



# Port Angeles

## Association of REALTORS®

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### **POLICY AND PROCEDURES MANUAL**

This Policy and Procedures Manual supersedes previously issued manuals, or any inconsistent policy statement or memoranda. No oral statements or representations can change the provisions of this manual.

Approved by PAAR Board of Directors Date July 15, 2021

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# Section 1 Organization

## 1.1 Organization

The Port Angeles Association of REALTORS<sup>®</sup>, Inc. (PAAR) is a not-for-profit trade organization whose primary members are licensed real estate professionals. As a member of PAAR, each REALTOR<sup>®</sup> also belongs to Washington REALTORS<sup>®</sup> (WR) and to the National Association of REALTORS<sup>®</sup> (NAR)

All licensees in a REALTOR<sup>®</sup> owned FIRM in Port Angeles must belong to the Port Angeles Association of REALTORS<sup>®</sup>.

The territorial jurisdiction of the association as a Member of NAR is the city of Port Angeles and east to Siebert's Creek, south to Olympic National Park, west to the Pacific Ocean and north to the Strait of Juan de Fuca.

## 1.2 Services

At all three levels of the REALTOR<sup>®</sup> organization (local, state and national), a variety of services are provided to members.

General services include:

- \* Legislative and political advocacy
- \* Education programs and professional designations
- \* Risk management programs
- \* Legal assistance and insurance programs
- \* Real estate industry publications
- \* Information technology products and services
- \* Service and product discount programs
- \* Consumer advocacy programs

## 1.3 Governance

A Board of Directors governs PAAR. (Bylaws, Article XIII). Programs are managed by standing committees, comprised of REALTOR<sup>®</sup> and Affiliate members for certain committees.

## 1.4 Mission Statement

Port Angeles Association of REALTORS<sup>®</sup> unites real estate professionals in the community for the benefit of REALTOR<sup>®</sup> members and their clients. The Association is dedicated to the preservation and promotion of the right to own, transfer and use real property, to the

advancement of professionalism in the industry and is committed to maintaining a high level of ethical business practice

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## 1.5 Changes to the Bylaws

Bylaw changes may be initiated by recommendations from the Bylaws Committee, by the Association Executive or as a result of recommendation from another committee, the Board of Directors or when mandated by the National Association of REALTORS®.

The Bylaws may be amended by a majority vote of the Members present and qualified to vote, provided the substance of such proposed amendment or amendments shall be plainly stated in the call for the meeting. The Board of Directors may, at any regular or special meeting of the Board of Directors at which a quorum is present, approve amendments to the Bylaws which are mandated by the National Association of REALTORS® policy.

Notice of all meetings at which amendments are to be considered shall be transmitted to every member eligible to vote at least one (1) week prior to the meeting.

Amendments to these Bylaws affecting the admission or qualification of REALTOR® and Institute Affiliate Members, the use of the terms "REALTOR®" and "REALTORS®" or any alteration in the territorial jurisdiction of the Board shall become effective upon their approval as authorized by the Board of Directors of the National Association of REALTORS®.

## 1.6 Changes to the Policy and Procedures Manual

Proposed Policy Manual changes shall be vetted and voted upon by the Board of Directors.

# Section 2 Board of Governance Policies

## 2.1 Basic Information for the Port Angeles Association of REALTORS®

Port Angeles Board of REALTORS® was originally chartered in the state of Washington in 1947 by the National Association of Real Estate Boards. The original jurisdiction was all of Clallam County. The jurisdiction changed to "Clallam County except Sequim and Eastern Clallam County" around May 1955. The name was changed in 1992 to Port Angeles Association of REALTORS®.

PAAR is granted tax-exempt, not-for-profit 501c (6) status by the U.S Treasury Department, Internal Revenue Service.

The PAAR Bylaws were adopted and are amended by the Board of Directors and ratified by the membership as needed.

The latest edition of Robert's Rules of Order is the authority governing all meetings of PAAR when not in conflict with the PAAR Bylaws.

PAAR is subject to all provisions of local, state and federal law and regulations applying to professional, trade, tax-exempt, not-for-profit 501c (6) organizations

## 2.2 Definitions

1. *Articles and Bylaws* are rules governing the operation of the Board adopted by the Membership at large (with the advice and/or recommendations of the Board of Directors, WR and NAR).
2. *Rules of Order and Standing Rules* are rules governing the operation of the Board adopted by the Board of Directors
3. *Positions* are descriptive narratives, sometimes including recommendations outlining the Directors in session.
4. *Programs* are activities relating to the Board adopted by the Board of Directors
5. *Policies* are general or fundamental principles relating to Board involvement adopted by the Board of Directors
6. *Procedures* are the detailed explanations, directions or actions to implement adopted articles, bylaws, rules, positions, programs and policies. They address specific directions stating how, by whom and when things are to be done.

