

**POLICIES AND PROCEDURES**  
**of the**  
**NORTHWEST WYOMING BOARD OF REALTORS®**

(APPROVED BY NAR 11/5/2014)

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**POLICIES AND PROCEDURES**  
**NORTHWEST WYOMING BOARD OF REALTORS®**

PREFACE

As with most volunteer organizations, leadership of the Northwest Wyoming Board of REALTORS® and its Membership must rely upon those dedicated members who give willingly of their time and effort in pursuit of those lofty ideals established by the Northwest Wyoming Board of REALTORS®, the Wyoming Association of REALTORS® and the National Association of REALTORS®.

The production of this Manual will, hopefully, prove effective as a guide to the orderly conduct of the affairs of the Northwest Wyoming Board of REALTORS® and provide continuity which could otherwise be jeopardized, given the fact leadership changes every year.

It is essential for the reader to become familiar with the Bylaws since much of what we do is prescribed therein. Yet, there are "gray" areas which affect the actual functions of those committees, and this Manual attempts to clear up and identify those areas in question. Bylaws shall prevail in all instances.

No document of this scope is cased in concrete. As times change, so must the document. It is, however, incumbent upon each of us to recommend those changes, or additions/deletions which we feel will benefit the Northwest Wyoming Board of REALTORS®. Your constructive comments and criticisms are sought.

This manual shall be passed along to succeeding leaders with any pertinent documentation intact.

## **STANDING RULES OF THE NORTHWEST WYOMING BOARD OF REALTORS**

It is necessary to establish certain "ground rules" for the conduct of the affairs of the Northwest Wyoming Board of REALTORS. Most of the below listed standing rules are excerpted from the Bylaws which shall prevail in all instances.

### **I. ELECTION OF OFFICERS AND DIRECTORS:**

At least two (2) months before the annual election in August, a Nominating Committee of three (3) REALTOR Members shall be appointed by the President, with approval of the Board of Directors. The Nominating Committee shall select at least one (1) candidate for each office and at least one (1) candidate for each seat to be filled on the Board of Directors, per Article XI, Section 5 (a). The office of President is the only office in which a candidate for election is not named. This office is an automatic move from president elect.

The report of the Nominating Committee shall be presented at the General Membership Meeting at least one (1) month prior to the election. Each member eligible to vote will be notified of the nominees. Additional candidates for the officers may be nominated from the floor at the regular membership meeting held at least one (1) month prior to the election, after which time there will be no additional nominations allowed. The report of the Nominating Committee plus those nominations from the floor shall be delivered at the annual meeting along with a copy of the Nominating Guidelines.

The election of Officers, MLS Chairman\*, five (5) Result Group Chairman and Directors shall take place at the annual meeting. Election shall be by ballot and all votes shall be cast in person. The ballots shall contain the names of all candidates and the offices for which they are nominated. Article XI, Section 5 (b).

The positions of President, president elect, and vice-president shall not be filled by anyone with less than two (2) years experience as an active licensed Realtor who has served at least one (1) year on the Northwest Wyoming Board of Directors in the last (5) years. It shall be the responsibility of the nominating committee to confirm nominees' eligibility prior to the ballots being prepared. \*The position of MLS Chair shall be filled by someone who has served on the MLS Committee within the past five (5) years.

The President, with the approval of the Board of Directors, shall appoint an Election Committee of three (3) REALTOR members to conduct the election. In case of a tie vote, the issue shall be determined by lot. This process is in accordance to Article XI, Section 5(C) of the Bylaws.

## II. GENERAL MEMBERSHIP MEETINGS

Announcements: (a) Notices of the meeting, including time and place, shall be distributed by the Executive Officer in writing via email, internet site, fax or mail to each Member Office, by monthly calendar and president's newsletter at least one week prior to the meeting, as per Article XII, Section 4 of the Bylaws. The newsletter shall be delivered to the affiliates by the Executive Officer one week prior to the meeting. (b) If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting. The day before said meeting, a phone call shall be made by the Executive Officer to each member office as a reminder about the meeting.

Agenda: Meeting agenda shall be prepared by the President and/or his/her designee, and the Executive Officer, which shall be transmitted to all elected officers and Board of Directors (3) days prior to said meeting by the Executive Officer. Said agenda shall include the reading of the Realtor's Pledge and reciting the Pledge of Allegiance.

Speaking Recognition: REALTOR Members wishing to speak shall be recognized by the Chairperson before addressing the body.

Motions affecting policy, MLS Rules and Regs, and/or financial structure shall be presented to the Board of Directors in writing at least 3 business days prior for review and consideration. (Amended 11/03).

Reports: All reports and other material for permanent record shall be sent to the Executive Officer for filing.

Minutes shall be required for all meetings and shall be taken by the Secretary. In the absence of the Secretary it is the duty of the Executive Officer to be responsible for taking the minutes.

The minutes of the previous General Membership meeting shall be read at the General Membership meeting regardless of whether there is a quorum present or no unless otherwise accepted by motion. Minutes from the last Board of Directors meeting shall be made available to the general membership by posting on our web site within 14 business days after the Board of Directors meeting.

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 20% of the General Membership eligible to vote, as stated in Article XII, Section 3 of the Bylaws.

"Robert's Rules of Order" latest edition is the authority governing all Northwest Wyoming Board of Realtor's meetings in all instances wherein its provisions do not conflict with the Bylaws. The latest edition shall be on file at the Executive Officer's office.

A quorum, for the transaction of business shall consist of 20% of the Members eligible to vote per Article XII, Section 5 of the Bylaws.

Any member objecting to a decision made by the Board of Directors shall have the right to request that the topic be placed on the agenda for discussion at the next scheduled meeting.

Notification to President requesting topic to be added to the agenda must be at least five (5) business days prior to the meeting date.

No proxy or absentee voting shall be allowed.

### **III. BOARD OF DIRECTORS MEETINGS**

"Robert's Rules of Order" latest edition, which shall be on file at the Executive Officer's Office, is the authority governing all Northwest Wyoming Board of REALTORS meetings in all instances wherein its provisions do not conflict with the Bylaws as stated in Article XV of the Bylaws.

Annual meetings of the Northwest Wyoming Board of REALTORS shall be held in August of every year pursuant to Article XII, Section 1, of the Bylaws.

A quorum for the transaction of business shall consist of 50% of the members eligible to vote.

Speaking Recognition: Board of Directors wishing to speak shall be recognized by the Chairperson before addressing the body.

Minutes from the last meeting shall be read regardless of whether there is a quorum present or accepted as published by motion.

The Board of Directors shall meet on the third Thursday of each month, at a time and place designated by the President, or on the call of the President for a special meeting. Written notice of meetings shall be given to every member entitled to participate in the meeting at least one (1) week preceding all meetings per Article XII, Section 4 of the Bylaws.

Special meetings of the Board of Directors may be called as deemed necessary and shall be performed in person so appropriate discussion can be held in order to form correct decisions regarding the topic at hand. Written notice of special meetings shall be accompanied by a statement of the purpose of the meeting at least one (1) week preceding, also per Article XII, Section 4 of the Bylaws.

Prior to regularly scheduled meetings of the membership, the Board of Directors shall concern itself with matters germane to the cause of the meeting. For instance, those matters affecting the membership in regard to the various committees or the finances of the organization.

Absence from three regular meetings in one year of the Board of Directors by an elected officer, result group chairman or a Director without an excuse deemed valid by the Board of Directors shall be construed as a resignation from the office or directorship, and said position may be declared vacant by the Board of Directors according to Article XII, Section 2 of the Bylaws. The Executive Officer shall make note in the minutes as to who is present at the meetings and send written notification to non-present members as to their status due to their absence. A copy of all such letters shall be retained on file with the Executive Officer on a year-to-year basis. Acceptable excuses for absences from regular meetings shall be: (1) Medical, family medical, illness or death in the family, (2) Legal proceedings, (3) Vacation, and (4) REALTOR®-related education or meetings.

Meetings of the Board of Directors are open to any member for observation. Participation in said meeting will require notice to the President to be put on the agenda, no later than five (5) business days preceding said meeting. A Board of Director's meeting may be closed to participating members in the event that Board of Directors are in an Executive Session.

#### **IV. VACANCIES AND REMOVAL OF OFFICERS AND DIRECTORS**

Vacancies and removal of Officers and Directors shall be performed according to Article XI, Section 6 and 7 of our Bylaws.

#### **V. BOARD SPOKESPERSON**

The President and his/her designee have sole authority to release information on positions of the Northwest Wyoming Board of REALTORS® to media and public. On any issues which could affect the Wyoming Association of REALTORS® or NATIONAL ASSOCIATION OF REALTORS®, the President shall first discuss their statement with the President or Executive Vice President of the Wyoming Association of REALTORS®.

#### **VI. ACCOUNTING PROCEDURES**

All monies received by the Board for any purpose shall be deposited to the credit of the Board as per Article X, Section 5. Said deposits shall be made at least once per week, unless cash is present, and that will be deposited daily.

A review of the books shall be performed every year prior to the installation banquet by an accountant. Written confirmation from the accountant of his/her findings, shall be sent to the Board President to be shared with the Board of Directors, then filed at the Board Office.

As a "Rule of Thumb", an operating reserve equivalent to 60% of one year's operating expenses shall be maintained for the Northwest Wyoming Board of REALTORS® and the Multiple Listing Service. Said funds to be replenished upon their use.

All accounting books, deposit slips and canceled checks shall be held for a period of (7) years per the advice of the Northwest Wyoming Board of REALTORS' accountant.

The cost of operating the Northwest Wyoming Board of REALTORS® shall be borne by the Northwest Wyoming Board of REALTORS®, budgeted yearly and reviewed quarterly, and adjusted if necessary.

The cost of operating the Multiple Listing Committee shall be borne by the Multiple Listing Committee, budgeted yearly and reviewed quarterly.

All checks for the Northwest Wyoming Board of REALTORS® shall require the signature of the Treasurer or the President. Checks in excess of \$500 will require two (2) signatures one of which shall be the President, Treasurer, President-elect or Past-President. (amended 11/02)

FISCAL YEAR; shall be January 1 to December 31 as stated in Article XIV of the Bylaws.

## **VII. TRAVEL REIMBURSEMENT**

The Northwest Wyoming Board of REALTORS® budget includes limited travel money to be expended in pursuit of Board business. It is recognized that it does not always cover full cost of the member's travel, it is hoped that the amounts budgeted each year will serve to encourage participation at state or national functions. See attachment A. Any REALTOR® receiving travel reimbursement shall be required to give a verbal or written report on that meeting within two (2) general membership meetings. Before receiving travel reimbursement, the report must be given.

## **VIII. CONTRIBUTIONS TO CHARITABLE ORGANIZATIONS & MEMBERSHIP IN OTHER ORGANIZATIONS**

Policy shall be that no contributions shall be made to any charitable organization unless said donation has been brought before, and approved by, the Northwest Wyoming Board of Directors at a regular meeting.

Northwest Wyoming Board of REALTORS® Membership in organizations must also be approved by the Board of Directors.

## **IX. NORTHWEST WYOMING BOARD OF REALTORS MEMBERSHIP MAILING LABEL POLICY**

Northwest Wyoming Board of REALTORS® membership mailing list or email list will not be made available to anyone outside the REALTOR® family.

## **X. RESULT GROUPS**

Nominating Committee nominates the Chairpersons of each Result Group for elections.

It is recommended that whenever possible, a vice-chair be appointed so that the greatest continuity in result group functions will be maintained, as the vice-chair shall may be asked to be put on the election ballot to move up to the chair position the following chair.

Chairpersons of the Result Group shall also serve on the Budget Committee.

The chairperson of each Result Group is encouraged to attend the Wyoming Associations Of REALTORS® Result Group meetings. Funding provided as set forth in the "Travel Allowance Section".

Chairpersons are asked to implement those programs which have been approved by the Board of Directors and to assure continuity of the purposes of the Northwest Wyoming Board of REALTORS® through training of Vice Chairpersons.

Minutes: Minutes shall be required for all meetings. Minutes of committee meetings shall be filed with the Executive Officer to provide continuity.

## **XI. AMENDMENTS**

The Board of Directors shall not amend the Bylaws in any manner without a majority vote of the members present and qualified to vote at any meeting at which a quorum is present as set forth in Article XVI, Section 1, of our Bylaws, nor shall they amend the MLS Rules and Regulations without a majority vote of the Multiple Listing Service Committee as set forth in Section 14 of our MLS Rules and Regulations.

However, the Board of Directors shall be given the authority to make any amendments mandated by N.A.R. policy or by federal, state or local law without the above approval.

Any amendments to these Policies and Procedures shall be approved by a majority vote of the Board of Directors.

Any proposed amendment shall be plainly stated in the call for the meeting per article XVI Section 1 and notice of all meetings at which amendments are to be considered shall be provided to every member eligible to vote at least one (1) week prior to the meeting per Article XII, Section 4 of our Bylaws.

## **XII. KEYS TO BOARD OFFICE AND SAFETY DEPOSIT BOX**

Keys to the Board office shall be retained by the Executive Officer and the President or his/her designee.

Keys to the Safety Deposit Box shall be retained by the Executive Officer and the Board Attorney.

## **XIII. MEMBERSHIP FILES**

1. Executive Officer has access to all membership files.
2. Realtor® Member may access their own Membership file with the Executive Officer or Board President in attendance.
3. Responsible Broker has access to all his/her licensees' membership files with Executive Officer or Board President in attendance.
4. Membership files shall be retained in a locked file cabinet in the Board office.

