

**Policies & Procedures of the
Mason County Association of REALTORS®
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MISSION STATEMENT

The Mason County Association of REALTORS® is organized for the benefit of its members; to enhance individual businesses of its membership, promoting & preserving private property rights and to uphold the REALTOR® Code of Ethics.

Article 1 Administration

Sec 1- Executive Board & Terms

The governing body of the Association shall be the elected positions of the Board of Directors and shall consist of Executive Committee and Directors.
Amended 2/12/16

Executive Directors:

President – Serving a one-year term immediately after having been Vice President/President- Elect

Vice Pres. Pres.-Elect – Serving a one-year term & shall automatically succeed to the office of President.

Past President – Serving a one-year term after having been the President the preceding year.

Secretary – Serving a one-year term.

Treasurer – Serving a one-year term.

Directors:

State Directors – The President serves as one-year State Director & one elected State Director for a 3-year term. The Vice-President serves as the alternate.

Local Directors – There are 4 elected directors, 3 each serving one-year terms, one - 2-year Director 4/9/10 Amended 2/12/16

The membership has a right to expect from every Board member: good faith, care and prudence in the consideration of every situation, decision or question that is presented to the Board of Directors in managing the Assoc.

Terms: Directors may not serve on more than three consecutive terms except for the President and Past President. After three terms they must step down from Board of Directors for a period of one year. In the absence of a candidate the incumbent would be allowed to serve an additional term. 8/18/11

Sec 2 - Association Executive

The Association Executive shall be an independent contractor. The Association Executive is hired by the Board of Directors under an administrative service agreement which shall be renewed annually. The Administrative Services

Agreement shall be reviewed and adopted annually by the Board of Directors at the January Board of Directors meeting.

An annual review of the Association Executive shall be conducted each year in compliance with the NAR Core Standards 1/13/17

Article 2 Nominations and Elections

Sec 1- Nomination

A nominating committee of at least 5 members appointed by the vice president will present a slate of officers for nomination at the July general membership meeting.

Nominations will be open for eligible positions at the July general membership meeting. Nominations will be taken from the floor. Nominations will be closed at the beginning of the Sept. membership meeting, prior to vote.

Nomination committee shall endeavor to maintain at least 2 affiliate members on the Board of Directors 7/8/16

Email list of candidates to all eligible voting members by August 31st.

In order to have name on the ballot it must be submitted by August 15th to the AE of the MCAR. (updated 09/08)

Sec 2 - Elections

The election of Officers and Directors shall take place at the monthly meeting during September. The Vice President, with the approval of the Board of Directors, shall appoint an election committee of three (3) REALTOR® members to conduct the election.

Ballots will be emailed to all members eligible to vote by August 31st. Ballots will also be available at the MCAR Office and the September General Membership Meeting.

Ballots must be received by the September general membership meeting. **All ballots cast must be returned in an envelope, with your printed name, office name printed and signature on the back of the envelope for your vote to count.**

Ballots can be returned by US mail to the Mason County Association of REALTORS® PO Box 908, Shelton, WA 98584, or in person at the September General Membership Meeting.

Ballots cast prior to the September General Membership Meeting will be kept in a secure location until counted at the Election Meeting. 4/9/10

Any tie vote shall be determined by a revote of attending members of the September general membership meeting. 3/19/09

Sec 3- Guidelines for nominees

President – Shall have served as Vice President/ Pres. Elect for one year, and be A REALTOR® member in good standing.

Vice Pres./Pres. Elect – Shall have served a minimum of one year on the Mason County Association of REALTORS Board of Directors and is a REALTOR® member in good standing.

Secretary – Shall be a member in good standing. 8/18/11

Treasurer – Shall be a member in good standing

Directors – All Directors shall be members in good standing.

State Directors – Shall be a REALTOR® member in good standing.

Sec 4- Vacancies

Vacancies shall be filled by appointment of the President with a simple majority vote of the Board, until the next annual election 8/18/11

Article 3 – Voting Rights

Sec 1- Board of Directors

The President shall only vote in the event of a tie-on issues brought before the Board of Directors. The other members of the Board of Directors shall each have one vote.

Sec 2- General Membership

Each member of the Mason County Association of REALTORS® will have one vote on issues brought forth within the general membership. Affiliate members that have several representatives or participants will only be allowed one vote per membership, not per individual.7/8/16

Article 4 Meetings

Sec 1 -Board of Directors

The Board of Directors shall designate a regular time and place of meetings. If unable to attend a BOD meeting written communication must be received by the President or the AE before the meeting. Absence from more than three regular meetings shall be construed as resignation. Unless absence is approved by the BOD. Meetings are the 2nd Friday of each month 9:00am unless it is deemed necessary to change the date or cancel for unusual circumstances. The location to be determined by the AE with Board approval. (amended 10/30/13) (amended 7/8/16) amended 11/2018