## 2.3 Definition and Role of the Board of Directors

Board of Directors consist of elected REALTOR® officers and up to five (5) voting REALTOR® members of the Association, (2) State Directors (as authorized by WR) and (1) Local Director, the immediate past President and the MLS Chairman.

Officers- The elected officers shall be: a president, a president-elect, a secretary, a treasurer and a treasurer-elect. The secretary and treasurer may be the same person. The president must have been an elected official for at least a year before being elected. The 2 State Directors and the Local Director are also elected. One State Director will be elected to a 3 year term, the other one is a 1 year term. There will also be an appointed alternate state director.

Vacancies among the officers and board of directors will be filled by a simple majority vote of the board of directors until the next general election.

Members of the Board of Directors shall have the utmost interest of PAAR in mind at all times. In the event that any Director has a conflict of interest, they are required to disclose the conflict and abstain from voting on the matter. Further, each Director shall abide by the Board-approved Code of Conduct and shall sign a receipt of the Code of Conduct to be reviewed at the first Board of Directors meeting of the year.

## 2.4 Standing Rules for the Board of Directors

1. The composition and the authority of the Board of Directors shall be as specified in the Bylaws.

2 Meetings of the Board of Directors shall be at designated times and places, as specified in the Bylaws and set by the Directors; Absence from three (3) meetings within an elected year, without an excuse deemed valid by the Board of Directors, shall be construed as resignation (Bylaws Article XII Section 2).

3. Meetings of the Board of Directors shall be chaired by the President and conducted in accordance with the Bylaws and intent of the standing rules of the Board of Directors.

4. Only the voting members of the Board of Directors may vote on issues at their meetings. Visitors may participate in discussion on issues when recognized by the President.

5. Minutes shall be required for all meetings of the Board of Directors and shall include any actions taken. It shall be the duty of the Secretary to record the minutes and maintain a record of all Board of Director actions.

6. Meetings will be held once a month as determined by the board in a place convenient to the board members. A meeting in December is determined in an as needed basis. For current meeting date and time check <https://www.portangelesrealtors.com/events-calendar>.

7. A quorum for the transaction of business is not less than 5 members present that are eligible to vote. (Bylaws Article VII Section 5)

## 2.5 Membership Meetings

1. The annual meeting of the membership (Awards and Installation Banquet) is to be held at a date, time and location determined by the Local Director with the approval of the Board of Directors. This will be posted on the member event calendar or the website (<https://www.portangelesrealtors.com/events-calendar>)

2. See the PAAR events calendar for the schedule of the regular membership meetings at <https://www.portangelesrealtors.com/events-calendar>. This can be changed by the president, the Board of Directors or upon the written request of at least 10% of the members eligible to vote.

## 2.6 Duties and Responsibilities of the President

The President serves as Chief Executive Officer of the Board of Directors and holds a 1-year term.

### RESPONSIBILITIES:

Attends and runs all meetings of the Board of Directors and executive committee.

Attends and runs the monthly General Membership meetings.

Appoints standing Committee Chairs as delineated in Article XIII, Section 1, Bylaws of the Port Angeles Association of Realtors

Executes all decisions of the Board of Directors

Plans the general administration of the entire Board operation, though many responsibilities are delegated to other staff members. The President should be aware of the progress of all Association projects.

Represents the Board in any and all local government matters affecting the real estate industry or appoints appropriate Chairperson or Realtor member as required.

Directs all approved staff programs, projects and major activities.

Defines staff duties, establishes performance standards, and along with MLS Chair, conducts performance reviews.

Executes contracts and commitments as authorized by the Board of Directors or within established policies

Ensures that all funds, physical assets, and other Board property are appropriately safeguarded and administrated; operates within the approved budget

Acts as Board spokesperson when Board Officers are unavailable

Carries out other general responsibilities as officers and Board of Directors may specify.

Is an ex officio, non-voting member of the MLS Committee

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large



## 2.7 Duties and Responsibilities of the President-Elect

The President-Elect is elected for a term of one year and succeeds to the office of the President

### RESPONSIBILITIES:

Reports to the President

Works closely with the President and other staff

Shall perform the duties of the President and accepts the President's authority and responsibilities in his/her absence or disability and shall perform such other duties as maybe requested by the Board of Directors

Shall succeed to the office of President

Arranges for speakers for the Membership Meetings

Arrives early and gets the Membership Meeting venue set up for the meetings

Attends all Board of Directors Meetings and as many General Membership Meetings and other Board-sponsored functions as possible

Performs other responsibilities as assigned by the Board

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

## 2.8 Duties and Responsibilities of the Secretary

The Secretary is elected to a 1-year term.