5. Information in membership files may be released to State Real Estate Commission, Real Estate Association, WAR, NAR, local Board of REALTORS® or any formal Grievance Committee upon their written request.
6. Membership records shall be retained for seven (7) years for inactive members.

#### **XIV. ADDITIONAL COPIES OF MLS RULES & REGULATIONS, POLICIES & PROCEDURES, BYLAWS OF THE NORTHWEST WYOMING BOARD OF REALTORS®**

Members are required to make their own copies of Board documents since they are posted on our intranet site.

#### **XV. DUTIES OF THE BOARD OF DIRECTORS**

FUNCTIONS OF THE BOARD OF DIRECTORS: A Committee created under Article XI, Section 4, Bylaws which serves as the governing body of the Northwest Wyoming Board of REALTORS® and shall conduct the affairs of the board in accordance with the Policies and Procedures, Bylaws and Rules and Regulations of the Multiple Listing Service of the Northwest Wyoming Board of REALTORS®. The officers shall perform such duties as their titles, by general usage would indicate and such as may be assigned to them by the Board of Directors.

REPRESENTING THE MEMBERSHIP: The elected officers shall consist of the President, President Elect, Vice President, Secretary and Treasurer, as set forth in Article XI, Section 1 of the Bylaws and the Board of Directors shall consist of the elected officers, the immediate past President, three (3) REALTOR® members of the Northwest Wyoming Board of REALTORS®, elected MLS Chairman and Result Group Chairs as stated in Article XI, Section 4.

RESPONSIBILITIES: As a member of the Northwest Wyoming Board of REALTORS® governing body, your major responsibility is to represent the entire membership of the Northwest Wyoming Board of REALTORS®. In evaluating the position, keep in mind the Board of Directors is responsible to ALL members, and must place the welfare of the total Northwest Wyoming Board membership ahead of personal considerations.

The Group shall meet on the order of the President or on the call of the Chairperson at such times as either may consider necessary.

To serve on Result Groups and Committees when requested by the President.

To review applications for membership and to vote on applicant's eligibility per Article V, Section 3 (c).

To stay well informed of the issues and problems coming before the Northwest Wyoming Board of REALTORS®, so that you can determine well founded answers. It is important that you share your viewpoints and express your opinions and concerns on issues that come before the Northwest Wyoming Board of REALTORS®.

To approve the operating Budget after the proposed budget has been distributed to all the General Membership and all concerns, objections, of said membership have been taken into consideration.

To approve Result Group and Committee action reports and finances.

To administer the day-to-day finances of the Northwest Wyoming Board of REALTORS® and to bring any capital expenditures in excess of \$1,000 not reflected in the budget in front of the general membership for approval as set for in Article X, Section 6 of the Bylaws.

To know the Northwest Wyoming Board of REALTORS® Bylaws, Policies and Procedures, the Multiple Listing Service Rules and Regulations and be well acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

To annually review, chaired by the Vice President, the Policies and Procedures of the Board and to determine, based on the number of amendments, whether to distribute new sets or just the amendments.

ELECTIVE YEAR: shall be from the conclusion of the Annual Banquet and installation of officers to the conclusion of the next annual banquet, as stated in Article XIV of the Bylaws.

VACANCIES & REMOVAL OF OFFICERS AND DIRECTORS: shall be performed according to Article XI, Sections 6 & 7 of the Bylaws.

#### ORGANIZATIONAL STANDARDS

The Elected Board Officers and Board of Directors are charged with certifying that our local Board meets the organizational standards of the NATIONAL ASSOCIATION OF REALTORS®. The organizational standards are: Set forth in - attachment "C".

### **XVI. DUTIES OF THE PRESIDENT**

The President shall be the Chief Elected Officer and spokesperson of the Northwest Wyoming Board of REALTORS® and shall perform such duties as are usual to the office.

#### PLANNING THE YEAR

Since the President was chosen to lead the Northwest Wyoming Board of REALTORS®, he/she should set out particular goals for the term of office right away, asking for the support of the elected officers and the Executive Officer. He/she should discuss with them ideas best suited to help reach those goals.

The President should review with the officers those problems which might beset the Northwest Wyoming Board of REALTORS® in the months ahead and determine how best to find solutions. The President is not required to shoulder the entire responsibility but call on various officers and members for assistance on various projects.

The president will want to see that all communications are channeled through the Northwest Wyoming Board of REALTORS® Office so all efforts can be coordinated. The Board of Directors will prove very supportive if they work together as a team.

The President, or his/her designee, has sole authority to release information on positions of the Northwest Wyoming Board of REALTORS® to the media and public.

#### RESPONSIBILITIES:

Shall serve on the Strategic Planning Committee and the Budget Committee.

Preside at all Board of Directors Meetings and General Membership meetings.

Supervise all the business-related affairs of the Northwest Wyoming Board of REALTORS®.

To appoint at large members, who shall serve three-year staggered terms for the Strategic Planning Committee when vacancies occur.

Sign contracts or other instruments which the Board of Directors has authorized to be executed, after review of legal counsel, if needed.

Shall represent the Northwest Wyoming Board of REALTORS® before other associations when invited and serve as its spokesperson.

Shall attend, in an advisory capacity, as many Result Group meetings and Multiple Listing Directors meetings as possible.

Will work closely with the Treasurer and the Executive Officer to maintain budgetary control.

Will address the new Board officers at the January meeting and instruct them of their roles for the year.

Will appoint a Nominating Committee and an Election Committee for the election of new Officers and Board of Directors.

Be an advisor for the planning of the annual banquet and any other function put on by the Northwest Wyoming Board of REALTORS®.

To arrange for the District Vice President or the President of the Wyoming Association of REALTORS® to attend the Northwest Wyoming Board of REALTORS® banquet to serve as the installing officer for our new local officers and directors. Arrangements shall include, but are not limited to, paid dinner ticket, assistance in finding hotel accommodations, appropriate corsage or boutonniere, and pick up from airport if necessary.

The President will write a monthly newsletter for distribution to all member offices and affiliates. Items that might be discussed could include accomplishments of REALTOR® and affiliate members, upcoming events, progress of Result Groups, affiliate news, who is new and who's on the move. Information must be submitted to the Executive Officer by the first working day of every month. The Executive Officer will then add any news from NAR and WAR.

May appoint one or more of the directors to be a liaison for complaints and concerns within the Northwest Wyoming Board of REALTORS® to establish open communications and teamwork. Liaison will then report all complaints and concerns to the president and other executive members for resolution. Once the Executive Committee has determined a resolution, liaison will report back to the reporting individual and then reiterate the problem or concern and resolution at the next general membership meeting.

To make arrangements for a guest speaker for the General Membership meetings, at the Presidents discretion.

To jointly prepare Agenda with Executive Officer for all Board of Director and General Membership meetings.

President will be charged with enforcing the commitment of the Board of Directors members of their obligations. If a member cannot fulfill their obligations, the President will ask that they step down from their position, so it can be filled by someone else. This should not be taken as a black mark against someone, but only as an overload of commitments and sufficient time to perform them all.

To attend as many State and National Meetings as possible. Funding is provided as set forth in the "Travel Allowance Section". When the President takes on this position, he/she is accepting the responsibility to attend these meetings as the representative of the Northwest Wyoming Board of REALTORS®.

To know the Northwest Wyoming Board of REALTORS® Bylaws, Policies and Procedures, Multiple Listing Service Rules and Regulations and be well acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

The President automatically serves on the State Board of Directors.

#### COMMITTEE APPOINTMENTS:

The President has power to appoint additional special committees or task forces with the approval of the Board of Directors.

The President serves as an ex-officio member of all Result Groups and Committees, except the Grievance Committee and the Professional Standards Committee.

### THE PRESIDENT AND THE OFFICERS:

The President is charged with the responsibility of conducting business affairs of the Northwest Wyoming Board of REALTORS® and is assisted by the other officers and the Board of Directors, as well as the Executive Officer.

The President must work closely with the President Elect and Vice President giving them all the encouragement possible and should always keep them fully informed on programs and ideas.

The President will work closely with the Board of Directors. It is important to have an agenda prepared ahead of all meetings, and if possible to provide the Directors with the agenda prior to the meeting so they can study the topics.

The President must call the meeting to order on time, check for a quorum, and keep the flow of talk moving smoothly. All meetings should be conducted under Robert's Rules of Order.

### SUGGESTIONS FOR THE PRESIDENT:

Leadership is many things. It is a technique of directing others in a firm, yet gracious way. It means acting with patience and maturity, not for self-interest.

Leadership is being tolerant and being able to forget personal grudges and grievances for the good of the membership. Leadership is to be clear in all communications and to develop listening skills. It is important, also, to assume positive postures and to think out difficult decisions with great care.

### VOTING:

The President should strive to be as impartial as possible, voting only if it will change the result. The President may vote to break a tie and cause a motion to carry or vote to make a tie and cause the motion to lose, per "Roberts Rule Of Order".

President does vote in elections.

## **XVII. DUTIES OF THE PAST PRESIDENT**

Shall serve as a voting member of the Northwest Wyoming Board of REALTORS in accordance with Article XI section 4 of the Bylaws.

## **XVIII. DUTIES OF THE PRESIDENT ELECT**

In the absence or inability of the President to act, the President Elect shall act as presiding officer and perform other duties of the President.

In the event of death, disability, removal from office or resignation of the President, he/she shall succeed to the Presidency, subject to the Bylaws of the Northwest Wyoming Board of REALTORS®.

It is the duty of the President Elect to carry out such duties as may be specified by the President.

He/she shall carry out the functions outlined in the Strategic Plan, implementing the Strategic Plan by appointing Result Group Chairs and Vice Chairs who have a genuine interest in furthering the Northwest Wyoming Board of REALTORS® vision within assigned objectives, thereby reporting back to the President.

Shall serve on the Strategic Planning Committee.

Shall serve on the Budget Committee.

Know the Northwest Wyoming Board of REALTORS® Bylaws, Policies and Procedures, Multiple Listing Service Rules and Regulations and be well acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

Will automatically fill the chair of President the following year.

On many occasions, the President Elect will be called upon by the President to represent the Northwest Wyoming Board of REALTORS® where representation of the Northwest Wyoming Board of REALTORS® is deemed appropriate, and the President is unable to attend.

The office of the President Elect provides an excellent opportunity to train for the Presidency. He/she is a member of the Board of Directors and is involved at all levels in the decision-making process which provides excellent training for the following year.

You will be expected to attend as many regularly scheduled Wyoming Association of REALTORS® meetings as possible. Funding is provided as set forth in the "Travel Allowance" Section.

#### BUDGET:

The Group is charged with the preparation of the annual budget of the Northwest Wyoming Board of REALTORS®, taking into consideration the requests for program funding of the various Result Groups.

Consideration to send the Executive Officer to the Association Executive Institute should be reviewed on an annual basis.

The fiscal year shall be January 1 to December 31 as stated in Article XIV of our Bylaws.

Composition: President, President elect, Treasurer, one other member of the Board of Directors, the five (5) Result Group Chairpersons, Executive Officer, and such other members as may be deemed necessary.

Funds shall be deposited as directed and invested when feasible to receive the most benefits possible. Proper vouchers or expense statements should accompany all requests for disbursements.

The Committee shall meet at the August meeting for the preparation of the preliminary annual budget, taking into consideration the request submitted to the Board of Directors from the Result Groups and thence to the September meeting to review and receive input from the general membership.

Budget is to be approved by the Board of Directors at the October meeting.

## **XVIX. DUTIES OF THE VICE PRESIDENT**

It is the duty of the Vice President to perform such duties as may be specified by the President and the Board of Directors.

To serve as a member of the Board of Directors and in the absence of the President and President Elect, shall act as presiding officer and perform other duties of the President.

Shall assist in carrying out the policies and programs as approved by the Board of Directors.

Shall be in charge of an annual review of Policies and Procedures and will make sure any amendments to the Policies and Procedures are implemented.

It shall be the responsibility of the Vice President to ensure appreciation gifts for the Executive Officer are purchased for his/her birthday, Secretary's day, Thanksgiving and Christmas.

Vice President will purchase appreciation gifts, sympathy cards, flowers etc. for members when needed, as set forth in Attachment "D".

Know the Northwest Wyoming Board of REALTORS® Bylaws, Policies and Procedures, and Multiple Listing Rules and Regulations and be well-acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

On many occasions, the Vice President will be called upon by the President to represent the Northwest Wyoming Board of REALTORS® at meetings, dinners or business sessions where representation from the Northwest Wyoming Board of REALTORS® is deemed appropriate.

The office of the Vice President provides an excellent opportunity to train for President Elect and the Presidency. He/she is a member of the Board of Directors and is involved with the decision-making process, which provides excellent training.

You are expected to attend as many regularly scheduled Wyoming Association of REALTORS® meetings as possible. Funding is provided as set forth in the "Travel Allowance" Section.

Shall serve on the Strategic Planning Committee.

## **XX. DUTIES OF THE TREASURER**

It is the responsibility of the Treasurer to co-chair the Budget Committee, to serve on the Board of Directors, and the Strategic Planning Committee.

The Treasurer shall work with the Executive Officer to ensure full and accurate accounts of the receipts and disbursements of the funds of the Northwest Wyoming Board of REALTORS® which are on file for the Committee.