Sec 2- General Membership

The general membership meeting shall be the 3rd Friday of each month. (excluding December) unless it is deemed necessary to change the date or cancel for unusual circumstances. This is to be determined by the Executive Board. The

location is to be determined by the AE with Board Approval. 4/9/10 Amended 7/8/16

Article 5 Financial

Sec 1- Banking Accounts

All funds for Mason County Association of REALTORS® are held in accounts at FDIC- or NUCA-insured establishments, currently at Our Community Credit Union. It is recommended that the banking institute be an affiliate member. The treasurer will balance the statement monthly, review outstanding bills and write the checks, present findings at the next BOD meeting. The Treasurer presents a report at monthly general membership meetings. (01/08) revised 2/12/16

Sec 2- Check writing authorization

The signatories on all accounts are the Treasurer, President, Vice President, & Association Executive. Two signatures required. (01/08)

Sec 3- Return Check Policy

An amount of \$25 will be charged for an NSF check. (1/21)

Sec 4- Dues

The Association Executive shall facilitate all dues collection.

The dues billing will be sent out in November for the coming year.

The dues are due on January 1st of that following year and late on January 31st. A late fee of \$5.00 per business day will be charged to the member for each day after Jan. 31st.

4/9/10 (revised 7/13/12 BOD)11/18

Designated Brokers shall notify the Association Executive of the Mason County Association of REALTORS within 7 business days of hiring a new broker.

Dues will be prorated for new members based on date of application. Dues are to be paid in full within 30 days of new application date. Proration's will be calculated on a monthly basis. (revised7/13/12BOD) Amended per NAR 6/10/2014 If new member is not paid in full in 30 days the agents DB will be held responsible 11/2018

New members are required to attend a new member orientation within 30 days of joining. (1/21)

Paid REALTOR® dues are non-refundable.

The 1st business day after February 1, the Association Executive will send an email notification to the Board of Directors with a list of all unpaid REALTOR members. The Association Executive will also send a notification to the Designated Broker of each unpaid member (see notification attached page)

At the February Board of Directors meeting, the Association Executive will provide an updated list of unpaid REALTORS® members to the Directors.

The 1st business day of March, The Association Executive will send notification to the Designated Broker of all unpaid REALTOR® members (see notification attached page)

At the March Board of Directors meeting, the Association Executive will provide an updated list of all unpaid members to the Directors and action will be determined.

On April 1, all unpaid REALTORS® memberships shall be terminated per Mason County Association of REALTORS® By-Laws and an invoice of a non-member assessment fee shall be sent to the Designated Brokerage. Amended per NAR 6/10/14

Sec 5- Travel / Conferences

Travel and expenses to the Washington REALTORS® Spring and Fall Business Conference for the President, Vice President, State Director and AE shall be paid as budgeted in the yearly budget. A Stipend of \$30.00 per day shall be available for the AE for meal expenses. Shall not include cost of late registration fees. 02/12/16

Additionally, any member of the Mason County Association of REALTORS that sits on a Washington REALTOR® State Committee that is meeting at the Spring or Fall conference shall receive a stipend of \$100 per conference. Shall not include the cost of late registration fees 02/12/16 updated
Conference costs for Hill Day for the President, Vice President, 3-year State Director, RPAC Chairperson, RPAC Trustee (if member of MCAR) Key Contacts (3) and AE will be covered. Shall not include the cost of late registration fees.

As the Board of Directors directs the Association Executive may attend the NAR AE Institute yearly at the Association expense. AE may attend the Washington AE training in the summer, at Association expense. 7/8/16

Incoming President and AE shall attend Washington Leadership Retreat in the fall at the Association expense.

- a) **Accommodations.** Shall be reimbursed at actual cost or at published meeting rate, whichever is less. Budget is based on shared rooms, 2 per room. Based on number of beds and gender of attendees. Updated 10/30/13
- b) **Exceptions.** Any exceptions to the Travel & Expense reimbursement policies must be approved by the Board of Directors. Failure to

comply with any provision of the policies may result in denial of reimbursement.

- c) **Mileage reimbursement.** Travelers shall be reimbursed for use of their private automobile cost of gas. No reimbursement is made for the cost of repairs to the vehicle whether they result from the travelers' acts or the acts of others. Travelers warrant that the automobile is insured for customary limits. Parking charges & toll charges are allowed in addition to the gas allowance.
- d) **Non-Reimbursable Expenses.** Include but at not limited to:
 - Alcoholic beverages
 - Damages to personal vehicle while on Association business
 - Donations
 - Fines for traffic violations
 - Laundry
 - Loss of personal property
 - Magazines, periodicals, books
 - Medical expenses
 - Personal entertainment (movies, personal travel excursions)
 - Purchase of clothing or personal grooming items.

Sec 6 - Expenses Reimbursements

Any pre-approved expenses or expenses submitted to the Board of Directors and approved will be reimbursed at the discretion of the Board of Directors or the President when accompanied by proper receipts & documentation. Personal expenses of any kind will not be reimbursed. In addition, the Association will not be responsible for damages.