### RESPONSIBILITIES:

Attends and takes notes of all of the Board of Director and Executive Committee meetings

Attends and takes notes of all of the monthly General Membership meetings

Write up and submit minutes to the Board President in a timely fashion

Distribute minutes to the Board members and Association Executive following President's review

Carries out other general responsibilities as officers and Board of Directors may specify

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

## 2.9 Duties and Responsibilities of the Treasurer

The Treasurer serves a 1 year term.

### RESPONSIBILITIES:

Attends and makes a report at all Board of Director meetings

Attends and makes a report at monthly General Membership meetings

Reviews all financial statements prior to meetings to check for accuracy and prepares reports

Carries out other general responsibilities as officers and Board of Directors may specify

Assists Associate Executive or bookkeeper in preparing books for tax preparation

Conducts a meeting(s) at the end of year to plan budget for coming year

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

## 2.10 Duties and Responsibilities of the Treasurer-Elect

The purpose of this position is preparation for stepping into the Treasurer's position. The Treasurer-Elect is elected to a 1 year term.

### RESPONSIBILITIES:

Attends all Board of Director meetings

Attends monthly General Membership meetings

Moves into Treasurer position after serving one year

Reviews with Treasurer all financial statements prior to meetings to check for accuracy

Carries out other general responsibilities as officers and Board of Directors may specify

Assists Treasurer and Associate Executive in preparing books for tax preparation

Attends meeting(s) at the end of year to plan budget for coming year.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

## 2.11 Duties and Responsibilities of the MLS Chairperson

The MLS Chairperson is designated by the President and approved by the Board of directors for a 1 year term and must be a Designated Broker for a Port Angeles firm.

The MLS Chairperson is a voting member of the board.

### RESPONSIBILITIES:

Chairs the MLS Committee meetings which consist of all Designated Brokers belonging to the Port Angeles Association of REALTORS®

Reports back to the Board of Directors on the substance of these meetings

## 2.12 Duties and Responsibilities of the Local Director

The Local Director is elected by the association and serves a 1-year term and is a voting member of the board of directors.

### RESPONSIBILITIES:

Responsible for all aspects of planning and executing the annual installation and awards banquet

Form and work with banquet committee to plan the banquet including date, venue, ticket sales, marketing, and promotion, coordinate with the Awards Chair and selection committee to order the awards. Coordinate the MC and Installation officer on the evening of the event

Apprise the board President and AE of all decision related to the banquet in a timely manner. If deposits and payments are required, notify the AE/bookkeeper as soon as possible

Responsible for planning and executing the Affiliate Appreciation Breakfast in mid-May, in conjunction with the Affiliate Liaison

Apprises the board President and AE of all decision related to the breakfast in a timely manner. If deposits and payments are required, notify the AE/bookkeeper as soon as possible

Serve and perform other duties as directed by the President.

Become familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan and be a member in good standing.

## 2.14 State Directors - 1Year, 3 Year and Alternate

Directors: 1 Year and 3 Year

Attends the Board of Director meetings and the General Membership meetings

Attends 3 state conferences – Legislative Days, WR Spring Business and Fall Business Conference

Must be prepared to vote on issues at the conferences if needed, for the good of the state association

Reports to the Executive Board and the General Membership after each conference

Is a voting member of the board of directors at PAAR

Alternate Director:

May be required to attend any of the 3 state conferences when one of the Directors cannot attend

Must be prepared to vote on issues at said conferences if needed, for the good of the state association

## 2.13 Association Executive Employment and Duties

The Administrative Executive is hired by the Board of Directors and answers directly to them. He/she is a contract employee paid bi-monthly following the period worked (ie. 1st-15th is paid on the 15<sup>th</sup>, 16<sup>th</sup> through end of month is paid on the 1<sup>st</sup>)

### Administrative Duties to PAAR

Maintain a professional relationship with Officers and staff of WA REALTORS® (WR) and the National Association of REALTORS® (NAR)

Prepare and submit monthly audits to WA REALTORS® and National Association of REALTORS®

Insure that dues and fees are collected, and that services are terminated for non-payment

Prepare, record and mail Certified delinquent letters

Participate on monthly Association Executive conference calls

Make requested changes to PAAR Bylaws, and submit changes to NAR for approval

Enforce and record required Triennial Code of Ethics training

Prepare/submit paperwork for annual certification of Core Standards, and three (3) year recertification Strategic Plan  
Insure that membership records and Corporate files are secure  
Order necessary office and meeting supplies

