



Policy and Procedure Manual

This Policy Manual is intended to supplement the Bylaws and clearly delineate the roles of members, volunteers and staff within the infrastructure of the organization.

The Manual sets forth policies pertaining to the Association and its members and will be reviewed, and updated, each year by the President and his/her assignee.

The Board of Directors, as the governing body, is entrusted with the authority to establish policy for the governance of the Association.

Written job descriptions for officers, directors, and committees are additional mechanisms for reinforcing the stewardship responsibilities of volunteers helping them to be successful in their work, and avoiding the challenges created when there is ambiguity about their roles and responsibilities in relation to staff.

I. ORGANIZATION

The Johnston County Association of REALTORS® (JCAR) is a trade organization whose primary members are licensed real estate professionals. As a member of JCAR each REALTOR® also belongs to the North Carolina Association of REALTORS® and the National Association of REALTORS®.

Membership in JCAR is voluntary and is open to active real estate licensees. In addition to REALTOR® members there are Partner (Associate) member companies which offer services to real estate practitioners. These members may take advantage of many, but not all, of the programs and services offered to REALTOR® members.

The term REALTOR® is a licensed trademark which may be used only by members of the National Association of REALTORS® and its local associations. Logo usage must follow the NAR's guidelines found online at www.realtor.org.

II. HISTORY

Coming Soon.

III. MISSION

JCAR is a Committee driven Association whose main goal is to unite all those engaged in real estate transactions; offer members the education and services needed to enhance their business; serve the Community in which we live; abide by the strict Code of Ethics set forth by the National Association of REALTORS® and promote political awareness and professional responsibility among its members. Our Members are governed by a Board of Directors and numerous committees who respond to the day-to-day needs of the organization in compliance with the Association Bylaws and ensuring our compliance with the



requirements for continued membership in both the State and NATIONAL ASSOCIATION OF REALTORS®. By joining JCAR you are also a member of NCR, the North Carolina REALTORS®, and NAR, the National Association of REALTORS®.

IV. GENERAL DEFINITIONS

The following shall serve as definitions for JCAR concerning the terms used in this policy manual and by JCAR generally:

- a. **Articles and Bylaws** are rules governing the operation of the Association adopted by membership at large (with the advice and/or recommendations of the Board of Directors).
- b. **Policies** are general or fundamental principles relating to Association involvement adopted by members of the Board of Directors.
- c. **Procedures** are the detailed explanations, directions or actions to implement adopted articles, Bylaws, rules, programs and policies selected and applied by staff with the advice or recommendation of the Board of Directors. They address specific directions telling how, by whom and when things are to be done.

V. DEFINITION AND ROLE OF BOARD OF DIRECTORS

The Bylaws of JCAR defines the Board of Directors as the governing body of the Association. The membership has a right to expect from every Board of Director good faith, reasonable care, and prudence in the consideration of every situation, decision or question that is presented to the Board in managing the Association affairs.

The Board of Directors shall have charge of the general conduct of the affairs of the Association and shall enact such rules for its government as deemed expedient providing that the same shall not be inconsistent with the Bylaws of the Association.

It shall be the duty and responsibility of the Board of Directors to see that the membership is kept reasonably and properly informed on all matters of particular interest and concern to the membership in respect to the Real Estate business and the Association. It shall be the further duty and responsibility of the Board of Directors to secure, where time permits, the views of membership upon any subject or subjects of particular concern to the membership, this procedure to be particularly applicable where the Board of Directors is called upon to pledge the support of the Association on matters affecting the Real Estate business and on matters of civic, provincial or national interest. The object of this provision is to see that the majority views of the membership are ascertained on matters of importance before the Board of Directors adopts positions on behalf of the Association in respect to such matters.

- a. **Duties and Qualifications of the President.** Elected for a term of one year. Serve as the chief elected official of the Association. Oversee and be responsible for the Committee operations that relate to monitoring fiscal and performance measures for the Association. President must be a REALTOR® member in good standing, and should have held the position of President-Elect of the



Association, strongly encouraged to be an investor in RPAC, must attend a Professional Standards Workshop within the last three years, must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina.