He/she shall render to the Board of Directors an accounting of all financial reports and the financial condition of the board at regularly scheduled monthly meetings.

He/she will work closely with the President, the Executive Officer and the Result Group/Committee Chairpersons to determine the financial needs of the Northwest Wyoming Board of REALTORS® as far in advance as possible, and to make proper recommendation to the Board of Directors when dues increases are predicted.

The Treasurer will work closely with the Board Accountant to investigate the Board's reserve funds to ensure maximum protection and maximum yield, to ensure proper accounting procedures are used by the Board and that control of income and expense is maintained at all times.

All disbursements not included in the budget or items above the limit set forth within the budget, must be approved by the Board of Directors with final approval given by a majority vote of the general membership present at the next general or special membership meeting. Proper vouchers or expense statements should accompany all requests for disbursements.

The Treasurer will make sure that a review is made by an accountant every year, prior to the installation banquet. Written confirmation from the accountant of his/her findings, shall be sent to the Board President, to be shared with the Board of Directors, then filed at the Board Office.

Know the Northwest Wyoming Board of REALTORS® Bylaw, Policies and Procedures, Multiple Listing Service Rules and Regulations and will be well-acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

The Treasurer will be expected to attend as many Wyoming Association of REALTORS® meetings as possible. Funding is provided as set forth in the "Travel Allowance" Section.

## **XXI. DUTIES OF THE SECRETARY**

Serves on the Board of Directors and Strategic Planning Committee.

Takes minutes at all scheduled meetings of the Board of Directors and General Membership Meetings according to Article XI, Section 2 of our Bylaws. For format see [Simplified Guidelines to](#)

Parliamentary Procedure on file at the Board Office. It is recommended that all meetings are taped, and tapes are retained at the Board Office.

To transcribe said minutes, fax or email to Executive Officer for distribution to all Board of Directors, The Northwest Wyoming Board of REALTORS® attorney and one copy to each participating office via our web site.

Copies of minutes should be transmitted and submitted to the Board Office in a timely manner but no later than one week after said meeting.

Know the Northwest Wyoming Board of REALTORS® Bylaws, Policies and Procedures, Multiple Listing Service Rules and Regulations and to be well-acquainted with the Constitution, Bylaws, Code of Ethics and Policy Statements of WAR and NAR.

The Secretary will be expected to attend as many Wyoming Association of REALTORS® meetings as possible. Funding is provided as set forth in the "Travel Allowance Section".

## **XXII. DUTIES OF THE EXECUTIVE OFFICER**

This position reports to and is supervised by the President of the Northwest Wyoming Board of REALTORS®, with special guidance from the Chairman of the Multiple Listing Committee.

### **CLERICAL RESPONSIBILITIES**

1. Provides security for all files, legal and historical documents as required by the board.
2. Keeps President or his/her designee informed and up-to-date on problems and situations within the Northwest Wyoming Board of REALTORS®.
3. Insures inactive member files are retained for seven (7) years.
4. Maintains up-to-date files on each active member and retains said files in a locked file cabinet. Access to files shall be in accordance with section XII of the NWBOR Policy and Procedures.
5. Makes any necessary changes to board's governing documents as requested by the Board of Directors.
6. Offers suggestions and recommendations for the improvement and efficiency of the office to the Board of Directors.
7. is authorized to sign Internet Digital Exchange (IDX) Agreements. (approved 02/16/2017)

### **ACCOUNTING**

1. Manages the Northwest Wyoming Board of REALTORS® and Multiple Listing Service Boards' finances in accordance to their respective budget.
2. Maintains records of all the Northwest Wyoming Board of REALTORS® accounts and their locations.
3. Deposits any funds received by the Board to the credit of the Board as least once per week, unless cash is received, and that will be deposited daily.
4. Submits appropriate reports, records and monies to the accountant, and picks up completed reports in a timely manner.
5. Works with Board Treasurer in preparing monthly budget reports for the NWBOR and MLS Committee for distribution at the monthly General Membership Meeting and monthly MLS meeting.

6. Insures that all accounting books, deposit slips and canceled checks are retained for a period of seven (7) years, per the advice of the board accountant.
7. Provides input as to any needed equipment, supplies, etc. to the Board of Directors, in preparation of the annual budget.

### **COMMUNICATION**

1. Answers the telephone and provides assistance to members with any board related questions or concerns and refers public inquiries to PCBR president.
2. Assists, serves and cooperates with Board officers, directors and Board Committees and Executes all decisions made by the Board of Directors.
3. Completes and returns, in conjunction with the Board of Directors, any necessary documents required by NAR and WAR.
4. Maintains effective internal relations by treating members with respect and courtesy and Having a fair, yet personal attitude towards all.
5. Maintains effective external public relations with other boards and our State Association.
6. Helps the board and committee chairs maintain effective membership development and Membership service programs.
7. Works with the President, Board of Directors and Committee Chairs in constructing President's Newsletter, adding any news from NAR and WAR, upcoming events, committee updates, affiliate news etc. and makes sure a copy is distributed to each member office.

### **MEMBERSHIP**

1. Processes new member and new office applications according to NWBOR Policies and Procedures.
2. Collects appropriate annual board fees and disseminates pro-rata shares to NAR and WAR.
3. Assists the Chair of the Board Operations Result Group with new Membership Orientation.

### **EDUCATION**

1. Shall attend educational classes, and/or seminars as deemed necessary by the Board of Directors and will participate in State and National activities and programs within the limits of the NWBOR budget.

### **SELF-STUDY**

1. Be well acquainted with the Northwest Wyoming Board of REALTORS® Bylaws, Policies & Procedures, and the Multiple Listing Rules and Regulations.
2. Be well acquainted with the Code of Ethics and Professional Standards and their procedures.
3. Review past board minutes.
4. Be familiar with
  - a. Robert's Rules of Order.
  - b. Multiple Listing Service Policy Handbook
  - c. Computer Manuals.

### **MEETINGS**

#### Board of Directors Meetings:

1. Takes attendance in order to track absences; send notification to non-present officers and directors of their status due to their absence. Maintains attendance records of said meetings and copies of status notifications sent, at Board Office.
2. Helps President prepare agenda.
3. Distributes agendas to all elected officers and directors three (3) days prior to said scheduled meetings. Agenda to include the reading of the Realtors Pledge & Pledge of Allegiance.
4. Post to our internet site the minutes of both the Board of Directors and General Membership meetings within 14 business after such meetings. In the absence of the secretary, the Executive Officer shall take and transcribe said minutes for both meetings.
5. Attends the meeting.
6. Schedules room reservation for the Board of Directors and General Membership meetings at the beginning of every year.

#### General Membership Meetings:

1. Distributes notice to each member office of meeting by monthly calendar at least one (1) week prior to meeting.
2. Helps President prepare agenda.
3. Distributes agenda to all officers and Board of Directors three (3) days prior to meeting.
4. Distributes a reminder to each affiliate member office the day before the meeting.
5. Maintains an official set of minutes at the board office and provides a copy to the board attorney.
6. Attends the meeting.

#### Special Meetings:

1. Distributes notice of any special meeting along with a statement of purpose to every member office at least one (1) week preceding meeting.
2. Telephones a reminder to each member office, one day prior to meeting.

#### Multiple Listing Service Committee Meetings:

1. Schedules room reservations for MLS Meeting at the beginning of every year. Calls if the date of the meeting is changed.
2. Takes attendance in order to track absences, sends notification to non-present officers and directors of their status due to their absence. Maintains attendance records of said meetings and copies of status notifications sent, at board office.
3. Helps MLS Chairman prepare agenda.
4. Distributes agenda to all committee members and board president three (3) days prior to meeting.
5. Attends the meeting.

## **MULTIPLE LISTING SERVICE:**

1. Maintains an accurate account of all MLS billings.
2. Scans photos into computer when necessary and distribute to respective office box.
3. Maintains record of all photos scanned, replacements and photos sent to MLS provider and put on server.
4. Prepares information for book processing:
  - A. Print book from computer for submission to publishers.
  - B. List all photos, book order tally, roster changes etc.
  - C. Maintain accurate record of members receiving books.
5. Does daily computer backup.
6. Assigns computer access and identification numbers to new members, and record at the top of the key lease form and in the computer.
7. Enters new members into the membership database.
8. Makes member changes in the membership database and report to the State Association.
9. Maintains MLS computer system as determined and instructed by the Board of Directors.
10. Is available if necessary to address computer maintenance problems:
  - A. Becomes familiar with the computer system and its operation.
  - B. Is available to assist members and office staff with computer training.
  - C. Your presence beyond normal established working hours may be necessary on occasion.
11. Pay all monthly bills.

## **LOCK BOX/KEY SYSTEM**

- A. Keep accurate records of lock box system numbers, key holders, keys (issued, returned, lost, broken & available). Keep an accurate inventory of all keys on hand.
- B. Process necessary paperwork and collect necessary fees.

## **XXIII. RESULT GROUP CHAIRPERSON RESPONSIBILITIES**

An outline of duties and responsibilities shall be given out to those willing to sit in the positions of Chair and Vice-Chair of the various Result Groups prior to their final acceptance of said position, to ensure proper understanding as to what is expected of them.

### **I. Your Group Objectives:**

1. The objectives and responsibilities of your group are, by title of group, self explanatory.
2. Each member of the group will receive a copy of the Result Group description prior to November 15 of each year. Please encourage each member to reference the description frequently, bringing their copy to the meetings which you will chair along with other material germane to the functions of your Result Group. Topics for discussion or for prospective motions should be measured against the group description as well as the Strategic Plan, before they are introduced.

### **II. Before the Meeting:**

1. Review the description of your Committee/Result Group.

2. Prepare agenda, mailing to the Northwest Wyoming Board of REALTORS office for duplication, if needed.
3. Review previous material and/or minutes. Make sure that pending matters are discussed at the upcoming meeting.
4. Report to your group any action taken by the Board of Directors on any motions proposed by your group from the previous meeting.

### III. General Guidelines for Chairing the Meeting:

1. Members may wish to introduce motions that involve procedures, finance, changes in policy, further study, or opinion for legal counsel.
2. All action items by a group shall be presented to the Board of Directors at its meeting.
3. Sub-committees, ad hoc committees, or special groups can become active after approval by the Board of Directors.

### IV. The Meeting Itself:

1. Unfortunately, it is not possible for our Executive Officer to take minutes for every committee. Therefore, it will be necessary to appoint a recording secretary within the committee itself.
2. Attendance should be taken at each meeting and a list of those present should be given to the Executive Officer when you file your written report.
3. Participation should be encouraged, but discussion kept brief.
4. Recognize each member who wishes to speak, discourage side conversations and interruptions, defer, recognizing those who have already spoken until all others who wish to speak have had the opportunity to do so.
5. Keep the meeting moving by calling for a summary when one person monopolizes time.
6. Motions should clearly express the group's intentions.

Note the following:

- a. Entertain only one motion at a time.
- b. Be sure that each motion is seconded before discussion.
- c. Be sure motion is clearly stated before discussion begins.
- d. The member who made the motion has first opportunity for discussion.
- e. Chair only votes to break a tie.
- f. Majority vote carries. (More than half of the votes cast - some may abstain.)
- g. A motion of general consent may be recorded without the formality of a motion, if no dissent is registered.
- h. May vote by voice or show of hands.
- i. Motions approved for presentation to the Board of Directors must be in writing.

7. If a group is not satisfied that all subjects have been adequately covered and the time allowed has expired, if room is scheduled, adjourn to another place in the facility.

8. If guests are present and wish to speak, you can be tactful and firm with them -- you are not required to give them the floor, but whatever your wishes, you should make them known at the beginning of the meeting.

#### V. Future Meeting Assignments:

It is quite possible that meetings will have to be held between regularly scheduled meetings in order to accomplish your goals. The following procedure should be followed:

1. Correlate with Board staff so that a representative may be in attendance, if possible.
2. Hold at Board office whenever possible.
3. Keep President informed so that he/she may attend, if possible.

#### VI. Report to the Board of Directors:

1. A brief written summary of committee/group action should be presented to the Board of Directors by the Chairperson (or his/her designee) at the Board of Directors meeting.

#### VII. After the Meeting:

1. Carefully review the minutes of your meeting.
2. Make certain that all actions by the committee have been acted upon and all interim business is accomplished.

### **XXIV. MEMBER EDUCATION**

Purpose:

To assist members by providing programs and activities to prepare them to effectively and profitably conduct business in an ethical and professional manner.

#### PROFESSIONAL STANDARDS AND GRIEVANCE (Standing Committee):

The Northwest Wyoming Board of REALTORS® has entered into an agreement with the Wyoming Association of REALTORS® to participate in their Professional Standards Enforcement Program.

The Committees duties, powers and procedures shall be as set forth in Article VI, Section 3 of the Bylaws and Part Five of the National Association of REALTORS® Code of Ethics in the Arbitration Manual, and the Statewide Professional Standards Program. Its decisions shall be guided by cases recited in the Interpretations of the Code of Ethics of the National Association of REALTORS®.

## LEGAL AFFAIRS:

The group is charged to promote among membership an understanding of rights and duties under Federal Law and to defray expense of legal advice to that end; to be aware of and make recommendations to the Board of Directors on matters relating to threatening litigation from Federal action, and to follow guidelines sent down from the NATIONAL ASSOCIATION OF REALTORS®.