#### Database Administration/Maintenance

National REALTOR® Membership Database (M1) (PAAR Members)  
SUPRA Display Key/Lockbox System  
File MLS and PAAR minutes/motions  
Maintain PAAR Bylaws and MLS Rules & Regulations  
Maintain Policies and Procedures Manual  
Record RPAC investments  
Maintain PAAR email list  
Maintain Agents and Affiliates rosters/membership status changes

#### Responsibilities to Membership

Provide and pass new membership applications to Membership Chair  
Assign M1 ID (NRDS) to new members and enter them into the NAR Database  
Assign ekey to new Brokers from Supranet database  
SUPRA Lockbox/Active key system training links  
Oversee registration for continuing education classes  
Record Agent Designations, and prepare letters of good standing  
Provide MLS tour notification via email prior to next tour

#### Financial Responsibilities

Prepare and record annual membership dues billing  
Prepare and transfer membership dues to NAR and WR  
Prepare monthly MLS and PAAR Balance Sheet & Profit & Loss Statements for Board of Directors for review  
Prepare Quarterly B&O Taxes (Excise Tax)  
Prepare quarterly Labor & Industries, Employment Security, and Federal Tax reports (if applicable)  
Work with CPA to assure proper and timely preparation of annual corporate tax report  
Prepare and record bi-monthly contract employee checks  
Handle Accounts Receivable, Accounts Payable and Deposits in a timely manner  
PAAR bank statements reconciliation  
Prepare checks for signature  
Work with the Budget Committee to prepare annual budget  
Record and submit RPAC investments

## Responsibilities to Board of Directors

Prepare monthly Board of Directors agenda

Email agenda and updated PAAR/MLS financials for review seven (7) days prior to scheduled BOD meeting

Attend monthly Board of Directors meetings, and give AE report

Attend meetings outside of the Board as directed by Board of Directors (i.e. RPAC, Legislative Steering, etc)

Provide a WR Fall and Spring Conference report

Assist the President, Officers and Directors as necessary

## Responsibilities to MLS

Prepare weekly MLS tour

Email monthly agenda and meeting notification seven (7) days prior to scheduled meeting

Serve as Secretary at monthly MLS Committee meetings

Record and email minutes from meeting to all Brokers

Work with the MLS Committee to assure compliance of MLS Rules & Regulations

Make necessary changes to MLS Rules & Regulations, and MLS Policies

## Responsibilities to Committees other than MLS

Awards: Serve on Awards Committee for selection of recipients

Education: Process class registrations; deposit payments, and pay associated bills and fees

Events: Provide administrative support in coordinating annual Awards Banquet and other PAAR events

Membership: Provide Membership Chair with applications in timely manner

Nominations: Email notice of Elections/Slate of Candidates; assist in tallying votes

RPAC: Ensure all RPAC investment payments are recorded and mailed within the ten (10) day time frame.

Track RPAC Awards and Recognitions (ensuring recipients get their awards)

Serve on other committees as directed by PAAR Board of Directors

## Other Duties

Serve on State and/or National Committee(s), if appointed\*

Attend Fall and Spring WA REALTORS® Conferences\*

Attend National Association of REALTORS® annual Association Executive Institute\*

Attend WA REALTORS® annual AE Training Classes\*

Encourage real estate related businesses to join as Affiliate members

Attend OLS meetings, and serve as Secretary when requested

Provide assistance on all campaigns promoting Pro-REALTOR® issues

Website updates and maintenance

\*As budget allows and as directed by the PAAR Board of Directors

## Section 3 Committees and Policies

### 3.1 Rules of Committees

Chairpersons of the major committees will be REALTOR® members. Board Members may also chair committees. Affiliate members are allowed to chair certain committees.

Standing Committees may be:

Communications (Public Relations)

Membership

Accessible Housing

Bylaws

Awards

Government Affairs

Education

Community Service

Scholarship

RPAC Fundraising

Nominating

The President may appoint, subject to confirmation by the board of directors, special committees as deemed necessary.

### 3.2 Duties of the Committees

- a) **COMMUNICATION:** Prepare and send out press releases to various media and keep copies of published press releases for file.

Develop materials and contact lists: Prepare fact sheets: organization background, number of members and employees, statistical or economic data, community service; goals. Prepare a calendar with upcoming potentially newsworthy events.

Compile a list of the relevant media in the area, radio, TV, internet websites.

Develop positive statements or message points about something the Board/Association is doing and follow up any events to possible press releases.

Possible news might include NAR releases, federal government releases, WAR releases and events.

- b) **MEMBERSHIP:** Responsible for providing service and information to all members and to reach out and grow the size of our affiliate association. Duties include reviewing applications, presenting applications to the Board of Directors for a vote, issuing PAAR materials such as rules & regulations and bylaws, and scheduling new Realtor orientations and testing.