Sec 7 - Charitable Donations/Expenditures

The Association shall have authority to collect, raise and otherwise acquire funds to be used for humanitarian purposes as deemed appropriate by the Board of Directors for, or on the behalf of, REALTOR® members. These funds may be raised by means of committee or collected from the public and shall be accounted for in an appropriate manner.

Sec 8 - Reserves and Investments Amended 2/12/16

The Association may open and manage certificates of deposit or other special accounts to accommodate accruing interest on moneys collected by the Association as deemed appropriate by the Board of Directors. At no time, shall funds of the association be "at risk" beyond the capability of normal economic conditions.

a) With regards to the amount of reserve funds to be held by MCAR: The BOD shall make every effort to maintain and secure the balance of the reserve funds account to an amount enough to cover 6 months of budgeted expenses. 3/5/15

b) At no time shall the BOD withdraw funds from the reserve account in excess of 10% of its balance, for non-budgeted expenses. 3/5/15 amended 7/8/16

- c) Any non- budgeted income shall be deposited into the reserve funds account.
3/5/15

Sec 9 - Contracts

All contracts are to be signed by the President or Association Executive only, with Board approval

Sec 10 - Whistleblower Policy

- a) PURPOSE -The underlying purpose of this policy is to encourage reporting of violations of State, Federal, or local laws, maintain confidentiality and prohibit retaliation.

If an employee of Mason County Association of REALTORS has information which s/he reasonable believes identifies a violation of state or federal law, the employee "Whistleblower" should contact his/her Association President, or the Association General Counsel.

- b) CONFIDENTIALITY - The confidentiality of the whistleblower will be maintained to the extent possible. The identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to provide accused individuals their legal rights of defense.
- c) RETALIATION- The Association will not retaliate against a whistleblower or any employee who refuses to participate in an activity that would result in a violation of state, federal, or local law.

This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, demotion, or poor work assignments and threats of physical harm.

Any employee who believes s/he is being retaliated against must contact the Association President or the Association General Counsel immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated, or disclosures that would constitute a violation of the attorney-client privilege. 5/28/15

Sec 11 - Employee Conflict of Interest Policy

- a) Purpose - This policy of prohibiting conflicts of interest applies to all employees of Mason County Association of REALTORS. A conflict of interest occurs when an employee or any party related to the employee can profit or otherwise personally benefit directly or indirectly because of the employee's position with the Mason County Association of REALTORS.

- b) Disclosure Procedure - Employees must disclose any situation that may present a possible conflict of interest so that the Association BOD can review it. Employees must report all actual or potential conflicts of interest to their President or Vice President. 5/28/15

Sec 12 - Member Conflict of Interest Policy

- a) Purpose - This policy of ownership disclosure and prohibition conflict of interest applies to all members of Mason County Association of REALTORS.
- b) Ownership Disclosure - members must disclose ownership interest of financial interest in entities prior to speaking to a decision-making body about the entity. After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless the member has a conflict of interest as defined in section 3 - Conflict of interest.

Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings, and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interest (if a partnership) Financial interest means any interest involving money, investments, credit or contractual rights.

1. When Mason County Association of REALTORS has an ownership interest in an entity and a member has an ownership interest in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision-making body on any matter involving the entity.
2. If a member has personal knowledge that Mason County Association of REALTORS is considering doing business with an entity in which a member has any financial interest, or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision making role prior to speaking to a decision making body about the entity.
3. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by Mason County Association of REALTORS, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision making body about an issue involving those competing products and services.

Conflict of Interest - Members must disclose conflicts of interest at the outset of any discussion by a decision-making body pertaining to the business or any of its products or services.

Members may not participate in the discussion relating to that business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the business in which they have an interest.

A member of any Mason County Association of REALTORS decision making bodies will be considered to have a conflict of interest whenever that member:

1. Is a principal, partner or corporate officer of a business providing products or services to Mason County Association of REALTORS or n a business being considered as a provider of products or services ("Business: or
 2. Holds a seat on the board of directors of the business unless the person's only relationship to the business is service on such board of directors as Mason County Association of REALTORS representative: or
 3. Holds an ownership interest of more than 1 percent of the business.
- 5/28/15

Sec 13 - MCAR Record Retention Policy (Effective 6/1/15)

All accounting records (including but not limited to the following list) to be kept for seven years, with the exception of items noted permanent.