The President shall:

- Direct the activities and Chair all meetings of the Board of Directors. Shall appoint members to Chair its sub-committees, presidential advisory groups, task forces, and assigned work groups; outline the purpose and duties of these committees, and monitor progress.
- Review actions of assigned Committees, sub-committees and work groups to assure that such actions are in compliance with adopted policies, budget and strategic planning.
- Form any special committees and work groups necessary to accomplish the goals of the administrative year.
- Identify organizational gaps and facilitate solutions
- Assist with transition role of President-Elect
- Annually solicit at least one JCAR member, who is not currently serving in a volunteer capacity to serve on a committee or as an officer of JCAR.
- Unify leadership team
- Responsible for the performance of the elected officers, committee Chairs and the Board of Directors.
- Ensure strategic plan is formulated to drive the Board of Directors agenda and decisions
- Assure that the instructions of the Board of Directors are carried out.
- Be ready to make decisions affecting the members on problems or issues from day to day.
- Serve as chief spokesperson for the Association.
- Meet with the leadership of other organizations, from time to time, to discuss problems of mutual interest to the real estate industry.
- Maintain continuous liaison with the Executive Director to ensure proper coordination in the conduct of the Association's business.
- Along with the Treasurer and Executive Director, may sign all official and financial contracts or instruments, which the Board of Directors has authorized to be executed.
- Represent the Association as a director of NCR and NAR meetings within budgetary constraints set by the Board of Directors.
- Be an ex-officio member of all Committees of the Association except the Grievance and Professional Standards Committees.
- Make every attempt to attend all major functions of the Association or shall see that the President-Elect or one of the other Officers attends in his/her absence.
- Have a working knowledge of the Bylaws, Policy Manual, Code of Ethics and Arbitration Manual, and Robert's Rules of Order
- Be familiar with the Association's Strategic Plan and see that the basic policies, general activities and programs that will further the goals and objectives of the Association are planned, formulated, and implemented.
- Keep abreast of the accomplishments of the Association, NCR and NAR so as to be prepared to discuss these matters with the membership.
- Solicit JCAR members, not currently serving in a volunteer capacity, to serve on JCAR committees or as a JCAR director.



- Present an annual report at the annual meeting, at the end of the term, or at other appropriate meetings.
- Actively participate in soliciting partners and sponsors
- In cooperation with those in financial responsibility, operate within an annual budget and see that finances of the Association are reviewed and/or audited.
- Promote goodwill, create a favorable public image, articulate the real estate position of the Association and develop credibility in matters relating to the Real Estate industry.
- Participate in New Member Orientation as outlined in Orientation agenda.
- Serve as Chair of Personnel Committee; participate and coordinate Executive Director annual review and present salary/benefit recommendations to the Board of Directors.
- Discourage rumors, gossip and criticism.

b. **Duties and Qualifications of the President-Elect.** Elected for a term of one year and succeeds to the office of President. Serve as a replacement for the President if he/she is unable to fulfill any of his/her assigned duties. President-Elect must be a REALTOR® member in good standing, strongly encouraged to be an investor in RPAC, must attend a Professional Standards Workshop within the last three years, and must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina. The President-Elect shall:

- Serve as Parliamentarian at Board of Director meetings and have a working knowledge of the Bylaws, the Policy Manual, the Code of Ethics and Arbitration Manual, and Robert's Rules of Order. Ensure Board of Director meeting minutes are properly taken by Executive Director and be responsible for minutes in the absence of the Executive Director. Review minutes for accuracy prior to Board approval.
- A minimum of 75% of the Board Meetings must be attended. If a Board member fails to attend 75% of the meeting, their leadership roll may be terminated via a recommendation from the Executive Committee for the Board of Directors to vote.
- Be responsible for all the duties and responsibilities of the President in the event of the President's absence or incapacity.
- Annually solicit at least one JCAR member, who is not currently serving in a volunteer capacity to serve on a committee or as an officer of JCAR.
- Recommend to the President members willing to serve as Vice-Chairs for each committee that will also commit to serving as Chairs for those committees during the following year.
- With the assistance of the Executive Officer, prepare and hold a leadership training and planning session for Board of Directors and Committee Chairs no later than December of the year preceding presidency.
- Attend NAR Leadership Summit prior to serving as President.
- Make every attempt to attend all major functions of the Association and shall be prepared to act on behalf of the President in his/her absence.
- Represent the Association as a director of NCR meetings within budgetary constraints set by the Board of Directors.
- Keep abreast of the accomplishments of the Association, NCR and NAR so as to be prepared to discuss these matters with the membership.
- Be prepared to accept all other duties as requested by the President.
- Solicit JCAR members, not currently serving in a volunteer capacity to serve on committees or as a JCAR director.