The Group is further charged to assist in review of the Northwest Wyoming Board of REALTORS®'s contract with legal counsel and to make recommendations in that regard to the Board of Directors. The Board will only be responsible for legal fees if approved by the Board of Directors.

Note: For procedures in requesting legal funds (i.e., declaratory judgments, need for counsel at hearings due to complexities or threat of future litigation from parties to a Professional Standards hearing, etc., see PROFESSIONAL STANDARDS COMMITTEE.

## RISK REDUCTION

### LEGAL LIABILITY TRAINING.

Effective January 1, 2001, through December 31, 2004, and for successive two-year periods thereafter\*, each REALTOR® member of the association shall be required to complete biennial ethics training of not less than two hours and thirty minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any two-year cycle shall not be required to complete additional ethics training until a new two-year cycle commences.

Failure to satisfy this requirement shall be considered a violation of a membership duty for which REALTOR® membership shall be suspended until such time as the training is completed.

Members suspended for failing to meet the requirement for the second four (4)-year cycle (2005-2008) cycle and subsequent two (2)-year cycles will result in suspension of membership for the first two months (January and February) of the year following the end of any two (2)-year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

\*Starting in 2017, this requirement must be fulfilled every two years, with the first of these new cycles ending in December 31, 2018.

## **XXV. BOARD OPERATIONS**

Purpose:

Oversees responsibilities and resources necessary to allow the Northwest Wyoming Board of REALTORS® to provide programs, products, services, and activities to the membership. Includes planning, training executives and leadership, and internal operations.

The Group shall meet at other times on order of the President or on call of the Secretary/Treasurer, and its actions at such meetings shall be reported to the Board of Directors at its next regular or special meeting.

The Budget Committee will require of each individual group chairperson a general budget which will include specific expense categories. In the absence of a budget submission, the Budget Committee retains the right to establish that group's annual budget. Any non-budgeted expense will be submitted to the Board of Directors in advance to be considered on a case by case basis, and must be approved according to Article X, Section 6, of our Bylaws.

Surplus of funds in one area cannot be used in another unless approved by the majority vote of the Board of Directors.

INSURANCE - Any officer or director of the Northwest Wyoming Board of REALTORS®, who is authorized to sign checks on the Northwest Wyoming Board of REALTORS® behalf shall be bonded in an amount equivalent to the NWBOR cash assets.

The NWBOR shall maintain workman's compensation and stop gap insurance for employee(s) only.

### **MEMBERSHIP**

The Result Group Chairman is charged with the duty of finding someone to perform Membership Orientation in accordance with standards set forth by the NATIONAL ASSOCIATION OF REALTORS®.

Membership shall be in one of the following six (6) classes; REALTOR Member, Institute Affiliate Member, Affiliate Member, Public Service Member, Honorary Member, or Student Member as described in Article IV, Section 1 (a) (b) (c) (d) (e) (f).

It shall be the duty of the Group to review applications for individual membership and verify applicant's qualifications as set forth in Article V, Section 2 of the Bylaws.

The names of all new applicants for membership will be provided to the general membership by fax or email addressed to the responsible Broker and all his/her Licensees, giving every member an opportunity to voice any objections to said applicant's membership within one (1) week.

After receiving no objections to the new applicant for membership, shall follow the election process as outlined in Article V, Section 3 of the Bylaws.

These applications must be submitted prior to the orientation meeting. However, applicant may if he/she desires attend the orientation meeting prior to membership being finalized, with the understanding that attending said orientation does not guarantee membership. No one shall be allowed to attend orientation until they have passed the real estate exam.

It shall be the duty of the Group to implement and/or improve new member orientation.

The Group shall be responsible for making sure every new applicant receives a copy – or be directed to a source - of the Code of Ethics of the National Association of REALTORS®, the Constitutions, Bylaws, and Rules and Regulations of the Northwest Wyoming Board of REALTORS®, the State and National Associations and the Rules and Regulations of the Northwest Wyoming Board of REALTORS® Multiple Listing Service as set forth in the Northwest Wyoming Board of REALTORS® Bylaws in Article V.

1. All members shall sign a form once a year that they are aware of, and have access to, the current Code of Ethics and all current Board documents. These forms will be filed at the Executive Officer's office.

If an applicant is approved for membership, then the Group shall be required to provide new applicants a course of instruction (new membership orientation) on all the above as required in Article V, Section 2 (a) (b) of our Bylaws.

In the month of November, the Group shall request all "Designated" REALTOR® Members of the Northwest Wyoming Board of REALTORS® to provide a complete listing of all individuals licensed or certified with their office and shall designate a primary board for each individual. If the primary board is other than the Northwest Wyoming Board, the Designated REALTOR® shall identify the name of the board to which dues have been paid on behalf of the individual. This procedure is in accordance to Article VI, Section 12.

Dues Payable – “Dues for all members shall be payable annually in advance on the first day of November. Dues shall be computed from the first day of the month in which a member becomes licensed and shall be prorated for the remainder of the year as stated in Article X, Section 3 of the Bylaws.

For the convenience of our members, e-commerce (Visa and Master Card) is available for Brokers and their agents. Individual checks from agents are not acceptable. The Responsible Broker can pay by Visa or Master Card, submit one check to the Board Office or a combination of e-commerce and broker check. (Revised 8/20/2009)

Nonpayment of financial obligations shall be handled as set forth in Article X, Section 4 of the Bylaws.

## Harassment

Any accusation of harassment shall be handled according to the policy set forth in Attachment "F".

## AWARDS WORK GROUPS:

Businessperson of the Year:

The purpose of the Committee is to nominate one (1) outstanding business person from Northwest Wyoming to represent our Board in a competition for the award of Wyoming Business Person of the Year, which award is presented at the annual State Convention.

Criteria upon which the nominees will be judged include service to the local community, the general area, and to the State of Wyoming. To be considered are the nominees' contributions to education, employment, economic development, and enhancement of the world and shall not be limited to the real estate industry.

The Outstanding Business Person from Northwest Wyoming shall be honored at the annual Installation Banquet. The Chairperson and the Committee members shall choose from the nominations submitted from the membership.

The Committee shall do a biography on the Business Person of the Year for the newspapers and for the board newsletter, and the Wyoming Realtor®.

The Committee shall meet on the call of the Chairman or at the order of the President.

The nomination form which is used for Business Person of the Year is sent to our Executive Officer from the Wyoming Association of REALTORS® annually and will be forwarded to the result group chair upon receipt.

Action Dates:

May - Send out nomination forms to membership

June - Select and forward nominations to the State for consideration. Order Plaque.

August - Nominee announced at the General Membership Meeting

Send article to newspaper, board newsletter, etc. (timing optional)

## REALTOR® OF THE YEAR:

The purpose of the Committee is to honor one (1) member each year who has contributed the most to the advancement of the real estate profession in Northwest Wyoming; to recognize that

REALTOR® for effort and work expended in the interest of the Northwest Wyoming Board of REALTORS®, to demonstrate to the public the place of the REALTOR® in the community, and to call attention to the qualifications of these REALTORS® for positions of leadership in business and in the organization.

The Northwest Wyoming Board of REALTORS® REALTOR® of the Year Committee shall include at least three (3) past REALTORS® of the Year, if they are willing to serve. The Chairperson of the Committee shall be the second most immediate past REALTOR® of the Year.

In May, the Chairperson shall send evaluation forms soliciting nominations from the membership. All nominations must be submitted to the Committee no later than June 15. The Northwest Wyoming Board of REALTORS® REALTOR® of the Year candidate must be submitted to the Wyoming Association of REALTORS' REALTOR® of the Year Committee no later than 60- days prior to the Wyoming Association of REALTORS® State Convention.

Commemorative awards, certificates and plaque shall be given to the REALTOR® of the Year at the Annual Northwest Wyoming Board of REALTORS® Installation Banquet. The REALTOR® of the YEAR from the Northwest Wyoming Board of REALTORS® shall be submitted to the state for consideration at the state level.

Criteria to be considered is outlined on the form which the result group Chair will receive from our Executive Officer, said form is sent to our Executive Officer by the Wyoming Association of REALTORS® annually. Each member of the REALTOR® of the YEAR Committee will independently evaluate the nominees using the point system, results of the independent evaluation to be compiled by the full committee for selection by the Northwest Wyoming Board of REALTORS® REALTOR® of the Year Committee.

Realtor® of the year should plan on attending the State Convention (the 3rd week of September) to be recognized.

Action Dates:

May 1 - Send out nomination forms to the membership

June 15 - Collect nominations

August - Announce winner at General Membership Meeting

June 30- Forward nomination to the state committee for consideration

Send article to newspapers, board newsletter, etc. (timing optional)

November/December - Formal recognition at Northwest Wyoming Board of REALTORS® Annual Banquet

## BYLAWS:

To study and recommend such changes and amendments in those documents as it may consider necessary and proper for the well-being of the Northwest Wyoming Board of REALTORS®. It may call upon the Board's regularly appointed legal counsel for advice and opinions as it may determine necessary or desirable to accomplish its purpose.

The Committee is charged with the custody of the Northwest Wyoming Board of REALTORS® governing documents which are the Articles of Incorporation, the Bylaws, and Policies and Procedures. It shall maintain a continuing vigilance to study and recommend such changes and amendments to these documents as it may consider necessary and proper for the well being of the Northwest Wyoming Board of REALTORS®, its service to the members, to the public, and to accept and complete such other assignments as may be given it by the President. It may call upon the Northwest Wyoming Board of REALTORS® regularly appointed legal counsel for advice and opinions as it may determine necessary or desirable to accomplish its purpose.

The Committee shall meet on the order of the President or on the call of the Chairperson at such times as either may consider necessary. The Committee shall report its actions to the Board of Directors at its regular or special meeting.

Shall be responsible to submit Bylaws to the National Association of REALTORS® as required, regardless if there are any changes or not.

### Action Dates:

Review all board documents as needed or directed by the Board of Directors, but not less than annually.

Amendments, if any, presented to the Board of Directors, as needed

### Public Relations/Community Relations

-Shall use budgeted funds to promote the REALTOR® image in the community.

## **XXVI. PROFESSIONAL DEVELOPMENT**

### Purpose:

To provide tools for members to be the best prepared and to perform to the highest standards. Researches members' needs to provide relevant and effective programs and publicizes resources and programs available.

## EDUCATION:

For any educational classes sponsored by the Northwest Wyoming Board of REALTORS®, it shall be a standard of practice to charge \$10.00 a credit hour plus an additional \$5.00 per day member for refreshments.

Courses offered may be attended by non-REALTOR® real estate licensees for credit hours, but the fee and charges will be twice the amount charged to REALTOR® members. (amended 02/20/03)

The Group is charged to further such opportunities for real estate education in the Northwest Wyoming Board of REALTORS® community as it may consider beneficial to the public and the real estate profession, to cooperate with the Wyoming Real Estate Commission in its education endeavors and schedule conferences and programs, to encourage attendance at the educational endeavors of the REALTORS® Institute of Wyoming, Wyoming Association of REALTORS® Institute Chapters, REALTORS® National Marketing Institute, or sponsored NATIONAL ASSOCIATION OF REALTORS® real estate programs, to accept and complete such assignments in the field of real estate education as may be given them by the President.

The Education Chairperson is charged with the coordination of education opportunities for the membership.

The Group shall meet on the order of the President or on the call of the Result Group Chairman at such times as either may consider necessary.

The Group shall report its actions to the Board of Directors at its regular or special meetings.

### Action Dates:

July -Chairperson shall submit a written plan and costs for programs to be considered for the upcoming year, to the Board of Directors for approval then forwarded to the Budget Committee.

January -Commence implementation of programs as approved by the Board of Directors.

## COMMUNICATION:

The Group is charged to develop and implement continuing and effective public relations programs to improve the REALTORS® stature in the community, to improve public relations between the Northwest Wyoming Board of REALTORS® and other trade organizations and professional organizations, to offer suggestions and materials for improving press coverage for activities of the Northwest Wyoming Board of REALTORS® and its members, and to recommend participation in various state programs such as American Home Week, Community Revitalization, Community Service and Safety Through Songs, or any programs which shall be developed on a state, national or local level.

The public relations advertising program is designed to create nationally coordinated communications of REALTORS® to educate the public about the value of home ownership, to increase public awareness of the professional services provided by REALTORS®, and to generate public recognition of the term REALTOR® and the REALTOR® logo.

Any program or project proposed by the Group should be properly referred to the Board of Directors for approval.

## **XXVII. PUBLIC POLICY ISSUES**

### **Purpose:**

To assist members through collective action to promote and preserve the right to own private property.

### **Political Affairs:**

At the Legislative meeting of any election year, the Group is charged with the preparation of a questionnaire which reflects candidates' attitudes toward real estate issues, which questionnaire shall be distributed by the Group of candidates in any election. The Group will be charged to conduct interviews of local candidates to determine whether to support such candidates of any election year.

At least sixty (60) days prior to a primary and/or general election, the Group shall arrange a public forum at a location convenient to the members. To which all REALTOR members are invited for the purpose of interviewing candidates to determine if support should be given the individual candidates. Following such interview, the Group shall make its recommendations (if any) to the Wyoming Public Policy Result Group.

It shall be the duty of the Chair and Vice-Chair to disseminate information on national or state issues which directly or indirectly affect the real estate industry, taking action as suggested by the Group.