- c) **ACCESSIBLE HOUSING:** Responsible for bringing the Board current on events that are surrounding affordable housing issues. Provide information about lending, and county and State programs that will assist people to obtain homeownership
- d) **BYLAWS:** Responsible for keeping the Port Angeles Association of REALTORS® Bylaws up to date. Make sure all the updates from NAR or WR and included in the current Bylaws and present them to the Board of Directors for Approval when changes are made.
- e) **AWARDS:** Responsible for compiling nominee list, preparation and distribution of ballots and awards, maintaining files, scheduling meetings, and coordinating awards banquet with MLS Director
- f) **GOVERNMENT AFFAIRS:** knowledge of Strategic Plan and Core Compliance Advocacy component; knowledge or interest in local, state and national legislation affecting the real estate industry. Government Affairs Director chairs this committee.
- g) **EDUCATION:** Responsible for scheduling and organizing local continuing education per year on the peninsula.

Review course offerings from WR and complete course request forms to submit to WR. The WR Education calendar comes out in January and request the classes to be held in Port Angeles be included on this calendar.

Book a facility, arrange for food for classes which are longer than half day.

Send letter to possible class sponsors, outlining the sponsorship opportunities with a schedule of classes and what they can provide. Send confirmation to sponsor once they have confirmed participation.

Prepare and circulate a schedule of the classes for the year.

Contact Instructor. Determine if there are any audio, visual or other special needs for the class. Confirm the instructor knows when and where the class is to be held. If needed, provide lodging information.

Select a clean-up group and make sure the facility is in appropriate condition before leaving.

- h) **COMMUNITY SERVICE:** Chair in charge of coordinating various PAAR events such as “What My Home Means to Me”, OKTOBERFEST, Food Drives for the Food Bank and others that may occur.

As coordinator, you may need to locate facilities for some of the events, and you will need to have chairs for committees of each event.



Information on the events needs to be provided to the Communication Chair after for news releases. If pictures are available, provide them to Communication also.

- i) **SCHOLARSHIP:** Responsible for corresponding with Realtors, Affiliates and local schools regarding the scholarship details, reviewing applicants' notebooks, scoring applicants, and notifying schools of scholarship recipients.
- j) **RPAC FUND RAISING:** RPAC: To educate members about RPAC. This can be done with RPAC presentations at Board meetings, having RPAC materials at all Association meetings, and publish article about what RPAC does in the local association.

Duties of the RPAC chair include development of a fundraising plan, coordinating fundraising activities of the local association for RPAC, promote fundraising activities that will assist in the meeting the local association's fair share and state goal, to speak on behalf of RPAC on all available occasions, work with State RPAC Trustees and keep them informed about the association RPAC Program.

- k) **NOMINATING:** Consists of at least 5 REALTOR® members appointed by the President. They select one candidate for each office at least 2 months prior to the election (June). The election is in August. The report of the nominating committee will be transmitted to the AE who will electronically transmit it to each Member eligible to vote at least 3 weeks preceding the election.

## Section 4 Financial Policies

### 4.1 Annual Budget Procedure

The Finance Committee is responsible for the Association's Annual budget, using the Strategic Plan as a guideline, and submitting it to the board of directors for Approval.

The Finance Committee consists of the current PAAR Treasurer, Treasurer Elect and Association Executive. The president may appoint other members as deemed necessary. The committee meets in the fall in order to present the next year's budget before one of the board meetings before the end of the year.

### 4.2 General Operating Guidelines

The following individuals shall have certain financial management responsibilities:

Treasurer  
Association Executive  
Board President

Fiscal Year: The fiscal year of the Board shall be the calendar year

The PAAR fiscal year is the calendar year and accounting is done on cash, rather than an accrual, basis

**DUTIES OF THE ASSOCIATION EXECUTIVE AND THE PAAR TREASURER**

<b>ASSOCIATION EXECUTIVE</b>	<b>TREASURER</b>
Prepare Monthly Financial Statements	Review and present at BOD Meeting
Pay CC statement	Review and Approve
Disperse and Deliver Checks	Sign and Approve Checks
Prepare/ submit payroll & Corp tax reports	Review and approve. (CPA annually)
Process A/P, A/R, Deposits, Send Invoices	Review and approve
Follow up on Invoices	Review Overdue Invoices
Reconcile bank statements	Review and Approve
Record/deposit annual membership dues	Review and Approve
Submit WR/NAR dues payments	
Record and Submit RPAC Investments	Review and Approve
Record & deposit incoming funds	Review and Approve
Prepare Delinquent A/R & Dues Report	Review
Contact Brokerages on Delinquent Dues	

### 4.3 Expense Reimbursement Policy & Procedure

Reimbursement is only for PAAR Board of Directors or Treasurer approved expenses. Receipts with the purpose notated and proof of payment must be submitted regardless of total amount.