- Attend NCR Spokesperson Training prior to serving as President.
- Actively solicit partners.
- Shadow President whenever possible to ease transition into leadership.
- Serve on Personnel Committee; participate in Executive Director annual review and present salary/benefit recommendations to Executive Director after approval of the Board of Directors.

c. **Duties and Qualifications of the Treasurer** Elected for a term of one year. Responsible for the development of the Association's financial policies and shall oversee the funds and assets of the Board including oversight of an annual accounting review or audit. Treasurer must be a REALTOR® member in good standing, strongly encouraged to be an investor in RPAC, must attend a Professional Standards Workshop within the last three years, must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina. The Treasurer shall:

- A minimum of 75% of the Board Meetings must be attended. If a Board member fails to attend 75% of the meeting, their leadership roll may be terminated via a recommendation from the Executive Committee for the Board of Directors to vote.
- Have charge of and be responsible for all funds and securities of the Association; meet with financial advisors annually; and make recommendations for the deposit of monies in investments as specified in approved JCAR financial policies.
- Oversee the Association's annual budget and investment plan, making recommendations or adjustments as necessary and approved by the Board of Directors.
- Prepare the Association's annual budget for the following year, with the assistance of the Finance Committee, and in conjunction with the President-Elect, for approval of the Board of Directors; present annual budget for membership approval at general membership meeting.
- Annually solicit at least one JCAR member, who is not currently serving in a volunteer capacity to serve on a committee or as an officer of JCAR.
- Coordinate with the Executive Director oversight for all internal financial practices, and the annual accounting review, compilation or audit.
- Review the monthly financial statements and prepare summary report for presentation to the Board of Directors.
- Render full annual report at the annual meeting and perform such other duties as may be delegated by the President.
- Work with the Executive Director, and in cooperation with the accountant and/or bookkeeper of the Association, to see that proper accounting practices are carried out in maintaining the records of the Association, reporting to the Association as to the satisfactory condition or otherwise of the books of the Association.
- May be called on to sign certain legal and banking documents as needed.
- Serve on Personnel Committee and participate in Executive Director annual review and salary/benefit recommendations to the Board of Directors.
- Maintain a visible position and attend as many Association functions as possible.

f. **Duties and Qualifications of Secretary.** Serves in this office for one year. The Secretary must be a REALTOR® member in good standing, strongly encouraged to be an investor in RPAC, must attend a Professional Standards Workshop within the last three years, and must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina. The Secretary Shall:

- Assist in taking all notes during Monthly Board Meetings
- A minimum of 75% of the Board Meetings must be attended. If a Board member fails to attend 75% of the meeting, their leadership roll may be terminated via a recommendation from the Executive Committee for the Board of Directors to vote.
- The Secretary assists in preparing agendas and serves as the archivist in making sure all historical records are filed and documents are kept up to date.
- Serve on Personnel Committee and participate in Executive Director annual review.
- Maintain a visible position and attend as many Association functions as possible

e. **Duties and Qualifications of Past-President.** Serves in this office for one year, immediately following the year served as President. Serve as an officer of the Association and as a resource to the succeeding leadership. Oversee and be responsible for the Nominations Committee. Past-President must be a REALTOR® member in good standing, strongly encouraged to be an investor in RPAC, must attend a Professional Standards Workshop within the last three years, and must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina. The Past-President shall:

- Direct the activities of the Nominations Committee; make inquiries and seek talented members interested in being nominated to serve in leadership positions within the Association.
- A minimum of 75% of the Board Meetings must be attended. If a Board member fails to attend 75% of the meeting, their leadership roll may be terminated via a recommendation from the Executive Committee for the Board of Directors to vote.
- Make every attempt to attend all functions of the Association.
- Have a working knowledge of the Bylaws, the Policy Manual, the Code of Ethics and Arbitration Manual, and Robert's Rules of Order.
- Be familiar with the Association's Strategic Plan and assist in the implementation of the objectives and strategies.
- Be prepared to accept other duties as requested by the President.
- Annually solicit at least one JCAR member, who is not currently serving in a volunteer capacity to serve on a committee or as an officer of JCAR.
- Serve as committee liaison of the Designated REALTOR® Council and attend meetings whenever possible or assign another officer or director in his/her absence.
- Serve on Personnel Committee and participate in Executive Director annual review.

f. **Duties and Qualifications of Directors.** Serve a two-year term. Directors participate as voting members of the governing body of the Association. Directors must be a REALTOR® member in good standing, strongly encouraged to be an investor in RPAC, must attend Vision Quest, complete the online course; Leadership 100, and must be actively engaged in the real estate business and hold an active real estate license from the state of North Carolina. Director appointed by the President must also meet above qualifications. Directors shall:

- Attend every Board of Director meeting in accordance with the Bylaws of the Association.
- A minimum of 75% of the Board Meetings must be attended. If a Board member fails to attend 75% of the meeting, their leadership roll may be terminated via a recommendation from the Executive Committee for the Board of Directors to vote.
- In addition to service on the Board of Directors, each Director shall serve on at least one committee of the Association.

- Keep members informed of the activities of the Association.
- Present to the Board of Directors any programs, suggestions or concerns of the members.
- Make every attempt to attend all major functions and meetings of the Association.
- Directors shall have a working knowledge of the Bylaws, Policy Manual, The Code of Ethics and Arbitration Manual, Robert's Rules of Order, Core Standards and the yearly Budget
- Be familiar with the Association's Strategic Plan and assist in accomplishing the goals and objectives.
- Be prepared to accept all other duties as requested by the President.
- Report to the Board of Directors on all Association activities handled by him/her.
- Be responsible for the general conduct of the affairs of the Association and assist in enacting such rules and regulations for its government in accordance with Bylaws and Policies.
- Be responsible to all members and place the welfare of the total Association first.

VI. DEFINITION AND ROLE OF EXECUTIVE DIRECTOR

a. **Duties and Qualifications of Executive Director.** The Executive Director (ED) shall have the necessary authority to effect responsibility and perform the following with appropriate delegations and within the limits of the Association charter, bylaws, and policies established by the Board of Directors (BOD).

- Responsible to the Board of Directors for the effective conduct of the affairs of the Association. ED insures BOD is fully informed of Association conditions and important factors impeding the Association's success or progress in reaching their goals or financial obligations.
- Maintains an understanding of current real estate industry issues and trends that are shaping the industry. Assists BOD in managing changes to the benefit of the membership and the Association.
- Keeps in contact with membership to be informed of their issues and concerns; provide assistance with member problems and questions and to entertain suggestions relative to present and future service.
- Recommends and participates in formulating the Association mission, goals, objectives, and related policies and procedures; ensures that Association policies, programs and activities are properly communicated to members through online websites, email, or newsletters; ability to interpret and apply Association Bylaws, policies and procedures; and enforce and encourage proper use of the REALTOR® trademark and logos.
- Provides a smooth transition from one leadership team of office to the next by advising and assisting incoming officers of their new responsibilities. Helps President identify, understand and accommodate different leadership styles, manage group dynamics, and develop effective teams.
- Oversees committee effectiveness in the planning, organizing, and coordinating of Association programs and activities. ED supports, motivates, and guides committees to enable them to properly perform their functions, but does not establish their direction.
- Responsible for recruiting, hiring, administering and managing staff in an effective, professional manner, which includes the development of position descriptions and performance standards, conducting performance evaluations, and the recommendation of staff benefits and a compensation system to the Finance committee and BOD.
- Serve as liaison between the BOD and the Association's legal counsel.
- Recognize opportunities to expand services, membership and non-dues revenue and works with



appropriate committee, if applicable, to implement programs or actions.