The Group shall prepare questionnaire in the month of July to have it ready for August.

The Group shall meet at other times on the order of the President or at the call of the Chairperson.

### **WYPAC FUNDRAISING:**

The Group is charged to solicit contribution to RPAC (REALTORS Political Action Committee). The purpose of such contributions is to support the candidacies of those persons whose philosophies are sympathetic to the real estate industry.

### **CALLS TO ACTION:**

Group shall be responsible in distributing any call to action to all members.

IMPAC FUND RAISING: (Issues Mobilization Political Action Committee)

Group is charged to solicit contributions to IMPAC (Issues Mobilization Political Action Committee). The purpose of such contributions is to support the issues of those persons whose philosophies are sympathetic to the Real Estate Industry

**XXVIII. MULTIPLE LISTING SERVICE (Standing Committee)**

I. PURPOSE

1. To orderly correlate and disseminate listing information to its Members so Participants may better serve their clients and customers and the public.
2. To maintain current Multiple Listing Rules and Regulations in compliance with the NATIONAL ASSOCIATION OF REALTORS®;
3. To consider and investigate any methods for operations which will enhance the service to its members;
4. To enforce the Rules and Regulations of the Multiple Listing Service.
5. To be alert to possible formats and changes of policies and procedures that would improve the Multiple Listing Service as a function for the Northwest Wyoming Board of REALTORS®;
6. To maintain the copyright on the Northwest Wyoming Board of REALTORS® Multiple Listing compilation on an annual basis.

II. BUDGET

1. The MLS shall maintain a separate budget;
2. Any expenditure not identified in the budget shall be approved by the Northwest Wyoming Board of Directors.

III. MEETINGS

1. The MLS Committee shall meet on the second Wednesday of each month from 10:00 a.m. to 1:00 p.m. or as designated by the Chairman.

IV. VOTING

1. Chairman of the MLS may cast his/her vote to break and cause a motion to carry or vote to make a tie and cause the motion to lose.

V. MLS DATABASE TRAINING

1. The Board Executive Officer shall provide a class of instruction on the computerized MLS database to all new NWBOR members and office secretaries.

VI. RESTRICTION OF RULES (adopted by NAR 11/15/71)

The Multiple Listing Service **shall not** enact or enforce any rules which restrict, limit or interfere with the actions of its Members in their relations with each other or in their REALTOR®/client relationship or in the conduct of their business including, but not limited to the following:

1. Fix, control, recommend or suggest the commissions or fees charged for real estate brokerage services (Interpretation 14).
2. Fix, control, recommend or suggest the cooperative compensation offered by listing brokers to potential cooperating brokers.
3. Base dues, fees, or charges on commissions, listed prices, or sales prices. Initial participation fees and charges should directly relate to the costs incurred in bringing services to new participants.
4. Modify, or attempt to modify, the terms of any listing agreement; this does not prohibit administrative corrections of property information necessary to ensure accuracy or consistency in MLS compilations.
5. Refuse to include any listing in an MLS compilation solely on the basis of the listed price.
6. Prohibit or discourage participants from taking exclusive agency listings or refusing to include any listing in an MLS compilation solely on the basis that the property is listed on an exclusive agency basis.
7. Prohibit or discourage participants from taking "office exclusive" listings; certification may be required from the seller or listing broker that the listing is being withheld from the MLS at the direction of the seller.
8. Give participants or subscribers blanket authority to deal with or negotiate with buyers or sellers exclusively represented by other participants. (Interpretation 10).
9. Establish, or permit establishment of, any representational or contractual relationship between an MLS and sellers, buyers, landlords or tenants.
10. Prohibit or discourage cooperation between participants and brokers that do not participate in MLS.
11. Prohibit or discourage participants or subscribers from participating in political activities.
12. Interfere in or restrict participants in their relationships with their affiliated licensees (Interpretations 16 and 17).

VII. MLS Requirements: (wording revised 05/15)

The MLS Committee reserves the right within the guidelines of Section 10.1 of the Northwest Wyoming Board of REALTORS® MLS Rules and Regulations to fine and/or block access to the computerized MLS database for non-compliance with the following Northwest Wyoming Board of REALTORS® Multiple Listing Service Standards of Practice or the Northwest Wyoming Board of REALTORS® MLS Rules and Regulations.

1. Acreage or size must be inputted in the acreage field (1/01) or sq. ft. in sq. ft. fields
2. Effective date in the MLS database must reflect the Listing Date in the Listing Contract. (1/01)
3. Listings must be entered into the Service within the timeframe identified by Section 1 of the Northwest Wyoming Board of REALTORS® MLS Rules and Regulations.
4. If a large parcel is divided into several smaller parcels, the smaller parcels are viewed as new listings. (04/05)
5. Deletion of listings from the MLS System shall not be allowed except for the following circumstances:
  - a. A listing that is entered incorrectly into the Service may be deleted in order to correct the error.
  - b. A listing that is in violation of the MLS Rules and Regulations may be deleted if the MLS Committee determines that its deletion is necessary.
  - c. The MLS Committee may approve or deny requests for listing deletion by Listing Participants upon case by case review, and majority vote of Committee members at a meeting where a quorum is present.

Sale Information may be excluded from the Service upon a Listing Participant providing a signed directive from the seller or buyer, per the procedure described in RULES AND REGULATIONS FOR THE MULTIPLE LISTING SERVICE of the NORTHWEST WYOMING BOARD OF REALTORS, Selling Procedures, Section 2.5.

6. A property (real or personal) cannot be entered into the MLS database system **TWICE.** (i.e. home with 60 acres for \$250,000) it can be entered under residential or farm/ranch for the \$250,000 or as a home & 10 acres under residential for one price and the remaining 50 acres under land for another price BUT IT CAN NOT BE ENTERED ALL THREE WAYS. (04/05)
7. Co-listed properties may only be inputted into the MLS database one time. The co-listing offices must decide which office will enter and maintain the property data and enter the other co-listing agent's name and firm in the instruction section. (3/01)
8. The Pending Sale Date entered into the MLS database should be the actual date the listing went under contract. (2/01)
9. Financing type for sold properties should be the type of financing the buyer used to purchase the property. Usually identified on the top of the first page of the HUD statement. (2/01)
10. If a property sells for more than list price the sales concessions should be identified in the MLS database. (2/01)
11. Any cost incurred by the Board/MLS in regard to a member Participant opening or operating a branch office will be passed on to the member Participant. (2/03)
12. When a Participant is suspended from the Board or Service for failure to pay appropriate dues, fees or charges, all "active" and "pending" listings in the Service may be deleted. Notice of this action will be noted in the letter sent to the Participant when they are in arrears in payment of fees. (6/02)
13. The MLS Listing shall be for the purpose of marketing the subject property and not the listing agent/office. Using any field other than the Listing Office information fields for references to the Listing Participant or Listing Office are prohibited. The

main image on the MLS Listing may not contain any reference to the Listing Participant or the Listing Office (i.e., signs in images). Additional supporting media such as images, virtual tours and video in the MLS may contain the Listing Office name, Listing Agent name, logo and phone number. All supporting media hosted outside of the MLS such as images, virtual tours and videos, shall comply with W.S. 33-28-119.

14. The Board Office will not scan photos into the Service for Participants.
15. In regard to the listing of subdivisions with individual lots for sale, each lot must be entered into the MLS system individually.
16. The field "Street Address" shall only be the name of a street
17. The field "Street #" shall only be a valid street # (If no address has been assigned, then leave this field blank.). (04/05)
  
18. The Owner of Record field is a mandatory field. If the name of the owner is not entered because of a complicated ownership situation, the agent must explain the reason for the exception in the Agent Instructions field and provide the name of the person or entity that interested parties should make the offer to. (Amended 11/19/2015)
  
19. Every listing entered into the Service, *regardless of status* (amended 8/20/2015), shall also have at least one (1) main picture of the property or appropriate document (i.e., plat map, survey, new construction) pertaining to said property uploaded into the Service within seven (7) days of entering the listing. (04/05), An exterior photo of the primary building improvements (house, office building, etc.) shall be required in all applicable listings with building improvement. The exterior photo is not required to be the main photo. This requirement does not apply for non-MLS (comp) listings. (amended 5/21/15)
  
20. If a property has not been off the market for more than 90 days, the following shall apply: Residential listings shall have both a "Days on Market" (DOM) field and a "Cumulative Days on Market" (CDOM) field in Navica. The CDOM will track all days a particular property was active in the MLS. This is done automatically by street address. There is, consequently, no way to exempt properties from the CDOM when ownership changes." (03/17/2011)
  
21. Participants may not reuse files and documents that have been previously uploaded to the MLS by another Participant for marketing purposes without the written consent of that Participant. This includes, but is not limited to, photos, videos, tours and marketing material, but does not include BPOs/CMAs. (03/17/2016)
  
- VIII. MLS Dues Payable. MLS dues for all agents shall be paid monthly in advance on the first day of each month. Dues shall be computed from the first day of the month in which an agent becomes licensed. All MLS dues shall be paid by the Broker with one single check for all agents. Individuals will not be allowed to pay individually

starting September 1, 2014. No MLS dues may be paid by credit card. (Adopted 8/21/2014)

IX. Reserve Fees

The amounts labeled on the financial records of NWBOR as being “restricted” or “reserved” – including the Legal Expense Reserve, the Travel Reserve, the Lockbox Reserve, the Equipment Reserve – shall be added to the Board’s Savings Account and allocated as legal expense, lockbox expense, rent expense and six month’s operating expense. These funds shall become unrestricted funds expendable as ordinary funds of the Board. Restricted Rent shall remain restricted and those funds shall be used for payment of rent or purchasing office space if necessary. References to ‘reserves’ in Articles VIII and IX shall be deleted and restated as follows:

1. If MLS members are charged an additional fee per month over the established monthly Participation fee in the event the Board office has to relocate from its current rent-free location, those funds shall be used for payment of rent or held as restricted rent. (9/19/01 – Amended 10/17/2013)

IX Key Deposits

1. If key deposits are mandated, all interest earned in the Key Deposit Account shall be transferred quarterly to the Lock Box Reserve Account. (1/04).

X. MLS Books

1. All MLS Books including SOLD Books must be picked up at the Board Office within 10 working days of arrival of said books or they shall be disposed of. In the event a request to mail books is made, the Participant’s office shall be charged the postage and a \$10.00 handling fee. The cost of the books shall be charged even if the books are disposed of. (07/05)

XI. Lockbox Distribution

1. The Board shall distribute lockboxes based upon “listings count” as is currently done. The Board shall periodically (monthly, quarterly, semi-annually or annually) review lockbox distribution and issue a request to offices with surplus lockboxes to be returned within 3 business days to the Board Office. If the member office does not respond by returning the lockboxes within 3 business days, their Sentrilock keys (Sentricards) for all office members will no longer be operational. This motion shall be in effect beginning on August 1, 2008. (adopted 7/17/08)
2. All Brokers are responsible for keeping the Sentrilock lockbox tracking system current, having all lockboxes in use assigned to listings. (adopted 10/18/2012)

3. All Lock boxes are assigned to the Responsible Broker. Any damage to the lock boxes that are not approved by Sentrilock or the PCBOR (NWBOR) shall become the responsibility of the broker the lock box is assigned to. Any malfunctioning lockbox shall be reported to the PCBOR (NWBOR) to evaluate what needs to be done with the lockbox. Brokers are responsible for accounting for all the lock boxes assigned to them. (approved 3/20/2014)

## **XXIX. STRATEGIC PLANNING COMMITTEE**

A Committee created under Article XIII, Section 1, Bylaws

The Committee shall be composed of the President, President Elect, Vice President, Secretary/Treasurer, and three at-large members who shall serve three-year staggered terms, one appointment being made by the President each year. Such at-large members may succeed themselves. The Chairperson shall have served at least one year as a member of the Committee and shall not be on the Northwest Wyoming Board of REALTORS® leadership ladder. Appointments of the President shall be made with the advice and consent of the Board of Directors.

The Committee is charged to formulate the Strategic Plan as a guide to the Northwest Wyoming Board of REALTORS® and its future, as soon as practicable after the State Leadership Training. The Committee shall set forth objectives for the Northwest Wyoming Board of REALTORS® and coordinate the continuation of efforts expended toward fulfillment of those objectives through Board Committees and program.

There shall be a minimum of one meeting per year to update the Strategic Plan and review and reflect changing trends in the real estate industry, member expectations, and the role of the Board. Following such annual review, recommendations shall be made to the Board of Directors for revision of the plan.

The Committee shall meet on the call of the Chairperson and shall report its actions to the Board of Directors at the next regular or special meeting.

### **Strategic Planning Process**

Strategic Planning is the process of determining what an organization intends to be in the future and how it will get there. It is finding the best future for your organization and the best path to reach that destination (where you want your organization to be).

### **QUESTIONS THAT ARE ESSENTIAL**

1. What is the mission or goals?
2. What programs, services, or products do we offer?

3. How will we attract and utilize the resources needed?
4. How will we move our organization toward these goals?

Always remember that Strategic Planning is charting a course that you believe is wise, then adjusting that course as you gain more information and experience.

#### WHY WE SHOULD DEVELOP A STRATEGIC PLAN

1. To improve performance;
2. To stimulate forward thinking and clarify future direction;
3. A tool for taking control of a wandering organization;
4. To solve major organizational problems;
5. To allow the organization to survive and flourish;
6. To assist with team building and expertise;
7. To influence rather than to be influenced;
8. To meet requirements of others, and;
9. It is a natural way to do business.