PAAR reimburses Members and the Association Executive for the reasonable travel costs of lodging, parking, food, refreshments, and incidentals. Costs of meals vary, and the individual is expected to use prudence. Expenses shall be submitted on the appropriate form (found on portangelesrealtors.com) with properly notated receipts, proof of payment, and must be submitted within 30 days of expense to the Treasurer.

### 4.4 Credit Card Usage Guidelines

Expenses shall be approved by the PAAR Board of Directors or Treasurer prior to any purchase. No personal expenses should be charged to the PAAR Credit Card. Receipts must be notated with the purpose and are required for all Credit Card expenditures.

The Association Executive will be the sole person to use the card, and will not give the card to anyone. Any fraudulent or unauthorized use will result in disciplinary action up to and including termination. If the card is lost or stolen, the Association Executive will notify the PAAR Credit Card vendor and the PAAR Treasurer immediately within 24 hours.

The Association Executive will return the PAAR Credit Card immediately upon request or upon termination from the Port Angeles Association of REALTORS®.

## 4.5 Conflict of Interest Policy

A conflict of interest occurs when a member, contractor or any party related to the member or contractor is in a position to profit or otherwise personally benefit directly or indirectly because of the employee's position with the Port Angeles Association of REALTORS®. Members or contractors must disclose any situation that may present an actual or potential conflict of interest so that the PAAR Board of Directors can review it.

## 4.6 Records Retention Policy

### **Accounting Records**

Accounts payable (seven years)

Accounts receivable(seven years)

Annual financial statements (permanent)

Bank statements (seven years)

Bank reconciliations (seven years)

Canceled checks- routine matters (seven years)

Canceled checks- special (loan repayment, etc.) (permanent)

Correspondence: routine (four years)

Deeds and closing papers (permanent)

Deposit slips (four years)

Electronic payment records (seven years)

Employee expense reports (seven years)

Fixed-asset acquisition invoices (after disposal) (seven years)

Freight bills (seven years)

General ledgers (permanent)

Inventory count & costing sheets (seven years)

Insurance policies (after expiration) (four years)

Investments (after disposal) (seven years)

Mortgages, loans & leases (paid) (seven years)

Payroll journals & ledgers (permanent)

Purchase orders (except accounts payable copy) (one year)

Purchase invoices & orders (seven years)

Receiving sheets (two years)

Sales tax returns & exemption support (five years)

Subsidiary ledgers (seven years)

Tax returns (federal & state) (if applicable) (permanent)

Trial balances (permanent)

## **Association Corporate Records**

Articles of Incorporation and amendments (permanent)

Bylaws and amendments (permanent)

Corporate filings (permanent)

Corporate Minute Book (permanent)

IRS Exemption Letter (permanent)

### **4.7 Bank Accounts**

All funds for the Port Angeles Association of REALTORS® are held in accounts at FDIC insured establishments. It is recommended that the banking institution be an affiliate member.

The Association Executive will reconcile the statement monthly and make available all records to the Treasurer. The Treasurer presents a report at monthly board meetings. The Treasurer (or other member of the board if Treasurer is unavailable) may review all bank statements and reconciliations upon request.

### **4.8 Check Writing Authorization**

The signatories on all accounts are a minimum of three board members (such as Treasurer, President and President-Elect) and the Association Executive.

For physical checks two signatures are required.

For online checks the bills will be submitted for approval to two of the approved signatories.

Re-occurring automatic payment are approved by the Board of Directors.

### **4.9 Annual Compilation Report & Taxes**

Each year there will be a compilation of finances completed by a CPA approved by the board of directors. This compilation will be submitted to the National Association of REALTORS® as required by the CORE Standards program.

Association taxes will be prepared by a CPA approved by the board of directors.

The Association Executive will be the primary contact for the Association.

## **Section 5 Member Policies**

## 5.1 Application Fees

The Board of Directors may adopt an application fee for REALTOR membership in a reasonable amount, not exceeding three (3) times the amount of the annual dues for REALTOR membership, which shall be required to accompany each application and which shall become the property of the Board at the time of application. The current application fees for REALTORS® and Firms is available upon request.

## 5.2 Dues Timeline

The annual dues notification is sent out around the beginning of October. This is determined by the timeline of receiving the dues amount from NAR and WR. Dues can be paid either online or by check and are due by January 1<sup>st</sup>. PAAR Board of Directors with the recommendation of the Budget Committee determines the amount billed by the Association.