- Executes such contracts and commitments as may be authorized by the BOD within established policies.
- Prepares the annual budget for Financial Committee review and operates within parameters established in Association policies. Insures all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
- Provides security for files, legal and historical documents, and member lists.
- Market the value of relevant programs and services to the membership and encourage participation in Association activities by effective communication. Continually monitor and evaluate communication methods to achieve desired end-results.
- Provides strong skills in NAR/NCR professional standards enforcement.
- Develops effective relationships and partnerships with appropriate local, state and national associations; when budget allows, attends local, regional and/or state meetings with volunteer leadership.
- Maintains Association's website and coordinates content input from committees.
- Carries out other general responsibilities as the Board of Directors may specify.

b. **Reporting Relationship.** The ED reports to the President. The annual performance evaluation and review shall be the responsibility of the Executive committee directed by the President.

VII. DEFINITION AND ROLE OF COMMITTEES

Committees are appointed by the President with approval from the Board of Directors to assist in the governance of the Association.

Committees are a subsidiary of the Association and make recommendations to the Board of Directors for action and shall be a part of the system of accountability in the Association. Committees work within the constraints of the annual budget and are responsible for planning and implementation of activities to achieve the objectives of the Association.

The Board of Directors will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

a. COMMITTEE REQUIREMENTS AND ACCOUNTABILITY

JCAR's CURRENT COMMITTEES

All committees are established by the Board of Directors and can be changed or removed by approval of the Board.

- Professional Standards-Required by NAR
- Grievance Committee-Required by NAR
- Realtor Political Action Committee-Required by NAR
- Social Committee
- Community Outreach Committee
- Economic Development Committee
- Affiliate Committee



- Education Committee-Sponsored by East Triangle Real Estate and Small Business School
- Young Professionals Network
- Parade of Homes Committee
- Membership Committee
- Top Producers Council
- Nominating Committee- The Committee shall be composed exclusively of the President, President-Elect, and Immediate Past President. No additional members shall be appointed or added.

All committees established by the Board of Directors must operate with a minimum of two volunteer members. The chair is appointed by the President. The chair will identify and recommend to the President no later than March of the current year a co-chair of the committee who will assume the responsibilities of Chair should the assigned chair be unable to fulfill their duties. Co-chairs also agree to continue their participation on the committee the following year to provide continuity. Committees are required to meet a minimum of four (4) times a year. Committee Chairs, or their appointee, are expected to make recommendations in the form of a motion to the Board of Directors for action. Lacking a motion, written minutes or report should be submitted to the Board of Directors summarizing committee progress. The Executive Director serves as staff liaison to all committees. Failure to comply with requirements and accountability may result in removal of Committee Chair and/or Committee disbandment.

b. ROLE OF THE CHAIRPERSON

The committee chairperson will be expected to lead the committee, schedule meetings in cooperation with Executive Director, prepare the agenda and distribute to committee in advance of meeting, keep meeting to a specific time frame, provide clear assignments and materials, recruit volunteers to serve on committee, motivate committee members, remain informed regarding the progress of the committee assignments, understand financial aspects of the committee, and be accountable to the President and Board of Directors. The Chairperson will be required to take *Leadership 100*, a training provided by NAR. The Chairperson will also be responsible for reading the Volunteer handbook and signing a form of stating they have read and understand the Handbook.

c. ROLE OF THE COMMITTEE MEMBER

Committee members are expected to attend all meetings of the committee; prepare for meetings by studying agenda and researching issues to be discussed; actively participate in discussion at meetings; follow through promptly on any assignments, and support committee recommendations. The Committee Member will also be responsible for reading the Volunteer handbook and signing a form of stating they have read and understand the Handbook.

