

**MID VALLEY ASSOCIATION OF REALTORS®**  
**POLICY STATEMENTS**

**POLICY #1: POLICY PURPOSE**

Policy Statements serve the purpose of developing guidelines and standards for internal operations. Policy statements may be approved by the Board of Directors on a continuing basis as needed and must be reviewed each year by the new Board of Directors. Policy recommendations may be made by the membership, staff, committee chair, or the Board of Directors.

**POLICY #2: COMMITMENT TO FREE TRADE & COMPETITION**

Mid-Valley Association of REALTORS® (MVAR®) or Association does not and will not establish or maintain fixed or recommended rates of commission, listing terms, or services provided to principals. Rates of commission, listing terms, and services provided to principals are a matter of negotiation between the principal and the principal agent. Mid-Valley Association of REALTORS® will not interfere in those negotiations or inhibit in any way the freedom of the parties to negotiate.

**POLICY #3: MEMBERSHIP RECORDS/CHANGES PROCEDURE**

All information regarding REALTOR® members shall be processed from written information received by MVAR®.

**POLICY #4: MVAR® AUTHORIZED SPOKESPERSON**

The President, President-Elect and the Executive Officer shall be the only authorized spokespersons for the Mid-Valley Association of REALTORS®. Without prior written approval of the Board of Directors, no other individuals shall speak on behalf of, nor in any other way allude or insinuate that they represent the Association as to policy or position on any matter.

**POLICY #5: REQUESTS FOR SPEAKERS**

Requests for speakers or instructors relative to MVAR activities shall be coordinated through the Executive Officer, MVAR® Professional Development Committee and/or MVAR® Board of Directors.

**POLICY #6: SOLICITATIONS**

All solicitations of funds, financing of projects and endorsements will be submitted to the Board of Directors in writing for approval or recommendation prior to funding or implementation. Donation requests from charitable, philanthropic, or civic organizations will be treated as a solicitation.

**POLICY #7: CONTRACTS & ENCUMBRANCES**

The President and the Executive Officer, with the approval of the Board of Directors, shall be the only individuals authorized to enter into Contracts or Agreements which incur financial or other liabilities to the Association.

**POLICY #8: REIMBURSEMENTS**

All claims for reimbursements from individuals authorized to receive reimbursement must be submitted to MVAR® within thirty (30) days of the time the expense was incurred and must be accompanied by an original (or copy) of a receipt.

**POLICY #9: PRIVACY POLICY**

MVAR® shall comply with a Privacy Policy, which is incorporated into the Policy Statements as Exhibit "A".

**POLICY #10: REFUNDS**

No refund of Member Dues paid to MVAR® shall be given for any reason. There will be no refund of payments for Association activities unless otherwise authorized by the Board of Directors. Cancellations to activities received 24 hours prior to will be given credit that can be applied to another upcoming activity.

**POLICY #11: STATEMENT OF PURPOSE & ORGANIZATION**

The current Committees of the Association are those required by NAR® (Professional Standards/Grievance, and Government Affairs) as well as the following Association standing committees: Special Events, and Professional Development. Each Committee Statement of Purpose & Organization shall be reviewed annually and any revisions, approved by the Board of Directors and submitted to each committee chair upon appointment. Committee chairs shall be appointed by the MVAR® President on an annual basis.

**POLICY #12: COMMITTEE LIAISON POSITION**

The President of the Board, at the President's sole discretion, may appoint Board Members to serve as Liaison to different Committees and will have Liaisons' give updates at Board of Directors Meetings, periodically.

**POLICY #13: COMMITTEE MEETINGS, NOTICES & CORRESPONDENCE**

All MVAR® committee meetings are to be held in the Association Office whenever possible. Minutes shall be submitted to the MVAR® Executive Officer directly following the meeting. Committee meeting notices will be sent out by MVAR® Executive Officer on behalf of the committee chair. The MVAR® President and Executive Officer is an ex-officio member of all committees and will receive meeting notices. All correspondence shall come from the Executive Officer or at the direction of the chair. Such communications shall originate from or be coordinated with the MVAR® President and Executive Officer.