Accounting Records

- Accounts payable, Accounts receivable
- Annual financial statements (permanent)
- Bank Statements, Bank reconciliations, Canceled checks - routine matters
- Canceled checks - special (loan repayment, etc.) Permanent
- Correspondence - routine
- Deeds and closing papers (permanent)
- Deposit slips, Electronic payment records, Employee expense reports
- Fixed-asset acquisition invoices (after disposal) Freight bills
- General ledgers (Permanent) Income tax returns (Permanent)
- Inventory count & costing sheets, Insurance Policies (after Expiration)
- Investments (after disposal), Mortgages, loans, & Leases (paid)
- Payroll journals & Ledgers (permanent)

- Purchase invoices (except accounts payable copy) Purchase invoices & orders
- Receiving sheets, Sales commission reports, sales records
- Sales tax returns & exemption support
- Subsidiary ledgers
- Tax returns (Federal and State) (if applicable) (Permanent)
- Trial Balances (permanent)

Association Corporate Records

- Articles of Incorporation and amendments (Permanent)
- By Laws and amendments (Permanent)
- Corporate filings (Permanent)
- Corporate Minute Book (permanent)
- IRS Exemption Letter (Permanent)

Electronically Stored Information

Specific documents in electronic formats will be treated according to the timeframes set forth elsewhere in the policy. MCAR will electronically back up information and documents on a monthly basis. The purpose of the backups is to restore the associations computer network in the event of a crash.

Employment Records

- Documents relating to job recruitment: advertising job orders submitted to employment agencies, interviewing, testing, hiring, training, demotions, promotions, layoffs, discharge and other personnel decisions (one year)
- Employee benefit plan documents (duration of plan)
- FMLA leave records including: All FMLA information and notices distributed to these employees and records of any FMLA disputes.
- Garnishments / wage assignments (three years)
- Immigration I-9 forms (duration of employment plus one year, minimum of three years)
- Medical records relating to the exposure of the employee to any toxic or hazardous substances, (duration of employment plus 30 years)
- Personnel Records (ten years after employment ends)
- Record of all occupational injuries, including those under State workers compensation law and any ERISA awards (five years for ERISA: State law requirements will vary)

Legal Documents

- Contracts (ten years after expiration)
- License Applications (one year after Expire) Licenses (one year after expiring)
- Trademarks, Patents & Copyrights (permanent)
- Warranties & Guaranties (two years beyond terms of the warranty)
- Correspondence: Legal (Permanent)

NAR/ Association Documents

- NAR Charter (permanent)
- Territorial jurisdiction (permanent)
- REALTOR Agreement (until superseded)
- Member file & membership applications (two years after membership terminates, with social security # and other financial information removed (if applicable))
- Professional Standards Hearing Records: Ethics (results of hearing-permanent; rest of hearing file - minimum of 1 year after satisfaction of sanctions (if any) and there is no threat of litigation)
- Arbitration / Mediation (Minimum of 1 year after payment of award (if any) and there is no threat of litigation)

Property Records

- Deeds of Title & Appraisals (permanent)
- Leases (two years after expiration)
- Depreciation schedules (permanent)
- Property Damage (seven years)
- Property tax (permanent)
- Blueprints / plans (permanent)
- Warranties & Guaranties (two years beyond terms of the warranty)

Article 6 Committees

The President shall appoint from among the REALTOR® members a committee chair for each MCAR Committee.

Member Care

This committee shall send cards, flowers or gifts for REALTORS® or their immediate family, or an affiliate member. The appropriate item will be sent out by the chairperson in times of illness, death, birth, etc.

Scholarship

The Association shall raise money for the Scholarship fund by holding specific and designated fundraisers.

SCHOLARSHIP POLICY

April 2006 (amended 10/12/2011) approved 10/14/11 amended 12/12/14Reviewed 11/2018

The Mason County Association of REALTORS shall offer scholarships each year to local high school seniors who plan to attend college, trade school or an accredited school of higher learning. The applications shall be made available to the local county high schools by February 1, with a deadline date of mid-April (trying not to coincide with Spring breaks). Various fundraisers throughout the

year may-raise the funds for this scholarship, and the money will be kept in a federally insured interest-bearing account.

There shall be three scholarships awarded in the amount of \$1000 each. However, the committee shall have the ability to award one additional \$1000 scholarship if the Board of Directors of the Mason County Association of REALTORS agrees.

All applications must be received by the deadline date specified by the scholarship committee, and must conform to the standards set forth
All applications must be on our application form only and the only attachments allowed are the required transcripts &/or FAFSA application copy. All other attachments will be removed and discarded prior to review by the scholarship committee.

The Scholarship Committee shall consist of a Chairman (who has previously served on the committee) appointed by the President, and four to six Realtor members or affiliates chosen by the chair. Members of the scholarship committee shall not have a child, stepchild, or grandchild in any Mason County school who is a Senior, regardless of if the child is applying for a scholarship or not, nor be family related to any applicant. 12/12/14

The Scholarship Committee members shall verify financial need, relying on the established Free application for Federal Student Aid (FAFSA) application guidelines, and any factual information included in the application.
The Scholarship committee will review all qualified application, and score each applicant as follows:

Academic Achievement:	Up to 30 points
Personal Statement/Goals:	Up to 10 points
Financial Need:	Up to 50 points
Activities/Community Inv.	Up to 10 points
Total:	100 possible points

The scholarship committee will then select ten (10) scholarship applicants to interview in person. The list of questions will be the same asked to all applicants, and they will all have the same timeframe with which to answer. The entire Committee will sit in on all interviews. All attempts shall be made to interview in person, although that may not always be possible. Phone interviews are acceptable, although not preferred.