#### **XXX. WHAT SHOULD THE NORTHWEST WYOMING BOARD OF REALTORS STAFF EXPECT OF VOLUNTEERS (i.e.: Officers, Directors and Result Group Chairpersons)**

1. A staff member should expect volunteers to have individual strengths and weaknesses, identify them and put them to use.
2. A staff member should expect a volunteer to complete a project or a request. Be careful to be sensitive to their business and personal priorities which affect their ability to serve.
3. You are an equal! Treat yourself and your volunteers as such.

#### **WHAT SHOULD VOLUNTEERS EXPECT OF THE OFFICERS, DIRECTORS AND RESULT GROUP CHAIR PERSONS (i.e.: staff)**

1. A volunteer should expect to have the time he/she is freely giving used to its Best advantage.

2. The volunteer should always be viewed as a professional colleague, who is neither dictated to, looked down on, nor put on a pedestal.
3. A volunteer should look to the staff to assist them in defining their position as well as their role and responsibility. A volunteer should expect from the staff, polite but firm pressure to accomplish agreed plans and achieve objectives.

#### **WHAT SHOULD THE VOLUNTEER EXPECT OF HIMSELF/HERSELF?**

1. A volunteer should plan to give the time he/she commits to a program or organization.
2. A volunteer should put limits on his/her involvement when he/her cannot meet his/her responsibilities.
3. A volunteer should bring the same level of intellectual commitment to the organization that he does to his own business or professional pursuits.
4. The volunteer should respect the organization and its characteristics, and always work for the common good.

#### **WHAT SHOULD THE NORTHWEST WYOMING BOARD OF REALTORS<sup>®</sup>, OFFICERS, DIRECTORS AND RESULT GROUP CHAIRPERSONS (i.e.: staff) EXPECT FROM THEMSELVES?**

1. A staff member should view himself/herself as a member of the team, and should give public credit to his/her volunteers for successful programs.
2. The staff member should provide not just service, but also leadership.
3. A staff member should expect to have free access to volunteers, being certain not to take advantage of them.
4. Remember, more good volunteers are lost because too little, rather than too much, is asked of them.

#### **XXXVI. Northwest Wyoming Board of REALTORS<sup>®</sup> Executive Officer and/or most current staff resource guides**

- I. Bylaws for the Northwest Wyoming Board of REALTORS<sup>®</sup>.
- II. Rules and Regulations for Multiple Listing Services.

- III. Policies and Procedures manual for Northwest Wyoming Board of REALTORS®.
- IV. Board Minutes.
- V. Robert's Rules of Order.
- VI. National Association of REALTORS® Fair Housing Handbook
- VII. NAR Professional Standards Manuals.
- VIII. MLS Computer Training Courses and Manuals.
- IX. NAR Code of Ethics and Arbitration Manual and NAR Interpretations of the Code of Ethics
- X. Job Descriptions for Executive Officer and Administrative Policies and Procedures for Executive Officer's Office.
- XI. NAR Handbook on Multiple Listing Policy
- XII. Education and Idea Exchanges at Wyoming Association of REALTORS® tri-annual meetings
- XIII. NATIONAL ASSOCIATION OF REALTORS® Model Bylaws for Local Member Boards
- XIV. State of Wyoming Real Estate Manual

**NORTHWEST WYOMING BOARD OF REALTORS®  
ANTITRUST COMPLIANCE POLICY**

**POLICY**

It is the undeviating policy of the Northwest Wyoming Board of REALTORS® (NWBOR) to strictly comply with the letter and spirit of all federal, state and applicable international trade regulations and antitrust laws. Any activities of the NORTHWEST WYOMING BOARD OF REALTORS® or NWBOR-related actions of its staff, officers, Officers or members, that violate these regulations and laws, are detrimental to the interests of the association and are unequivocally contrary to NORTHWEST WYOMING BOARD OF REALTORS® policy.

**IMPLEMENTATION**

Implementation of the antitrust compliance policy of the NORTHWEST WYOMING BOARD OF REALTORS® shall include, but shall not be limited to, the following:

NORTHWEST WYOMING BOARD OF REALTORS® Membership, Board of Officers, Executive Committee and other Committee meetings shall be conducted pursuant to agendas distributed to all attendees either prior to or at the beginning of each meeting; discussions shall be limited to agenda items and appropriate new business items presented during the meeting; there shall be no substantive discussions of association matters other than at official meetings; minutes shall be distributed to attendees promptly.

All association activities or discussions shall be avoided which might be construed as tending to: (1) raise, lower, or stabilize prices; (2) allocate markets; (3) encourage boycotts; (4) foster unfair trade practices; (5) assist in monopolization; or in any way violate federal, state or applicable international trade regulations and antitrust laws.

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

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

No officer, Officer or member of the NORTHWEST WYOMING BOARD OF REALTORS® shall make any representation in public or in private, orally or in writing, which states, or appears to state, an official policy or position of the association without specific authorization to do so.

When appropriate, General Counsel shall attend NORTHWEST WYOMING BOARD OF REALTORS® Executive Committee, Board of Officers, and Membership meetings. Attendance of Counsel at other meetings shall be at the discretion of the President or Executive Officer.

Associate members, officers, Officers or employees who participate in conduct which the Board of Officers, by a two-thirds majority vote, determines to be contrary to the NORTHWEST WYOMING BOARD OF REALTORS®'s antitrust compliance policy shall be subject to disciplinary measures, up to and including termination.

## **Northwest Wyoming Board of REALTORS®'s Apparent Authority Policy**

Officers and directors of NORTHWEST WYOMING BOARD OF REALTORS® have authority to perform necessary duties in the management of corporate affairs subject to control by the board of directors. Specific powers are granted to the officers through the bylaws, policies and procedures or by resolution. The bylaws and policy and procedures set out the duties and the authority of the president and other officers. Nevertheless, under certain circumstances, acts performed by officers may bind NORTHWEST WYOMING BOARD OF REALTORS® even in the absence of express authority. This could include actions by committees and chapters of the organization. Therefore, no officer or director of NORTHWEST WYOMING BOARD OF REALTORS® shall bind NORTHWEST WYOMING BOARD OF REALTORS® in any manner by expressing apparent authority where none exists.

It shall be the policy of NORTHWEST WYOMING BOARD OF REALTORS® that any communications on behalf of NORTHWEST WYOMING BOARD OF REALTORS® shall be official, at the direction of the chairman, board or staff. No statement shall be made, either verbal or written that conflict with the position or policy of the association. Leadership should understand that by virtue of their position, that any statements, either verbal or written, may be perceived as official and made on behalf of the organization. To control official written communications, stationary and business cards shall be for the use of the elected chairman and staff ONLY. Members of the board, committees or chapters may not use stationary. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the board in advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file retention.

## **NORTHWEST WYOMING BOARD OF REALTORS'® CONFLICT OF INTEREST POLICY**

### **SECTION 1. PURPOSE:**

Northwest Wyoming Board of REALTORS® (“NWBOR”) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Northwest Wyoming Board of REALTORS® as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between NWBOR and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of NWBOR honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of NWBOR. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with NWBOR or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **SECTION 2. PERSONS CONCERNED:**

This statement is directed not only to Officers and officers, but to all employees who can influence the actions of NWBOR. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning NWBOR.

### **SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:**

Conflicts of interest may arise in the relations of Officers, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to NWBOR.
2. Persons and firms from whom NWBOR leases property and equipment.
3. Persons and firms with whom NWBOR is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Agencies, organizations. and associations which affect the operations of NWBOR.
6. Family members, friends, and other employees.

### **SECTION 4. NATURE OF CONFLICTING INTEREST:**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with NWBOR.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with NWBOR.
3. Receiving remuneration for services with respect to individual transactions involving NWBOR.
4. Using NWBOR's time, personnel, equipment, supplies, or good will for other than NWBOR-

approved activities, programs, and purposes.

5. Receiving personal gifts or loans from third parties dealing or competing with NWBOR. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### **SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the Officers, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of NWBOR.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### **SECTION 6. DISCLOSURE POLICY AND PROCEDURE:**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board. Disclosure involving Officers should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board or a duly constituted committee thereof.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to NWBOR. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of NWBOR and the advancement of its purpose.

# NORTHWEST WYOMING BOARD OF REALTORS® BUSINESS RECORDS RETENTION POLICY

## I. Purpose

To ensure the most efficient and effective operation of Northwest Wyoming Board of REALTORS® (“NWBOR”), we are implementing this Document Retention Policy (“DRP” or “policy”). The records of NWBOR are important to the proper functioning of NWBOR. Such records can be in electronic or paper form. Thus, items that you may not consider important, such as interoffice emails, desktop calendars and printed memoranda are records that are considered important under this policy. If you are ever uncertain as to any procedures set forth in this policy (e.g., what records to retain or destroy, when to do so, or how) it is your responsibility to seek answers from NWBOR’s Executive Officer.

The goals of this DRP are to:

1. Retain important documents for reference and future use;
  2. Delete documents that are no longer necessary for the proper functioning of NWBOR;
  3. Organize important documents for efficient retrieval; and
  4. Ensure that you, as a NWBOR employee, know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.
- Federal and state laws require NWBOR to maintain certain types of records for particular periods. Failure to maintain such records could subject you and NWBOR to penalties and fines, obstruct justice, spoil legal evidence, and/or seriously harm NWBOR’s position in litigation. Thus, it is imperative that you fully understand and comply with this, and any future records retention or destruction policies and schedules, *UNLESS* you have been notified by NWBOR, or if you believe that (1) such records are or could be relevant to any future litigation, (2) there is a dispute that could lead to litigation, or (3) NWBOR is a party to a lawsuit, in which case you *MUST PRESERVE* such records until NWBOR’s legal counsel determines that the records are no longer needed.

“Records” discussed herein refers to all business records of NWBOR (and is used interchangeably with “documents”), including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically). All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of NWBOR. No business records shall be retained longer than five (5) years, *EXCEPT* those that (1) have periods provided for herein, (2) are in the Document Retention Schedule, found at Appendix “A”, or (3) are specifically exempted by NWBOR’s Executive Officer.

## II. Management

To ensure compliance with this DRP, NWBOR’s Executive Officer is responsible for the following oversight functions:

- Implementing the DRP;
- Ensuring that employees are properly educated, understand, and follow the DRP’s purpose;
- Providing oversight on actual retention and destruction of documents;
- Ensuring proper storage of documents;

- Periodically following-up with counsel to ensure proper retention periods are in place;
  - Ensuring the proper storage of documents;
  - Suspending the destruction of documents upon foreseeable litigation; and
  - Keeping officers, officers, and employees apprised of changes in relation to the DRP.
- NWBOR's Executive Officer shall annually review the DRP, modify it accordingly, and inform and educate all NWBOR employees on any such changes. All questions relating to document retention and/or destruction should be directly addressed to NWBOR's Executive Officer.

### **III. Types of Records**

Appendix "A", attached at the end of this DRP, lists several categories of records, as well as specific records that contain specific retention periods. This is referred to as a Document Retention Schedule ("DRS"). All records not provided for in the DRS or described herein, shall be classified into three types, (1) Temporary Records, (2) Final Records, and (3) Permanent Records.

#### **Temporary Records**

Temporary records include all business documents that have not been completed. Such include, but are not limited to written memoranda and dictation to be typed in the future, reminders, to-do lists, report, case study, and calculation drafts, interoffice correspondence regarding a client or business transaction, and running logs.

Temporary records can be destroyed, or permanently deleted if in electronic form (see protocol below for proper destruction of data in electronic form) when a project/case/file closes. Upon the closing of a project/case/file, gather and review all such temporary records. Before you destroy or permanently delete these documents, make sure you have duplicates of all the final records pertaining to the project/case/file. Upon destruction or deletion, organize the final records (and duplicates) in a file marked "FINAL" and store them appropriately.

#### **Final Records**

Final records include all business documents that are not superseded by modification or addition. Such include, but are not limited to: documents given (or sent via electronic form) to any third party not employed by NWBOR, or government agency; final memoranda and reports; correspondence; handwritten telephone memoranda not further transcribed; minutes; design/plan specifications; journal entries; cost estimates; etc. All accounting records shall be deemed final.

Except as provided for in the DRS, all final documents are to be discarded ten (10) years after the close of a project/case/file.

#### **Permanent Records**

Permanent records include all business documents that define NWBOR's scope of work, expressions of professional opinions, research and reference materials. Such include, but are not limited to contracts, proposals, materials referencing expert opinions, annual financial statements, federal tax returns, payroll registers, copyright registrations, patents, etc. Except as provided for in the Document Retention Schedule (Appendix "A"), all permanent documents are to be retained indefinitely.

#### **Accounting and Corporate Tax Records**

Accounting and corporate tax records include, but are not limited to: financial statements; ledgers; audit records; invoices and expense records; federal, state, and property tax returns; payroll; accounting procedures; gross receipts; customer records; purchases; etc. Unless otherwise specified in the DRS, such records should be retained for the minimum of six (6) years or until the statute of limitations for a particular record expires (please consult NWBOR's counsel for time periods if you manage/control such records).

#### Workplace Records

Workplace records include, but are not limited to Articles of Incorporation, bylaws, meeting minutes, deeds and titles, leases, policy statements, contracts and agreements, patents and trademark records, etc.