**POLICY #14: COMMITTEE RECOMMENDATIONS**

All committee recommendations/proposals must be presented to the Board of Directors for final approval before implementation. Committee requests for funds, above and beyond budgeted amounts, must be approved by the Board of Directors prior to any disbursement or commitment of funds.

**POLICY #15: BOARD OF DIRECTORS MEETINGS**

The MVAR® Board of Directors meets the second Monday of each month at a time and place determined by the Board of Directors. A meeting notice/agenda shall be provided to the Directors at least three (3) days in advance of meetings. Documents supporting the agenda items are to be provided with the agenda. If a member of the Board of Directors is unable to attend, he/she must contact the MVAR® President and Executive Officer in advance of the meeting. Three unexcused absences are construed as a resignation. Anyone, other than Mid-Valley Association of REALTORS® Directors, wishing to appear before the Executive Committee or the Board of Directors, must have the approval of either the Executive Committee or the President.

**POLICY #16: GENERAL MEMBERSHIP MEETINGS**

The General Membership Meeting to be held at a frequency, site and time determined by the board of directors on an annual basis, allowing a full hour when applicable for education credit availability.

**POLICY #17: NON-MEMBER PARTICIPATION**

A non-member may attend up to two (2) committee meetings as a guest before joining the Association as a Member. Exceptions can be made on a case-by-case basis by the MVAR® Executive Officer or MVAR® President. Members of other REALTOR® Associations may participate in the Willamette Valley Government Affairs Committee meetings. A non-member may attend up to two (2) MVAR® General Membership Meetings as a guest before he/she needs to join the Association as a member. All Past Presidents have an open invitation to all meetings and events, whether they are a current Association member or not.

- a. All continued education classes offered will be \$25.00 for 1 CE Hour and \$50.00 for 3 CE Hours to non-members who wish to attend.

**POLICY #18: OREGON REALTORS® GOVERNANCE MEETINGS & BOARD OF DIRECTORS**

Oregon REALTORS® Governance meetings are scheduled twice a year (spring and fall) and include the meeting of the Oregon REALTORS® Board of Directors. Registration fees or travel expenses, if applicable, at the recommendation of the Budget Committee and approved by the Board of Directors will be paid by the Association for the President, President-Elect, State Directors, Alternate Director and Executive Officer if the meeting is located out of the service area of MVAR®.

**POLICY #19: OREGON REALTORS® CONVENTION**

The Oregon REALTORS® Annual Convention may be held at a location in-state or out-of-state. Attendance by members of the Executive Committee or Board of Directors shall be determined on a case-by-case basis annually at the recommendation of the Budget Committee and approved by the Board of Directors. Expenses to be considered may include registration fees, meal functions and, when applicable, lodging and travel expenses. Reimbursement for lodging and travel will be at the Oregon REALTORS® negotiated rate. Receipts for reimbursable expenses must be submitted to MVAR® within 30 days after the event. Arrangements for registration, meal functions, travel or lodging are the responsibility of the attendee, with notification provided to the MVAR® Executive Officer that arrangements have been completed.

**POLICY #20: NATIONAL ASSOCIATION OF REALTORS® CONFERENCE & EXPO.**

This event is held annually in the fall. Attendance by members of the Executive Committee or Board of Directors shall be determined on a case-by-case basis annually at the recommendation of the Budget Committee and approved by the Board of Directors. Registration fees, meal functions, travel and lodging expenses for the attendees designated by the Board of Directors will be reimbursed at an amount approved annually by the Board of Directors. Receipts for reimbursable expenses must be submitted to MVAR® within 30 days after the event. Arrangements for registration, meal functions, travel and lodging are the responsibility of the attendee, with notification provided to the MVAR® Executive Officer that arrangements have been completed.

**POLICY #21: NSF CHECKS**

A \$35 fee will be assessed for any check returned by the Bank. If the same Member has more than two checks returned in a 12-month period, that Member must make any future payments to the Association either by cash, certified check, or money order.

**POLICY #22: DUES IN EXCHANGE FOR SERVICES**

No dues will be provided to any person, firm, or other in exchange for services of any kind unless otherwise approved by the Board of Directors.