After all interviews, the three (or four) scholarship recipients will be selected at the sole discretion/decision of the scholarship committee. Letters will go out to the recipients, as well as those who were not chosen, within 30 days of the interviews, and checks will be written directly to the college/school that the recipient will be attending, as directed by the recipient.

This Scholarship policy shall be reviewed by the Scholarship committee and the policy committee and re-adopt by the Board of Directors of the Association at least every three years. Amended 12/12/14 reviewed 11/18

Installation Dinner and auction

The chairperson for the committee is the Vice President. A line item in the budget has been set aside for expenses including no more than \$15 for a gift for the outgoing Board of Directors.

REALTOR of the Year and Affiliate of the Year

A committee consisting of a minimum of 10% of the current membership, led by and chosen by the current ROY and AOY, will determine the new ROY and AOY recipients. Guidelines have been set up and approved by the BOD. Amended 7/8/16

Annual Picnic

An annual picnic may be held in the summer. The budget for this event will be determined by the Board of Directors. The picnic is open to all members and affiliates and their guests. 7/8/16

Education committee

The Education committee shall endeavor to schedule 2 classes per year. The cost of the class is set by the Education Committee, Chair must submit a budget for each class to be approved by MCAR Board. 8/18/11 A member will be asked to monitor the class in exchange for the class fee. 11/18

Fundraiser

Government Affairs Committee (Referred to as GA) Name change 11/2018

The Mason County Association of REALTORS® (MCAR) GA Committee will act as a representative body of the Association working to ensure REALTOR® Quality of Life principles are incorporated into legislative policies and regulations of all jurisdictions in Mason County or outside the County if they will have an impact on real estate, members or our community. Additionally, the GA Committee will help the Association promote REALTORS® and the real estate industry in a positive light to the general community. The GA Committee will operate under the following policies:

Membership

Membership is open to all members and affiliates of the Mason County Association of REALTORS®. Collaboration with other community organizations and individuals is encouraged though non-members will not receive voting authority regarding specific issues considered by the Committee.

Leadership:

Committee Chair

The GA Committee shall be chaired by one or more members of the Committee selected by Committee members and will hold a one-year term. Committee Chair may seek selection by the Committee for as many consecutive terms as desired.

Duties of the Chair include:

- Schedule and call meetings of the Committee
- Set Committee meeting agenda
- Report Committee activities to the Board of Directors including: 1) seek approval for expenditure of Association funds for advocacy efforts; 2) present candidate endorsement and funding recommendations to the Board of Directors; 3) present to the Board of Directors, Committee endorsed positions and accompanying documents on legislative policy being considered or taken by elected officials within Mason County, or policies outside the county that may affect the real estate industry or Mason County citizen's quality of life.
- Attend Washington Association of REALTORS® Legislative Day.

Meetings

Meetings of the GA Committee shall be conducted on a regular basis as determined by the Committee Chair. Meetings will be held for the purpose of identifying current and emerging legislative issues and proposals, draft recommendations for MCAR response to issues and proposals and determine how MCAR should actively engage in policy formation through proactive involvement in the community's governmental bodies.

Political Advocacy Activities: Process

The Mason County Association of REALTORS® (MCAR) recognizes the collective efforts and resources of our membership can have a positive effect on the outcome of public policy proposals by our elected officials. The purpose of the GA Committee is to ensure the local governmental activities will have a positive effect, either directly or indirectly on the real estate profession, property owners' ability to use, transfer and fully enjoy their property, and the salability and livability of our community. Therefore, the MCAR Board of Directors charges the GA Committee with the task of developing for its approval, policy positions in the form of talking points, public meeting testimony, public information materials or other means necessary which articulate the Association's official position on any given policy proposal. Further, the MCAR Board of Directors recognizes consideration of public policy is ongoing and fast-paced

necessitating multiple processes for timely approval by the Board. The following procedures will be followed, to the best of the Committee's ability to ensure any position taken by the Association has received approval by the Board of Directors.

- 1) Policy positions of the GA Committee shall be voted on by Committee members present at the meeting it is discussed. At least 3 Committee members must be present to vote on policy positions taken. Approval is granted with a positive vote by the majority of members present. Policy position recommendations and their accompanying documents shall be forwarded to the MCAR Board of Directors for approval before being made public.
- 2) When adequate time allows, policy position recommendations and their accompanying documents shall be presented to the Board of Directors at least 3 days prior to the scheduled Board meeting at which the recommendation will be considered. The Chair or his/her representative will be in attendance to present the recommendation, provide additional information and answer questions.
- 2) Following presentation of the recommendation, the Board will vote whether to approve by majority vote, the recommendation and accompanying documents. Public documents reflecting a Board approved position shall bear the signature of the Association President or the GA Committee Chair, whichever is deemed most appropriate by the Board.
- 3) In cases where a timely response to legislative proposals preclude Board approval at its regular monthly meeting, the Chair will forward the Committee's recommendation and accompanying documents to the Association President electronically. The President shall electronically forward to the Board a request for a vote on the recommendation, stating when a response is due. Should a Board member fail to respond to an electronic request within the time frame requested that member rescinds their vote on the matter. The recommendation will be approved or denied based on the majority of votes cast electronically.
- 4) With prior approval and direction of the Board of Directors, the GA Committee may be given authority by the Board of Directors to respond to particular and specific issues. 7/8/16

