>

FCR Facebook Group is a private group where members of our Association can network and support one another. Participants can share best practices, seek advice and answers from peers, plus gain industry news and trade tips to enhance their profession.

This page was created for REALTORS to discuss relevant issues and to seek advice in a closed peer-to-peer environment. As administrators of the group, BOD and office staff have limited involvement but will be maintaining professionalism within the group.

Posting Guidelines:

- 1 – Be respectful, helpful, and non-judgment when participating
- 2 – Post only items generally related to REALTORS
- 3 – Do not send unsolicited messages to other group members
- 4 – Do not use crude, abusive, or language that may be construed as offensive. If it is not something you would say to your mother or a judge, please do not post it.
- 5 – Administrators reserve the right to delete messages, comments, posts, and/or members without warning or explanation. If your post was removed, it most likely violated one of the above rules.

ARTICLE 7 – AWARDS RECOGNITION

Section I. Responsibilities Maintain accurate documentation of awards and special recognition. To reviewing and making final decision of the REALTORS®, Rookie, and Affiliate of the Year awards, a special committee shall be appointed by the board President and shall consist of the President and three (3) members, each from different offices.

ARTICLE 8 – PERSONAL POLICY

Section 1. Association Executive Job Description

When this position becomes available, the following guidelines apply:

- a. Plans, coordinates and attends meetings of the Board of Directors and the elected officials of the Board, committees, and general membership and

- business meetings. Maintains all official meeting minutes.
- b. Maintains governing documents and that comply with the policy of the Missouri Association of REALTORS® and NATIONAL ASSOCIATION OF REALTORS®
 - c. Manages Board finances including timely filing of necessary reports and documents with the IRS, local, state and federal entities.
 - d. Maintains accurate membership records and an established dues collection process for new and existing members, consistent with the policies outlined by the Missouri Association of REALTORS® and approved by the Board of Directors and legal counsel.
 - e. Develops and maintains a process of ongoing communications with the membership, including correspondence.
 - f. Coordinates Board approved programs, services, projects and activities.
 - g. Periodically assessed the needs of the membership to determine and ensure program, service, projects and activity accountability.
 - h. Handles the administrative duties of operating the MLS service.
 - i. Ensures compliance with Board liability issues (i.e. anti-trust, civil rights and risk reduction).

Section 2. Employer/Employee Guidelines The board is an equal opportunity employer without regard to race, color, religion, gender, age, national origin handicap, marital status or sexual orientation, to all qualified employees and applicants for employment. This policy applies to all areas of employment, job assignment, training, promotion, transfer, compensation, discipline and discharge. The company abides by all federal and state laws regarding employment practices, including but not limited to the Americans with Disabilities Act.

ARTICLE 9 – ENFORCEMENT AND AMENDMENTS

Section 1. Enforcement It shall be the duty of the Executive Board to enforce the provisions of the Bylaws and Policies and the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics as currently revised. The Executive Board shall have the complete and full power in accordance with the provisions of the By-laws and Policies to expel, suspend fine or otherwise discipline members of the Association who contravene any of the provisions of the Bylaws or Policies, subject to the right of appeal.

Section 2. Amendments These Policies and Procedures may be amended by a majority vote of the Executive Board present and qualified to vote at any meeting at which a quorum is present. The Executive Board shall have the authorization to amend these Policies and procedures from time to time as voted and approved in Executive Board meetings, as long as amendments stay within the guidelines of the NATIONAL

ASSOCIATION OF REALTORS® Bylaws, Policies and Rules and Regulations.

All such amendments shall be appropriately distributed to General Membership within 15 days by means of electronic mail, U. S. Postal Service, fax or other reliable source. Distribution shall be at least each office and designated broker, REALTOR® member and available for review at the association office.

The Executive Board shall at the beginning of each fiscal year, adopt these Policies and Procedures as agreed upon by the executive Board and print an updated Policies and Procedures Manual.

Section 3. Board of Choice See attached policy statement as approved by NATIONAL ASSOCIATION OF REALTORS® (ADOPTED 2/94, Amended 11/96)

Section 4. Virtual Office Website (VOW) See attached statement as approved by NATIONAL ASSOCIATION OF REALTORS® (adopted 11/96)

Section 4. MLS of Choice See attached policy statement as approved by NATIONAL ASSOCIATION OF REALTORS® (ADOPTED 08/14/18)

NAR Board of Directors approved revisions to [MLS Policy Statements 7.42/7.43](#) (aka “MLS of Choice”) that requires all MLSs operated by REALTOR® Association(s) to provide a waiver of subscription fees for any licensee who meets the following two criteria:

1. The licensee does not use the MLS’s services.
2. The licensee already subscribes to a different MLS under their principal broker.

MLS Policy Statements 7.42 and 7.43 were changed by NAR’s Board of Directors in November of 2017, and became effective July 1, 2018. Those revisions appear below. In August 2018, the NAR Leadership Team further adjusted MLS Policy Statement 7.43 to address broker concerns over MLS waiver forms and the process used to approve them.

August 2018 Amendments to MLS Policy Statement 7.43 – NAR Leadership Team

Section 1 Waivers of MLS Fees, Dues, and Charges (Policy Statement 7.43)

*Recurring MLS fees, dues, and charges may be based upon the total number of real estate brokers, sales licensees, and licensed or certified real estate appraisers affiliated with or employed by an MLS participant.
(Amended 11/17)*

However, MLSs must provide participants the option of a no-cost waiver of MLS fees, dues and charges for any licensee or licensed or certified appraiser who can demonstrate subscription to a different MLS where the principal broker participates. MLSs may, at their discretion, require that broker participants sign a certification for nonuse of its MLS services by their licensees, which can include penalties and termination of the waiver if violated. (Amended 8/18)