**POLICY #23: SIGNATURES FOR FINANCIAL ACCOUNTS**

The Executive Officer is authorized to sign checks up to \$1,000. A second signature is required from the President, President-Elect, Vice President or 2<sup>nd</sup> Vice President/Treasurer on any check of \$1,001 or more if not already in budget and/or approved by the Board of Directors with notification given to President and Treasurer. No signatory may be a signature on a check payable to him/herself.

**POLICY #24: STATE DIRECTOR APPOINTMENTS**

The State Directors will be appointed by the MVAR<sup>®</sup> President consisting of the Executive Committee Board and all other seats to be appointed from directors and membership. Alternate State Directors will be appointed by the MVAR<sup>®</sup> President.

**POLICY #25: RECORDS RETENTION**

MVAR<sup>®</sup> Executive Officer shall comply with a Records Retention Policy which is incorporated into Records Retention as Exhibit "B".

**POLICY #26: NEW LICENSEES JOINING A MEMBER OFFICE (FIRM)**

Designated REALTORS<sup>®</sup> are responsible for all licensees joining their firm and will have new licensees apply for membership at an association within 30-days of placing their license with the firm or will notify MVAR<sup>®</sup> that the licensee will be a non-member (non-member fees apply). A \$50 penalty will accrue for each month a licensee goes without applying for REALTOR<sup>®</sup> membership or goes unreported to MVAR<sup>®</sup> past the 30-days.

- a. New Membership Application fee is \$50.00.
- b. Reinstatement fee is \$100.00 for each occurrence.
- c. Membership Transfer fee is \$0.

**POLICY #27: ANNUAL ELECTIONS**

Voting timelines will be established at the October Executive Board Committee meeting and announced to the membership. Association staff and/or election committee members shall authenticate the voter. Results to be announced by end of the next business day following the annual meeting.

**POLICY #28: SOCIAL MEDIA**

The MVAR<sup>®</sup> President, Executive Officer, and Administrative Assistant shall have full access to all social media accounts of the Association.

MVAR<sup>®</sup> Board of Directors respects member's rights to interact and communicate about matters on the internet. REALTOR<sup>®</sup> and Affiliate Members must refrain from engaging in social media that may disparage or harm the image or reputation of the Association, Members, or any of its employees.

- a. The MVAR<sup>®</sup> Executive Board Committee may suspend membership till due process for any violation of this policy.

**POLICY #29: VOTING RIGHTS OF OTHER CLASSIFICATIONS OF MEMBERS**

- a. Affiliate members may only vote for Affiliate Director position during annual elections. Affiliate members do not have any other voting rights in annual elections or in the general affairs of the Association.

- b. Public Service Members, Student Members, Honorary Members, and Institute Affiliate Members shall have no voting rights in annual elections or in the general affairs of the Association.

### **POLICY #30: BANKING AND BOOKKEEPING**

MVAR® BOD authorizes MVAR® staff and bookkeeper to assist the treasurer with banking and bookkeeping activities such as making bank deposits, manage QuickBooks and other banking/bookkeeping duties as needed. In addition, MVAR® BOD authorizes MVAR® staff and bookkeeper to assist the Mid Valley Association of Realtors Community Foundations treasurer and other entities as they become part of Mid Valley Association of Realtors® with banking and bookkeeping activities such as making bank deposits, manage QuickBooks and other banking/ bookkeeping duties as needed.

### **POLICY #31: FORMATION OF STANDING COMMITTEES**

In order to transition a Special Committee, appointed by the President and approved by the Board of Directors, into a Standing Committee, the following process must be adhered to:

- a. **Trial Period:** The Special Committee will undergo a trial period not exceeding two years from the date of appointment.
- b. **Request for Transition:** At any time during the trial period, the Special Committee may submit a request to the Board of Directors to transition to a Standing Committee. Once the request is made, the Board of Directors will vote on the request of the committee at their next regular meeting. Requests must be made to the Executive Officer at least three (3) business days prior to the regularly scheduled Executive Committee Meeting.
- c. **Approval Process:** Upon receiving approval from the Board of Directors, the Special Committee may present its request to the membership for a vote. Transitioning to a Standing Committee requires a 2/3 majority vote of the membership during the annual elections held in October.

## **PRIVACY POLICY EXHIBIT "A"**

We recognize the importance of protecting the personal information you provide through the Association's website which is owned and controlled by the Mid-Valley Association of REALTORS®.