VIII. IMPEACHMENT

In the event that an Officer, Director or Committee Chair is deemed to be incapable of fulfilling the duties for which elected or appointed, but will not resign voluntarily, the Officer or Director may be removed from office under the following procedure.



- a. A petition requiring the removal of an Officer or Director and signed by not less than one-third of the Board of Directors shall be filed with the President, or if the President is the subject of the petition, with the President-Elect, and shall specifically set forth the reasons for individual is deemed disqualified from further service.
- b. Upon receipt of the petition, and not less than twenty (20) days or more than forty-five (45) days, a special meeting of the voting membership of the Association shall be held, and the sole business of the meeting shall be to consider the charge against the Officer or Director and to render a decision on such petition. The special meeting shall be noticed to all voting members at least ten (10) days prior to the meeting, and shall be conducted by the President of the Association unless the President's continued service in office is being considered at the meeting. In such case, the President-Elect will conduct the meeting of the hearing by the Members. Provided a quorum is present as stated in the Bylaws, a 10% vote of members present and voting shall be required for removal from office.

IX. DUES & DUES REFUND POLICY

a. NON PAYMENT OF ANNUAL DUES

If annual dues are not paid by February 1, the Association may assess such late charges and administrative fees as may be established by the Board of Directors. Any Member Board, International Member, Student Member and National Affiliate Member delinquent in payment of dues by more than 90 days may be required to show cause as to why the Board of Directors, at its discretion, should not revoke the membership and/or charter of such member. Any member failing to pay an assessment which has been duly approved by the Board of Directors within ninety (90) days of the due date established for payment of that assessment by the Board of Directors may be assessed such late charges and administrative fees as may be established by the Board of Directors. Any member delinquent in payment of an assessment by more than one hundred eighty (180) days from the due date established for payment of that assessment may be required to show cause as to why the Board of Directors, at its discretion, should not revoke the membership and/or charter of such member.

b. DUES FEE CHANGES

Nonpayment of Financial Obligations. If dues, fees, fines, or other assessments including amounts owed to the Association or the Association's Multiple Listing Service are not paid prior to February 1, the nonpaying Member is subject to a \$75 fine. On March 1, membership of the nonpaying Member shall automatically terminate unless within that time the amount due is paid. A former Member who has had his membership terminated for nonpayment of dues, fees, fines, or other assessments duly levied in accordance with the provisions of these Bylaws or the provisions of other Rules and Regulations of the Association or any of its services, departments, divisions, or subsidiaries may apply for reinstatement in a manner prescribed for new applicants for membership, after making payment in full of all accounts due as of the date of termination. Any member that reinstates their membership within the same year they were terminated, must pay the full amount of annual dues, with no proration, regardless of the month in which they reinstate.



c. Realtor® Emeriti

The local dues of REALTOR® Members who are REALTOR® Emeriti (as recognized as having served 25 years of consecutive membership with Johnston County Association of Realtors®) and Past Presidents (starting January 1, 2019) will have their annual Local Dues waived.

d. Upon giving at least thirty (30) days' notice in writing, and subject to the approval of the Board of Directors, any Institute, Society or Council, in accordance with its Bylaws, may:

- (a) Increase its annual membership dues;
- (b) Establish active, associate, and sustaining forms of membership.

e. INACTIVATION/TERMINATION OF MEMBERSHIP PRIOR TO JANUARY 1

If a member renews membership for a new calendar year and his or her membership is inactivated or terminated for any reason prior to January 1 of said year, a formal reimbursement request should be submitted to JCAR for approval by the Board of Directors.

f. INACTIVATION/TERMINATION OF MEMBERSHIP ON OR AFTER JANUARY 1

If a member renews membership for a new calendar year and his or her membership is inactivated or terminated for any reason on or after January 1 of said year, then the amount of any JCAR dues that have been submitted to JCAR on account of such member will not be refunded to the member.

g. INACTIVATION/TERMINATION OF PROVISIONAL MEMBER

All New Members to join JCAR as their first Realtor® Association, that do not have a NRDS/M1# must complete the following within 90 days of their Letter of Good Standing/Activation Date. Please note, this requirement is not for members who transfer from one Realtor Association to JCAR. This requirement is only for Brand New Realtors who have never been assigned a NRDS/M1# and are considered in Provisional Status.