- 5) In no case shall documents intended for public distribution, and either bearing the name of or implicating the consent of the Mason County Association of REALTORS® be distributed without prior approval by the Association President.

Article 7 Political Endorsements

Mason County Association of REALTORS® Candidate Endorsement Procedures and Policies

PREAMBLE

The following policies and procedures have been developed to guide the Association's candidate interview and endorsement process. Elections are a vital element in the local legislative process. Therefore, a successful candidate interview/endorsement process can help ensure that those candidates who are elected will benefit from knowing the various REALTOR® positions, if not actually support them. This will enhance the Association's ability to meet its legislative goals. The timing of the process is of the utmost importance. In order for an endorsed candidate to achieve the maximum benefit from a campaign contribution, it should be transmitted as early as possible in the current election cycle.

I. INTERVIEW COORDINATION

- A. Congressional, State Legislative, and Local candidate interviews are overseen by the trustees of the REALTORS® Political Affairs Council (RPAC). Each trustee of this council represents a W.R. district. However, the boundaries of many Congressional and Legislative Districts do not correspond with the boundaries of a W.R. District. Therefore, in January of an election year, the Council will designate which trustees are responsible for the coordination of the interview process in the various Congressional and Legislative Districts.
- B. Interviews of candidates for local offices are overseen by the W.R. District 2 RPAC Trustee and coordinated by the Mason County Association of REALTORS® (MCAR) GA Committee.

II. LOCAL ELECTED OFFICES ELIGIBLE FOR ENDORSEMENT

- A. MCAR can interview and select candidates for REALTOR® endorsement and possible campaign contribution for the following local elected offices:

1. County Commissioner
2. Shelton Mayor / City Council
3. Port Commissioner
4. Other local offices whose decisions can influence the real estate industry and the quality of life of Mason County.

III. INTERVIEW TEAMS

A. Conditions for Those Involved in the Interview Process:

1. As a condition of membership on an interviewing team each team member shall agree as follows:
 - a. He/she shall not endorse any candidate in any race other than a MCAR officially endorsed candidate unless: He/she makes it clear that each endorsement is in his or her capacity as a private individual and not as a REALTOR®, officer, director or member of a member association, or as a member of the GA committee.
2. Any member who is on a candidate's or the candidate's opponent's campaign steering committee should not be a member of the candidate interviewing team for that contest.
3. Any interview team member unable to attend ALL interviews for a position may not vote.
4. Any member of any interview team, once an endorsement decision is made, cannot publicly oppose that decision as a REALTOR® or on behalf of MCAR. If they do, their actions may be considered cause for prohibition from serving on future interview teams. Due process would be available before such removal or prohibition occurred. Following due process, it is the responsibility of the Chair of the local interview team to enforce the policy.

A. General Composition of Interview Teams

The interview team composition will include members serving in positions outlined in Section 2, Membership Categories. In

addition, team members shall be in good standing and shall meet the following selection criteria:

1. Selection Criteria:
 - a. Team members shall be RPAC investors of at least \$35 in the current year.
 - b. They should represent a broad political spectrum.
 - c. The team must consist of an odd number with a minimum of five (5) or a maximum of nine (9) interviewers.
 - d. Team members must be registered voters, if United States citizens.
 - e. Team members must adhere to conditions of interview team membership as outlined in Section A of this Section.

2. Membership Categories:

The interview team members will be selected from the following membership categories:

- a. MCAR RPAC Chair
- b. Government Affairs Committee Member
- c. MCAR Board of Directors
- d. At large members (no more than three)

IV. ENDORSEMENTS, CANDIDATE CONTRIBUTION REQUESTS, AND INTERVIEW PROCESS

A. Timeline for Interviews

Interviews for local elected offices will be held as close to the candidate filing deadline as possible, and no later than two weeks prior to the September Primary election.

B. Interview Process

1. Interview Location-

- a. The interview should be held at a location chosen by the Chair.
- b. The interview room should be large enough to comfortably hold the interview team, the candidate, and at least one member of the candidate's staff.
- c. A separate waiting area should be available outside the

interview room.