We maintain the following privacy policy:

- We gather the following types of information needed to process your transactions, fulfill your requests, and maintain our membership records:
  - Contact information you provide (for example, your personal and business addresses, phone and fax numbers, firm affiliations, and titles).
  - Tracking information which our Web server automatically recognizes each time you visit our site or communicate with us by e-mail (for example, the website you were referred from, page clicks, Internet Service Provider, and search terms); and
  - Information you volunteer, via applications or surveys (for example, education, designations, specialties, affiliations with other real estate organizations and general demographic data)
- We use this information to:
  - Improve and customize the content and layout of our sites and other communication tools, such as our e-newsletter
  - Notify you of updates to our site
  - Notify you of upcoming events and programs
  - Track usage of our site

- Mid-Valley Association of REALTORS® does not share, sell, or trade e -mail addresses, but may provide you with on-line informational or marketing messages that have been approved by the Association.
- We will not share, sell, or otherwise provide other information about you to third parties. We may forward their messages to you if we find that their products would benefit you personally.
- Credit information that you provide when you make payments by credit card or electronic checks for dues, registration fees or other services will only be used to process the transactions that you request. This information is not sold, shared, or traded.
- We maintain security procedures and standards which we believe are as safe as today’s technology permits. We test these procedures and modify them regularly as new technologies become feasible.
- We use a strict Opt-Out policy for sending online notifications regarding services, products and programs. This option can be found at the bottom of the electronic communication.
- You can edit your personal contact information by written request by using the change form provided on our website or emailing a staff member directly or calling the office. Another option for editing personal information is by login at [www.realtor.org](http://www.realtor.org) and updating your personal information.

### **RETENTION SCHEDULE EXHIBIT “B”**

The following shall be observed as a matter of policy, and discretion will be used on documents that do not fall into these categories:

**Accounting Records:**

Annual Financial Statements	Permanent
General Ledger	Permanent
Accounts Payable/Receivable	7 years
Bank Statements	7 years
Bank Deposit Slips	4 years
Insurance Policies	4 years after expiration
Payroll Journals & Ledgers	Permanent

**Association Corporate Records:**

Articles of Incorporation	Permanent
By-Laws & Amendments	Permanent
Corporate Filings	Permanent

**Legal Documents:**

Contracts	10 years after expiration
Trademarks, Patents, Copyright	Permanent
Correspondence	Permanent
Warranties/Guarantees	2 years beyond term of warranty

**Personnel Records:**

Documents relating to job recruitment	1 year
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Garnishments/wage assignments	3 years
Immigration I-9 forms	duration of employment plus 1 year
Medical Records (toxic/hazardous)	duration of employment plus 30 years
Payroll Records (name, wage, etc)	3 years
Personnel records	10 years following employment termination
Occupational injuries	5 years for ERISA

**Property Records:**

Deed of Title	Permanent
Property Damage	7 years
Property Tax	Permanent
Blueprints/Plans	Permanent

**Education Certifications:**

Certificates Issued	4 years after issuance
Instructors Certification	4 years after presenting

**Professional Standards Case Material:**

In the matter of retention of records of Ethics cases wherein there is no finding of violation, material will be held for 3 years beyond the time allowed for appeal.

In the matter of retention of records of Ethics Cases wherein a Letter of Reprimand or Letter of Censure is issued, the letter will contain a Date Certain (i.e., “to be held in file 6 months, 1 year, etc.”) and the case file will be retained for 3 years beyond that Date Certain.

In the matter of cases involving suspension or expulsion from membership, records will be kept for five years from the date of completion of the case, except in the instances wherein Declaratory Relief is obtained. In such instances, records will be kept 3 years beyond the date of receipt of Final Judgment.

In the matter of Arbitration Cases, files will be kept for a period of five years beyond the issuance of the Award of Arbitrators.

In cases where ethics complaints have been withdrawn or arbitration requests settled before hearing, files will be kept for one year following the closure date.

In all matters, only the following will be held in the file beyond the issuance of the Award, or beyond the time allowed for Appeal: Copy of the original Complaint, copy of the Response, copy of the Findings or Award.

Specific documents in electronic formats will be treated according to the time frames set forth above.