**Past Due Notices:** Any member whose dues, fees, fines or other assessments including amounts owed to the Association or the MLS are delinquent for 10 days from the due date shall be sent written notice that all services of the Association shall be suspended upon the 15<sup>th</sup> day from due date. Within 5 days of suspension of services, the member shall be sent notice by certified mail of pending termination. Thirty days after the due date membership shall automatically terminate unless within that time the amount is paid. If the member is terminated for any reason may apply for reinstatement in a manner prescribed for new applicants after making full payment for accounts due as of the date of termination.

## 5.3 Pro-Rated Dues Policy

Dues are pro-rated from the month the application for membership is received by the Board. If a member held membership in the Association during the previous 12 months, dues are not pro-rated.

## 5.4 Dues Refund Policy

If a member cancels their membership for any reason before the end of the year, there is no refund of the PAAR dues.

## 5.5 Memorial and Illness Guidelines

**Death:** Flowers and/or a donation along with an appropriate condolence card will be sent as listed below:

Past President or Present Officer - \$100

Director or Committee Chair - \$75

Member (over 10 years) - \$50

Member (under 10 years) - \$30

## 5.6 Bulk Emails to Membership

The MLS broadcast system or (PAAR) is for real estate business only, no personal sales of anything will be tolerated as well as any advertising FSBO's. If you have a question, the final decision will be with the MLS Chairman (which then they will pole the other Designated Brokers) (Just a reminder, if it is related to real estate, (for example, classes, open house, etc. that is fine). The Administrative Executive manages the list on Olypen. REALTOR® and Affiliate Members are included on this list.

## 5.7 Whistleblower Policy

A whistleblower is a member of the Port Angeles Association of REALTORS® who reports information that he/she has reasonable cause to believe discloses a violation of state or federal law to one or more of the parties specified in this policy.

If a member has information which he/she reasonably believes discloses a violation of state or federal law, the member should contact his/her President, or a member of the PAAR Board of Directors. Members are also permitted to contact the appropriate law enforcement or government agency. The member must exercise sound judgment to avoid baseless allegations. A member who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to provide accused individuals their legal rights of defense. The Port Angeles Association of REALTORS® will not retaliate against a whistleblower or any member who refuses to participate in an activity that would result in a violation of state or federal law. This includes, but is not limited to, protection from retaliation in the form of adverse actions such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any member who believes he/she is being retaliated against must contact the PAAR President or a PAAR Board Member immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated, or disclosures that would constitute a violation of the attorney-client privilege.

## 5.8 Cancellation Policy

Cancellation and Refund Policy for an event or class will be stated in the sign up documentation and may vary depending on upfront non-refundable costs paid by PAAR.

Cancellations must be made in writing with the class or event coordinator stated in the sign up documentation.

## 5.9 Affiliate Membership Policies

The benefits of PAAR Affiliate membership are available to companies that are engaged in industries related to the Real Estate Industry. Affiliate members pay PAAR Affiliate dues. The membership is held either as a Primary or Secondary Membership. The office determined to be

the primary member pays the WR Affiliate Dues. For example if a company has an office in Sequim and Port Angeles, one of them will be considered the primary and will pay the WR dues through that Association. Employees and co-workers of the member firm, who wish, may attend membership meetings and events as well as participate in the bulk email, if they so wish.

## 5.10 Appraiser Member Policies

Appraisers are affiliate members as individuals with PAAR and pay full PAAR dues along with affiliate dues to WR. Appraisers are members of the OLS as individuals

## 5.11 Member Travel Policies

Reasonable accommodations will be reimbursed by the Association after an out of town event. If preferred, the Association Executive will make the arrangements for lodging. Receipts will be required for reimbursement and must be turned in no later than 30 days after the event.

Mileage is reimbursed based on current IRS-allowable mileage reimbursement.

## 5.12 Privacy & Security Policy

We recognize the importance of protecting the personal information our members provide to the Port Angeles Association of REALTORS® (PAAR) and the National Association of REALTORS® (NAR & M1) web site.

We maintain the following privacy policy:

We gather the following types of information needed to process your transactions, fulfill your requests, and maintain our membership records:

Contact information you provide (for example, your personal and business addresses, phone and fax numbers, firm affiliations and titles).

Information you volunteer, via applications or surveys (for example, education, designations, specialties, affiliations with other real estate organizations and general demographic data).

We use this information to:

Notify members of upcoming events, Calls-to-Action, and products and services.

Display information on the association's web site.

Send out notices via email

PAAR does not share, sell or trade e-mail addresses.