Unless otherwise specified in the DRS, such records should be retained in perpetuity.

#### Employment, Employee, and Payroll Records

Employment records include, but are not limited to job announcements and advertisements; employment applications, background investigations, resumes, and letters of recommendation of persons not hired; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of one (1) year.

Employee records include, but are not limited to employment applications, background investigations, resumes, and letters of recommendation of current and past employees, records relating to current and past employee's performance reviews and complaints, etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years following unemployment with NWBOR.

Payroll records include, but are not limited to wage rate tables; salary history; current rate of pay; payroll deductions; time cards; W-2 and W-4 forms; bonuses; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of six (6) years.

#### Bank Records

Bank records include, but are not limited to bank deposits; check copies; stop payment orders; bank statements; check signature authorizations; bank reconciliations; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years.

#### Legal Records

Legal records include, but are not limited to all contracts, legal records, statements, and correspondence, trademark and copyright registrations, patents, personal injury records and statements, press releases, public findings, etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of ten (10) years.

#### Historical Records

Historical records are those that are no longer of use to NWBOR, but by virtue of their age or research value may be of historical interest or significance to NWBOR.

Historical records should be retained indefinitely.

### **IV. Storage**

### Tangible Records

Tangible records are those in which you must physically move to store, such as paper records (including records printed versions of electronically saved documents), photographs, audio recordings, advertisements and promotional items. Active records and records that need to be easily accessible may be stored in NWBOR's office space or equipment. Inactive records can be sent to NWBOR's off-site storage facility, if one exists.

### Electronic Records

Electronic mail ("E-mail") should be either printed and stored as tangible evidence, or downloaded to a computer file and kept electronically or on a disk. NWBOR has computer software that duplicates files, which are then backed-up on servers. However, it is important that all employees take precautionary measures to save work and records on NWBOR's network drive. If you save sensitive or important records on computer disks, you should duplicate the information in an alternate format because disks are easily lost or damaged.

## V. Destruction/Deletion

### Tangible Records

Tangible records should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disk, or tape recording, ask the advice of NWBOR's Executive Officer.

### Electronic Records

E-mail records that you "delete" remain in NWBOR's system. Thus, NWBOR will be responsible for permanently removing deleted emails from the computer system on an annual basis. Deleting files and emptying the recycling bin is usually sufficient in most circumstances to get rid of a record. However, because electronic records can be stored in many locations, NWBOR will be responsible for permanently removing deleted files from the computer system. Keep in mind, where duplicate records are involved, both copies must be destroyed/deleted where proper.

## VI. Cessation of Record Destruction/Deletion

If a lawsuit is filed or imminent, or a legal document request has been made upon NWBOR, ALL RECORD DESTRUCTION MUST CEASE IMMEDIATELY. NWBOR's Executive Officer may suspend this DRP to require that documents relating to the lawsuit or potential legal issue(s) be retained and organized. A critical understanding of this section is imperative. Should you fail to follow this protocol, you and/or NWBOR may be subject to fines and penalties, among other sanctions.

## APPENDIX A

### NWBOR records:

Articles of incorporation and all amendments thereon

Permanent

Annual financial statements including Financial Statement and Compliance Audit Reports	Permanent
By-laws and all amendments thereon	Permanent
Business licenses	Permanent
Correspondence	
- - General	6 years
- - Legal	Permanent
- - Members or constituents	6 Years
Federal, state and local exemption applications including related correspondence.	
- - Income tax	Permanent
- - Sales and use taxes	Permanent
- - Personal property	Permanent
Minutes of the Board of Officers (Trustees) and any committee with similar responsibilities	Permanent
Mortgage loans and settlement sheets	Permanent
Patents, trademarks and other intangibles	Permanent
Training manuals	Permanent
<b>Insurance records:</b>	
Accident reports	6 years
Fire inspection reports	6 years
Insurance policies - property, liability, fidelity bond and similar lines of coverage, officers & officers, etc.	6 years
Safety records	6 years
Settled insurance claims	3 years
<b>Tax returns:</b>	
Income tax and informational (federal, state and local)	
- - Form 990-T & others	Permanent
- - Form 5500	Permanent
Magnetic tape and similar records	1 year
Other Federal and state forms (Examples, 1099s, 1096, 942, etc.)	6 years
Payroll taxes	
- - W2 & W3	Permanent
- - Form 941	6 years
- - State withholding forms	6 Years
- - State unemployment returns	6 years
Personal property	6 years
Sales and use	6 years
Testing and compliance documentation for employee benefit plans	6 years
<b>Personnel:</b>	
Benefit plan documents and related modifications	Permanent
Employment contracts or similar documentation, pay history and related information and payroll election form for benefits including:	
- - Pension	
- - Health coverage	
- - Other benefits	
	6 years (after

Federal forms (w-4, I-9, etc.)	6 years
Garnishment agreements and related correspondence	6 years after completion
Summary Annual Reports	Permanent
<b>Accounting records:</b>	
Annual budgets and approved revisions thereon	3 years
Bank reconciliations	3 years
Bank statements and related cancelled checks, bank credits and debits	6 years
Books of original entries, such as	
- - Cash receipts/Accounts Receivable	6 years
- - Cash disbursements/Accounts payable	6 years
- - Sales	6 years
- - Purchases	6 years
Chart of accounts	6 years
Contracts, leases and similar agreements - relating to purchase or sale of assets	
disposition of asset)	6 years (after
Contracts, leases and similar agreements - Construction, collective bargaining, affiliation and others of a similar nature	Permanent
Daily time records	6 years
Depreciation records	6 years
General and subsidiary ledgers	6 years
Internal and interim financial statements	6 years
Internal work orders	6 years
Inventory counts and related cost records	6 years
Investment custodial and advisory statements	6 years
Vendor invoices and other supporting documentation	6 years

## **Northwest Wyoming Board of REALTOR®'s Whistleblower Policy**

### **General**

Northwest Wyoming Board of REALTORS® requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees, directors and officers of NORTHWEST WYOMING BOARD OF REALTORS®, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports a violation of any rule, regulation or ethical violation, shall suffer harassment, retaliation or adverse employment consequence. An employee, officer or director who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or expulsion. This Whistleblower Policy is intended to encourage and enable employees, directors and officers to raise serious concerns within the NORTHWEST WYOMING BOARD OF REALTORS® prior to seeking resolution outside the NORTHWEST WYOMING BOARD OF REALTORS®.

### **Reporting Violations**

NORTHWEST WYOMING BOARD OF REALTORS® has an open-door policy and suggests that employees, directors and officers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor or executive officer is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's or executive officer's response, you are encouraged to speak with someone such as the Chairman of the Board or Executive Officer.

### **Compliance Officer**

NORTHWEST WYOMING BOARD OF REALTORS®'s Compliance Officer is the Executive Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations. The Compliance Officer has direct access to the board of directors and is required to report to the board of directors at least annually on compliance activity.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the rules, regulations and ethics code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the rules, regulations and ethics code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## ATTACHMENT A

### Travel Policy (approved 09/22/2016)

There are 3 main meetings that are traditionally funded by the Board. They are: Mid-Winter Legislative Meeting, State Convention and the N.A.R. Conference and Expo.

It is recommended that each year the budget is set at \$9,000 and reviewed each budget meeting.

#### Proposed division of funds:

25% of available funding to the Mid-Winter Meeting

50% of available funding to the State Convention

25% of available funding to the N.A.R. Conference

#### Mid-Winter Legislative Meeting:

Board President receives 50% of the total funds.

Other Board of Directors or members equally share the remaining 50%.

If the President does not attend, the President-elect would receive the 50% funding.

Other Board of Directors members would equally share remaining 50% of total funds – not to exceed actual costs for meeting for motel, gas, food.

#### State Convention:

Board President and President-elect would receive about 50% of the total amount (25% each), and the remaining 50% would be distributed to other Board of Directors members or general members.

#### N.A.R. Conference and Expo:

President-elect received Early Bird Registration, airfare, meals and hotel up to a maximum of \$1,800 (or actual expenses – whichever is less).

Other Board of Directors members would equally share the remaining \$2,000 – not to exceed \$1,000 per person. If the President-elect does not attend, other NWBOR members would equally share the amount allocated for that position, not to exceed \$625 per person.

At the end of each year, the travel budget funds, not used are to be placed in the travel reserve account until that account reaches \$8,000. Keeping the travel budget is to be used for important meetings that may come up, special education for our Executive Officer, or be used by request if there is a need from one of our Board of Directors' members or from one of our general membership members to attend a meeting through WAR, NAR or NWBOR. This fund is not to be used for travel to continuing education for license renewal hours. This fund is for meetings that would assist the Board.

TRAVEL EXPENSE REIMBURSEMENT REQUEST

DATE \_\_\_\_\_

I have attended the following W.A.R. or N.A.R. meeting and hereby request funds from the Northwest Wyoming Board of REALTORS® to help defray my expenses. I understand that the amount of reimbursement depends upon which meeting was attended and the number of Northwest Wyoming Board members who are requesting reimbursement. If requesting reimbursement for a state or national meeting, I have attended the District Caucus and Board of Directors meeting and participated on behalf of my Board.

MEETING: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

DATES ATTENDED: \_\_\_\_\_

ACTUAL EXPENSES (applicable only for President, President-Elect and Staff)

FEES/REGISTRATION: \_\_\_\_\_

TOTAL OF OTHER EXPENSES: \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*\*\*\*

AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

CHECK NO. \_\_\_\_\_

## ATTACHMENT "B" - MULTIPLE LISTING SERVICE FEE SCHEDULE

Initial MLS Office Participation Fee: An additional \$75.00 Fee shall be charged if the office requests the offline version of Navica software to be installed on their computers. (06/15/06)	\$695.00
MLS Office Reinstatement Fee:	\$50.00 (See Section 6 (b))
MLS Reinstatement Fee for Suspended Participant for non-payment	\$25.00 per listing for "Active", "Active with Contingency" or "Pending" (see sect. 6 (c) 04/2002
Monthly MLS Participation Fee:	\$40.00 for 2018 times the number of active licensees associated with the Participant and to licensed or certified appraisers (see section 6 (d)) except those with signed secretarial affidavit.
Monthly MLS Participation Fee for non-NWBOR members:	One and one-half times the current Monthly Participation Fee for NWBOR members for 2018, and Two and one-half time the current Monthly Participation Fee for NWBOR members in 2018.
MLS Printed Book Fee, Ads within MLS book Fee	No longer available.
MLS Lockbox Operation and Maintenance Fee:	\$220.00 for those joining after 6/1/03 - \$120.00 due at time of application & \$100.00 billed with the next year's Board dues. (Sec. 17.10b and d)
Monthly Lockbox Database Maintenance Fee:	\$7.00/active Sentricard holder (04/07)
MLS Lockbox Key:	\$10.00 per Sentricard
Lost, stolen or damaged Lockbox Key	\$10.00 per replacement Sentricard
Lost, stolen or damaged Lockbox	Actual cost of replacement (Inc. shipping) 02/2003
MLS Participant changing name of firm	\$50.00 (nothing but the name changes)
Sold Book for Affiliate Member	No longer available
Newsletter ads	\$20.00/month (only one size ad is available)
Licensed secretaries, exempted from paying monthly MLS fees, found deriving income from the sale or rental of real estate	Retroactive charges for the period of time their fees were exempted in the current fiscal year.
IDX Raw Data Feed Fee	\$100.00 set-up fee + \$50.00/year each year afterward for administrative fees. (Office requesting data feed to pay all costs required by SEI)

## **Attachment C - ORGANIZATIONAL STANDARDS**

Every local and state association of REALTORS® shall annually demonstrate compliance with the following core standards.

As used in this policy “state association” and “state association of REALTORS®” includes the territorial associations of REALTORS®.

Local associations will be responsible for communicating and describing the programs, products and services of national and state associations such that all members will understand value propositions at all three levels.

### **I. Code of Ethics**

A. Every association will provide new and continuing member Code of Ethics training as required by Article IV of the NAR Bylaws.

B. Every association will maintain a viable professional standards process to enforce the Code of Ethics and provide arbitration and mediation as member services. Associations must have a fully functioning professional standards committee with administrative capability to conduct the program or must administer professional standards enforcement through a multi-board (or regional) professional standards agreement with other associations or with the state association.

C. Every association will provide mediation services to members as required by Article IV of the NAR Bylaws. Associations may also offer ombudsman services to members and their clients and customers and, if available in the state, may implement a “citation” enforcement policy.

### **II. Advocacy**

A. Unless prohibited by state law and in recognition of state law differences, each association shall include in their dues billing a voluntary contribution for the PAC or the issues Political Advocacy Fund (PAF) in an amount adequate to meet any NAR established RPAC fundraising goals. Due billing for PAC or PAF contributions has been proven to be the most effective method for raising PAC or PAF dollars and in engaging our members in political advocacy\*. A local association will have met this Mandatory Core Standard, regardless of whether they collect the full amount of their NAR established goal, if they in voluntary contribution on their dues bill.

Notwithstanding the above, a local association that chooses not to include a PAC or PAF contribution on their dues bills, may, in the alternative, meet this Mandatory Core Standard if they deliver to NAR the full amount of any NAR established RPAC goal contributed by whatever legal means determined to be in the best interest of the local association (i.e., a corporate contribution in the full amount of the NAR established goal). In whatever manner the NAR established RPAC goal is met, funds shall be sent to RPAC or the PAF individually or collectively by/through the State Association (i.e., one check concept). The intent of this standard is to provide the best opportunity for every association to meet its goal.