2. Interview Procedures

- a. At the earliest time possible candidates are invited to participate in an interview. Arrangements shall be confirmed by letter.
- b. The confirmation letter shall include, a “Candidate Biographical Data Report Form”, to be completed and returned before the interview. The letter shall also include a list of topics to be covered in the interview. When possible, background information on pertinent issues should also be sent to the candidate. Candidates shall not receive interview questions prior to the interview.
- c. Prior to the first appointment, the interview team should meet to review these policies, determine who will chair the interview, review and select questions and determine who will ask which questions. (Note: All members of the interview team should be encouraged to ask at least one question.)
- d. Allow approximately 30 minutes per interview and additional time (10 minutes) between interviews for initial evaluations.
- e. Be courteous, not argumentative, during the interview. This is an open dialogue designed to enable candidates and REALTORS® to learn from and about each other.
- f. Generally, open-ended questions should be used. However, the same questions must be asked of all candidates running for a particular office. A specific question may be asked of an incumbent concerning his/her voting record or stand on a particular issue. Extreme care shall be exercised with regard to candidate specific questions to insure fairness of the interview process. Further, all questions must be industry related.
- g. Conclude the interview within the prescribed 30 minutes. Thank the candidate and advise him/her that he/she will be notified of the endorsement as soon as all the candidates have been interviewed and all procedures completed.

h. It is recommended that the interviews not be tape recorded.

However, if they are, it must be done with the candidate's permission prior to the interview. Deliberations of the interview team are to be kept confidential. i.e. After all interviews are concluded, the interview team should meet to determine its endorsements, if any. When making candidate endorsement decisions, the interview team shall consider:

1. Voting record
2. Advice of staff (including lobbyist assigned to work that level of government)
3. Knowledge of issues
4. Position philosophy
5. Image
6. Campaign organization strength
7. Campaign strategy
8. Interest in receiving endorsement, and if so, interest in funding

C. Early Endorsements and Opportunity Races

Early endorsements of incumbents and "opportunity" races are within the policies and procedures of the Mason County Association of REALTORS®, provided that the following procedures are met for local candidates: (Note: "Opportunity" races involve incumbents or challengers who may need special help for re-election or election. This special help may include, but not be limited to, making phone calls, sending out direct mail, posting yard or reader board signs, going door-to-door, hosting events, or contacting absentee voters.)

1. In cases where an incumbent is selected for early endorsement, the MCAR GA Committee has reviewed the voting record of the incumbent and makes a recommendation for early endorsement and a specified financial contribution to the MCAR Board of Directors.
2. In cases of "opportunity races", the MCAR GA Committee has identified compelling facts recommending the candidate's ability to succeed and support industry related issues. These facts are transmitted to the MCAR Board of Directors accompanied by a campaign action plan and specified financial contribution. Whenever possible, opportunity races should be supported by independent expenditure contributions.

B. Candidate Endorsements

1. Candidate interview teams shall convey recommendations for endorsement via the Chair, to the GA Committee Chair. The recommendation shall be accompanied by a recommendation for level of financial contribution.
2. Endorsement positions of the GA Committee shall be voted on by Committee members present at the meeting it is discussed. At least 3 Committee members must be present to vote on policy positions taken. Approval is granted with a positive vote by the majority of members present. Policy position recommendations and their accompanying documents shall be forwarded to the MCAR Board of Directors for approval before being made public.
3. When adequate time allows, endorsement position recommendations and their accompanying documents shall be presented to the Board of Directors at least 3 days prior to the scheduled Board meeting at which the recommendation will be considered. The Chair or his/her representative will be in attendance to present the recommendation, provide additional information and answer questions.
4. Following presentation of the recommendation, the Board will vote whether to approve by majority vote, the recommendation and accompanying documents. Public documents reflecting a Board approved position shall bear the signature of the Association President or the GA Committee Chair, whichever is deemed most appropriate by the Board.
5. In the event the Board of Directors does not ratify the GA committee's recommendation, the committee will meet with the board within 3 days to explain how they came to their conclusions, if the board still does not agree with the committee's recommendation, there will not be an endorsement for that race.
6. After ratification from the Board, the MCAR Government Affairs Director will request funds from W.R. via a candidate contribution request form, signed by the appropriate RPAC Trustee. Whenever possible, contributions should be presented to candidates in person by one or more Association members. Funds shall be disbursed to candidates within 10 days of check availability.

The R-PAC Committee will hold fundraisers to raise funds for R-PAC. Pins and awards for contributions to R-PAC will be given out monthly for members earning them.

Article 8 – Business Policies & Practices

Sec 1 – Media Correspondence

Shall be directed to the President or someone the President chooses in regard to representations of the Association.