We will not share, sell or otherwise provide other information about you to third parties, except for:

Information provided on the PAAR public website, which may include a public version of the membership roster, and information provided by a member for special promotions supplied by the member.

When provided by law or valid legal process, or to protect the personal safety of our members or the public.

Credit information that you and credit authorizers provide when you make payments by credit card or electronic check for products, dues or other services via the REALTOR® Electronic Commerce Network (“E-Commerce Network”) will only be used to process the transactions you request. This information will be provided to and maintained by reputable credit reporting databases, but will never be sold, shared or provided to other third parties. Currently, PAAR does accept credit cards and the above information pertains to any transactions made on the National Association of REALTORS® website (e-commerce), and any transactions made via PAAR on behalf of the member, and is NAR’s policy. Credit card information is not kept on file.

You may edit your personal contact information by contacting the PAAR office in writing at any time, this includes PAAR roster information or the M1 database (National Association of REALTORS®)



## Section 6 MLS Policies

### 6.1 MLS Tour Guidelines

Realtor® members of the Port Angeles or Sequim Association of Realtors® may submit their listings to the MLS office to be included in the Port Angeles MLS weekly tour. Port Angeles Association of Realtors® will have priority over non-Port Angeles Association of Realtors® members. Listings submitted from Sequim companies will be property within the Port Angeles jurisdiction. Homes submitted will meet the listing requirements of Section 1 of the Port Angeles MLS Rules and Regulations.

Properties East and West of Port Angeles will be scheduled on different weeks. Dividing line of the tour will be Laurel Street in Port Angeles. (Exception: if the number of houses on the tour is low, then the dividing line may be adjusted to fill out the tour).

To place property on tour, the Listing Office must delivered by email, a MLS Tour Form (*revised 2016*) to the Port Angeles MLS e-mail address ([pamls@olympen.com](mailto:pamls@olympen.com)) before 8 AM Wednesday prior to that Thursday's tour. The requesting office must have a valid MLS listing (completed and signed) for each property submitted for the tour. Listings must be in the computer and have an MLS number when the request is made. Cancellations will be taken until **Wednesday @ 11:00AM**. No telephone requests for the tour will be honored. *Homes that sell before Thursday's tour need to be reported to PAAR's Email before 11 am Wednesday. In case of emergency or hardship, last minute cancellations e-mailed to [pamls@olympen.com](mailto:pamls@olympen.com) by 9:00 am Thursday Morning.*

Tour will start at 9:30 am every Thursday.

A broker or a member of their office, who is a member of the Port Angeles or Sequim Association of Realtors®, must be present during the designated tour period. No questions can be asked if a non-licensed person is present at open house.

It is suggested that appropriate maps and Open House signs be at all Open Houses.

Houses within the Port Angeles city limited will be previewed first, followed by houses out of town. The Association office will compile the tour list each week and will have the assigned office for that month review the way the tour is routed. Offices will route on a monthly basis and the Association office will notify the office one week prior to the first tour routing approval.

Properties sold with a bump clause are eligible for the tour.

A copy of the MLS tour list will be e-mailed by noon by Wednesday to each Port Angeles office and any other office that has a home on the tour.

All complaints or comments regarding scheduling or operation of the tour will be referred to the Chairman of the MLS Committee.

There may be no more than 10 houses on the tour on any given week. (An exception would be, during the busy season when 12 homes are needed to relieve the backlog).

The tour sheet will distinguish the vacant houses on tour.

Homes cannot be on tour more than once every six (6) months unless **substantial** changes have been made to the property. The definition of **substantial** changes will be left to the sole discretion of the MLS Chairperson. The transfer of a listing to another agent or broker does not constitute a substantial change. In the event there are more than allowed by rule, those which have not previously been on tour will have priority.

Home tour rules will be included on the tour email on a regular basis. It is recommended that one rule be printed each week.

Homes on the Annual Spring Tour must be listed with the Multiple Listing Service.

If agents want to have a brunch, lunch or breakfast at a house on tour, the Association office will need to know at the time of the request for tour. The house will be the last house on the tour.

## 6.2 Lockbox Policies

It shall be the responsibility of the listing broker to remove the lock box from a listing. An exception will be removal of lock box with approval of listing broker.

All lock boxes must be picked up from MLS office by the purchasing broker.

Lock boxes may not be placed on a property without written authority from the seller. This authority may be established in the listing contract or in a separate document created specifically for the purpose. Inclusion in MLS complications cannot be required as a condition of placing lock boxes on listed property.

Board shall adopt written, reasonable, and appropriate rules and procedures for administrators of lock box systems which may include appropriate fines, not to exceed \$5,000

For additional information please consult the current PAMLS Rules and Regulations on the PAAR Website.