\*Unless prohibited by state law, it is recommended that to reach the highest participation levels possible, each local association include the contribution to either the PAC or the PAF “above the line” with appropriate disclaimers about the voluntary nature of the member contribution.

B. Each association shall provide or distribute information and communications from NAR and the applicable state association, regarding the value of investing in and the benefits received from the individual’s participation in the PAC.

C. Each association shall demonstrate participation in Calls for Action delivered through the REALTOR® Action Center (e.g., promotion through websites, newsletters, office visits, etc.) It is the state and local association’s obligation to provide adequate proof of participation. NAR shall monitor state association participation primarily through the REALTOR® Action Center Response Reports. If there are signs of insufficient participation, NAR shall investigate and encourage compliance. The state associations shall monitor local association participation primarily through the REALTOR® Action Center Response Reports. If there are signs of insufficient participation, the state association shall investigate and encourage compliance.

D. Each local association shall demonstrate participation (if applicable) in State Calls for Action (e.g., promotion through websites, newsletters, office visits, etc.). It is the local association’s obligation to provide adequate proof of participation.

E. Each association shall demonstrate advocacy engagement. For program ideas go to My REALTOR® Party Resource Guide at [www.realtoractioncenter.com/realtor--party/documents/MRP--Resource--Guide.pdf](http://www.realtoractioncenter.com/realtor--party/documents/MRP--Resource--Guide.pdf).

### **III. Consumer Outreach**

A. Every Association will demonstrate engagement in not less than four meaningful consumer engagement activities annually, reflected by:

1. Being the “Voice for Real Estate” promoting market statistics and/or real estate trends and issues (e.g., release through press releases, interviews, etc. of MLS statistics, local market statistics, NAR research reports, local/state analysis of NAR statistics, etc.).
2. Community involvement, promoting the value proposition of using a REALTOR® and/or engaging in community activities which enhance the image of the REALTOR®.
3. Advocacy efforts engaging the public in legislative/political issues that impact real estate and related issues, and
4. Community investment – Organizing human resources (i.e., assisting in a “Habitat for Humanity” build, etc.) or fundraising for the benefit of charitable/community organizations.

To meet this “four activity per year” requirement, each association must execute from some combination of at least 3 of the 4 listed engagement activities during the year. It will not be enough, for example, for an association to engage in the same activity 4 times each year nor will financial support of a charitable organization alone be considered to have met this mandatory core standard. Additionally, any one activity can only be quantified in one category.

Example: Assume Association A releases quarterly market statistics to the media satisfying (1) above. Association A must also engage in some combination of the other listed activities as follows: a community involvement activity (2) and an advocacy effort (3); or a community involvement activity (2) and a community investment activity (4); or an advocacy effort (3) and a community investment activity (4).

#### **IV. Unification Efforts and Support of the REALTOR® Organization**

- A. Every Association will maintain, have access to or will have legal counsel available.
- B. Associations shall adopt and maintain corporate documents, policies and procedures that conform to local, state and federal laws. Associations will timely file legally required reports and documents (e.g., corporate renewal documents, state and federal tax returns, etc.).
- C. Every association shall have and annually adopt a business or strategic plan including an advocacy component. If, for example, an association develops a three-year strategic plan, that plan must be adopted, and the adoption reported annually.
- D. Local and state association chief staff must complete at least six hours of REALTOR® association professional development on an annual basis (i.e., state, regional or national).
- E. Each state individually or in cooperation with another state association must annually provide at least six hours of professional development opportunities for local association executives.
- F. Associations will promote to their members the importance of participating in any NAR conducted effort to assess member understanding of the overall value provided by associations at all three levels of the REALTOR® organization.
- G. Licensees in limited function referral organizations (LFRO) shall be identified by the local and/or state associations for the purpose of inviting their participation in political advocacy (e.g., PAF and Calls for Action).
- H. To ensure proper dues reporting and collection, every state association will provide to each local association a comparative list of non-member licensees to the state membership records at least semi annually.

#### **V. Technology**

- A. Every association must have an interactive website (defined as the ability to move between websites and create active links), post access to professional standards and arbitration filing processes on the website and create a link to the websites of the other levels of the association for promotion of member programs and services.
- B. Every association must utilize and email and/or internet-based means for member communication.

## **VI. Financial Solvency**

A. Every association must adopt policies to ensure the fiscal integrity of their financial operations.

B. All associations, state or local, with revenue of \$50,000 or more must submit a report from a CPA which includes either an audit opinion or an accountant's review report on an annual basis. For those associations with revenues less than \$50,000 annually, a compilation report prepared by a CPA will be acceptable. These thresholds apply to all associations whether tax exempt or for profit. It will be left to the discretion of each association as to the frequency of an audit versus a review, recognizing that the costs of each type of engagement vary greatly.

C. Any association considering bankruptcy must first obtain NAR's consent to file for bankruptcy. To the extent permitted by law, any association that declares bankruptcy will be subject to automatic charter review.

Every local and state association of REALTORS® shall annually demonstrate compliance with the following core standards. It is critical that the members have an understanding of the value they receive as a member of the REALTOR® organization at the local, state and national levels. Therefore, it is essential that every association understand that they will be held accountable for achieving and maintaining the high standard of professionalism that the members deserve from their professional association. As used in this policy "state association" and "state association of REALTORS®" includes the territorial associations of REALTORS®.

### **Compliance with the Mandatory Core Standards for Associations of REALTORS®**

These Mandatory Core Standards for Associations of REALTORS® will apply to every local and state association regardless of the membership they serve, including associations that serve business specialty members (e.g., commercial, appraisal, property management, etc.) in addition to or exclusive of residential practitioners. Enforcement of the Mandatory Core Standards for Associations of REALTORS® will be a collaborative effort between local associations, state associations and the National Association.

As a condition of continued membership in the National Association of REALTORS®, every local and state association of REALTORS®, on an ongoing basis, comply with all mandatory policies adopted by the NAR Board of Directors from time to time including, but not limited to, policies governing education on and enforcement of the Code of Ethics, membership, dues collection, NRDS reporting and MLS.

Additionally, every local and state association shall annually certify compliance with the Mandatory Core Standards for Associations of REALTORS® using the certification form or other applicable process provided by NAR (or, where applicable, by the state association). Certification of compliance (including all required supporting documentation) must be signed by the association's chief staff officer, by the current elected president (or chairman of the board where the chief staff officer hold the title of president), and by the president elect (or individual next in line to be the association's REALTOR® president or chairman of the board).

The signers of any attestation, certification or representation made on behalf of a local or state association with respect to the association's compliance with these Mandatory Core Standards for Associations of REALTORS® shall be jointly and individually responsible for the accuracy and truthfulness of the representations made and any misrepresentation or intentional inaccuracy can result in revocation of the association's charter. Failure to maintain compliance with the Mandatory Core Standards for Associations of REALTORS® or any other mandatory NAR policy on an ongoing basis can also result in disciplinary proceedings being initiated under the NAR Association Policy Violation Resolution Procedure.

Every state association shall review the representations made by their constituent local associations and annually confirm to NAR that each local association's certification is accurate and complete to the best of the state association's knowledge and belief. State associations and NAR may request additional written documentation or other evidence of compliance from a local or state association if there is a question of compliance.

If a state association does not confirm that a local association is compliant with the Mandatory Core Standards for Associations of REALTORS®, that local association's charter as a member board of the National Association of REALTORS® shall be revoked. NAR need not receive a recommendation by a state association prior to revocation of a local association's charter. However, under no circumstances will an association be dropped from membership in the National Association without first having an opportunity to appear before a panel of at least three (3) members of the NAR Association Executives Committee to show cause why the association's membership should not be terminated. The recommendation of the Association Executives Committee panel will be reported to the NAR Board of Directors for final action.

## **ATTACHMENT "D"**

### **GIFT & SYMPATHY GUIDELINES**

Appreciation and Sympathy gifts (shall be) at the discretion of the Board of Directors.  
(Amended 10/20/2011)

## **ATTACHMENT “E”**

### **HARASSMENT**

Any member of the association may be reprimanded, placed on probation, suspended or expelled for harassment of an association or MLS employee or Association Officer or Director after an investigation in accordance with the procedures of the association. As used in this Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-elect or Vice President and one member of the Board of Directors selected by the highest-ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint names the President, President-elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint. (revised 05/08).

## ATTACHMENT “F”

### NORTHWEST WYOMING BOARD OF REALTORS® Benevolence Fund Guidelines June 17, 2010 (approved 7/15/10)

#### INTRODUCTION AND PURPOSE

The purpose of this document is to set forth the responsibilities of the Northwest Wyoming Board of REALTORS® (hereinafter NWBOR) Benevolence Fund Committee (***which shall consist of all members of the NWBOR Board of Directors***) and the guidelines for discharging those responsibilities. It is not intended to cover **all** circumstances under which funds may be disbursed.

The Benevolence Fund was created for the benefit of NWBOR members who face dire circumstances and require financial assistance for basic needs on a short-term interim basis.

The NWBOR Benevolence Fund Committee will endeavor to provide financial relief in a confidential and respectful manner to any member facing extreme illness, a family death, catastrophic acts of nature, and/or other events, and who have limited or no resources to handle such occurrences. The NWBOR recognizes the essential value of its members and will treat all applicants with dignity, discretion and compassion.

#### OVERSIGHT and ACCOUNTABILITY

The NWBOR Benevolence Fund Committee has ultimate responsibility and accountability for the Benevolence Fund. The Committee shall disburse funds on a case-by-case basis subject to these guidelines.

#### GENERAL GUIDELINES

The Benevolence Fund is intended as a source of last resort, to be used when the member requesting assistance has explored all other possibilities of help from family, friends, savings or investments. It is intended to be temporary support during a time of financial hardship or family crisis.

All requests will be held strictly confidential by the NWBOR Benevolence Fund Committee.

Assistance from the Benevolence Fund is intended to be a one-time gift per year. In

unusual circumstances, the Benevolence Fund Committee may choose to assist a member more than one time per year or on an ongoing basis. However, under no circumstance is a gift from the Benevolence Fund to be considered a loan.

## **ELIGIBILITY**

Any member or affiliate member of the Northwest Wyoming Board of REALTORS® shall be eligible to apply for assistance from the Benevolence Fund.

## **EMERGENCY FINANCIAL HARDSHIP CRITERIA**

The stated purpose of the Benevolence Fund is to meet members' basic needs during a time of crisis. Generally, these needs will be defined as:

1. **Unexpected medical expenses** caused by severe illness, injury or accident;
2. **Uninsured losses** caused by fire, crime, flood or other similar events;
3. **A death in the immediate family of a member.** funeral expenses and travel expenses, if travel is required to attend the funeral;
4. **Unexpected expenses** for the care of a disabled dependent.

## **PROCEDURE FOR DISBURSEMENT OF FUNDS**

1. If it comes to the attention of the NWBOR Board of Directors that a member is in need of financial help and the member does not specifically request relief, the Board may, at its discretion, assist the member in need without further inquiry, otherwise;
2. A Benevolence Fund Request Form must be filled out by the person requesting assistance or by a member of the Benevolence Fund Committee who is assisting the person in need;
3. The Benevolence Fund Request Form must be returned to the Benevolence Fund Committee as soon as possible;
4. In a meeting or by a telephone conference, the Benevolence Fund Committee will review the request for assistance and assess the application. If the request is deemed appropriate, the request shall be approved without delay;
5. The member making the request for assistance will be informed of the decision by

the Benevolence Fund Committee as soon as the request has been either approved or denied;

6. All approved payments will be made in the form of a check. Checks will be written and disbursed by the NWBOR Board of Directors' President or Executive Officer. Checks from the Benevolence Fund will be made payable to the member requesting assistance unless otherwise directed by the member;
7. Generally, assistance from the Benevolence Fund will be disbursed in modest amounts so that help can be provided to as many members as possible. Requests of \$500.00 or less from the Benevolence Fund can be disbursed to a member upon approval of the NWBOR Board of Directors. However, any request and/or disbursement of \$500.00 or more must be brought before the General Membership of the Northwest Wyoming Board of REALTORS® for approval.

## **RECIPIENTS**

In order of priority, recipients of funds disbursed from the Benevolence Fund are at the direction of the Benevolence Fund Committee and are as follows:

1. REALTOR® members
2. Affiliate members

The NWBOR Benevolence Fund Committee requests that all recipients have a personal connection to the Northwest Wyoming Board of REALTORS®.

**ATTACHMENT "G"**

**NORTHWEST WYOMING BOARD OF REALTORS® (NWBOR)  
Emeritus Status Application Form  
(Approved 8/21/2014)**

Name: \_\_\_\_\_

Current Office/Broker: \_\_\_\_\_

Date Member Joined Realtor Family: \_\_\_\_\_

List of Local Boards/State Associations in which membership has been held: (please provide dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Positions/dates held on NWBOR or MLS Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Applicants must have held continuous membership in the REALTOR® organization as a REALTOR®, REALTOR-ASSOCIATE®, or a combination of both, for a cumulative period of 40 years and served at least one year as an NWBOR Officer or Result Group Chair or has served on the MLS Committee to be eligible.

Please attach any available documentation that provides reasonable substantiation of 40 years' membership and committee service and return to NWBOR Office.