Sec 2 – Membership Directory

A list of members will be supplied upon request to the MCAR office.4/9/10

Sec 3– Solicitations

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

Sec 4 - New Affiliates policy:

1. Copy of application given to Association Executive
2. Add affiliate's information to ClubRunner.7/8/16

REALTORS®

1. Copy of application given to AE
2. Add REALTOR information to ClubRunner
Amended 3/2011 amended 7/8/16 11/2018

Sec 5 - Social Media

A. Facebook

The intent of the Facebook page is to communicate information relevant to the business of Mason County Association of REALTORS®. WA REALTORS® & NAR, as deemed by the communications committee. Advertising listings and personal solicitations is prohibited. Added 3/9/12

B. ClubRunner

"our intent is communication within the organization and to provide value to the membership. Members personal information including phone numbers, email addresses, and physical addresses is designed and intended only for the business of MCAR and its members. Personal information may only be used for communicatons pertinent to carrying on the business of REALTOR members and association activities and community ourreach that may improve the quality of life for our members and local community, Sending emails on behalf of non members will not be allowed"

Access levels:
Level 70 - Membership
Level 50 - BOD
Level 40 President and Vice President
Level 30 AE, & Associations Op's Chair. Amended 2/12/16

Article 9 – Awards and Recognition

Sec 1 – Awards

The Board of Directors of the Association shall have the authorization to purchase and award members of the association with plaques, certificates, gifts and other such appropriate items, including but not limited to, committee chairpersons, Board of Directors, REALTOR® of the Year, Affiliate of the Year, employees and other deserving persons. The expenses of these purchases shall be appropriately accounted for and deemed approved by the Board of Directors.

Article 10 - Personnel Policies

Sec 1 - Association Executive Job Description

The chief duties of the Association Executive (AE) are to duties are outlined in the MCAR Association Executive Guidelines 2020. Association Executive (AE) Position Elements are the following:

- a. Governance of Association Structures and Organizational Operations.
- b. Physical and Financial Resources
- c. Member Services
- d. Internal and External Relations
- e. Annual Planning Elements

(1) undertake such functions as may be designated by the Board of Directors; (2) be experienced with business methods; (3) have the skill and willingness to assist officers, committees and members; (4) Stand aloof from policies and rivalries of members while keeping devotion directed to the overall good of the Association; (5) provide continuity of policies, work and progress in the Association whose leaders are frequently changing and whose members are busy with their own duties;

Article 11 – Enforcement & Amendments

Sec 1 - Enforcement

It shall be the duty of the Board of Directors to enforce the provisions of the By-laws and policies and the National Association of REALTORS Code of Ethics as currently revised and the professional standards committee, which is the committee authorized to hear any violations of the code of ethics, all without fear or favor and respecting all members of the association. To accomplish this, the

Association shall make it a matter of leadership emphasis to carefully select responsible individual to serve on Grievance committees or Professional Standards committees and to establish annual training programs for such Committee members. The Board of directors shall have the complete and full power in accordance with the provisions of the bylaws & 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 as stated in MCAR By-Laws.

Sec 2 – Amendments

These policies & procedures may be amended by a majority vote of the Board of Directors present and qualified to vote at any meeting at which a quorum is Present. The Board of Directors shall have the authorization to amend these Policies & Procedures from time to time as voted and approved in Board of Director meetings, if amendments stay within the guidelines of the National Association of REALTORS® bylaws, Policies and Rules & Regulations.

Any and all such amendments shall be appropriately distributed to the general membership within 15 days by means of electronic mail, US postal service, fax, or other reliable source. Distribution shall be to at least each office and designated Broker, REALTOR® member and available for review at the association office.

The Board of Directors shall, at the beginning of each fiscal year, adopt these Policies & Procedures as agreed upon by the Board of Directors.

****End of Policies**** Amended 8/18/11 amended 10/12/11 scholarship doc.
Amended 3/9/12 social media Section 4 Dues amended 7/13/12 BOD
NAR corrections made 6/2014 for compliance AMENDED 3/5/15 AMENDED BY
EVOTE amended 2/12/16, 7/8/16, & 1/13/17 Amended 11/18 Review 1/11/19 Approved
4/12/2019 Review 1/7/2021 Approved 02/12/2021

1st Notification of non-payment:

Dear Member,

As of today, Mason County Association of REALTORS® is not in receipt of payment of your REALTOR® dues. If you have already remitted payment, please disregard this notice.

If, however, you have not, you will be charged a late fee of \$5.00 per calendar day as of February 1.

After March 1, if you have not made payment, the MCAR Board of Directors may elect to terminate your membership. Without payment in full, April 1, your membership will be automatically terminated per MCAR By Laws.

Feel free to call the office with any questions,

Sincerely,

Association Executive,
Mason County Association of REALTORS®

2nd Notification of non-payment

Dear Designated Broker,

As of today's date, Mason County Association of REALTORS® is not in receipt of (member's name)'s REALTOR dues and late fees in the amount of \$_____.

At the March Board of Directors' meeting (date) the Board can elect to terminate (member's name)'s membership if payment in full has not been received.

On April 1, (member's name)'s membership will automatically be terminated and the a non-member assessment fee will be the obligation of the Designated Brokerage per MCAR By Laws, Section 3 paragraph A.

It is our sincere hope to resolve this matter,

Sincerely,

Association Executive
Mason County Association of REALTORS®