- (a) JCAR's New Member Orientation which is a hybrid training every third Wednesday of the month. There are 12 trainings each year.
- (b) National Association of Realtors New Member Code of Ethics
- (c) National Association of Realtors Fairhousing Training

Failure to comply with these requirements will result in termination of the Member's Association Membership and a requirement to pay a reapplication fee of \$250.

h. INACTIVATION/TERMINATION OF NEW MEMBERSHIP

If a new member joins JCAR during a calendar year and his or her membership is inactivated or terminated for any reason thereafter, then the amount of any JCAR dues that have been submitted to JCAR on account of such member will not be refunded to the member

X JCAR REALTOR® OF THE YEAR REQUIREMENTS

- a. Objective: The prestigious award given annually by the Johnston County Association of REALTORS® (JCAR) provides an opportunity for JCAR Awards Nominating Committee (current year President-Elect, President and Past-President) to select and honor the JCAR REALTOR® who best exemplifies the real estate profession. Nominations may be submitted by the membership with



written explanation of why nominee deserves this award. Only the Nominating Committee will review and vote on nominees.

- b. The REALTOR® nominee should have met the following criteria:
- Licensed REALTOR® and member of JCAR for at least 2 years
 - Participation in JCAR activities, meetings, committees.
 - Demonstrated REALTOR® enthusiasm by encouraging good real estate practices among peers and general public.
 - Demonstrate professionalism by public recognition of business conduct and service to clients.
 - Participates in service to community, clubs, organizations, etc.
 - Must not have been awarded REALTOR® of the Year within the last 5 years.
 - Cannot be a member of the JCAR Awards Nominating Committee (President Elect, President, Past President)

XI JCAR AFFILIATE OF THE YEAR REQUIREMENTS

Objective: The prestigious award given annually by the Johnston County Association of Realtors (JCAR) provides an opportunity for JCAR Awards Nominating Committee (current year President-Elect, President and Past-President) to select and honor the JCAR Affiliate member who has actively supported JCAR. Nominations may be submitted by the membership. Only the Nominating Committee will review and vote on nominees.

The Affiliate nominee should have met the following criteria:

- Participation in JCAR activities, meetings, committees.
- Demonstrated enthusiasm by encouraging good business practices among peers and general public.
- Demonstrate professionalism by public recognition of business conduct and service to clients.
- Participates in service to community, clubs, organizations, etc.
- Must not have been awarded Affiliate of the Year within the last 3 years.
- Cannot be a member of the JCAR Awards Nominating Committee (President Elect, President, Past President)

XII EMERGENCY POLICY ON ASSOCIATION OPERATIONS

In situations of National Emergency or locally unsafe conditions, the Board of Directors may choose to cancel meetings and or educational classes as they see fit. This will be to protect the members and will remain in place, until those conditions change or return to normal order. When operations return, it will be at the members discretion to participate or not.

XIII ELECTRONIC MEETINGS

At the discretion of the President, members of the Board of Directors who are entitled to vote may participate in and act at any meeting of the Board of Directors through the use of a conference telephone or interactive technology, including but not limited to electronic transmission, Internet usage, or remote communication, by means of which all persons participating in the meeting can communicate with each



other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

- Motions created via email, however not suggested, are permitted if and only when, 100% of the Board of Directors participates in the motion, discussion and vote.

XIV FINANCIAL RESPONSABILITIES

- a. All JCAR Staff and Leadership must abide by the Johnston County Association of Realtors Financial Policy as set forth.
- b. The CEO will make financial decisions up to but not exceeding \$5000.00
- c. The Executive Committee will make financial decisions over \$5000.00 and must be presented and approved by the BOD.
- d. Deposit. All monies received by the Association for any purpose shall be deposited to the credit of the Board in a financial institution or institutions selected by resolution of the Board of Directors.
- e. For detailed information regarding this subject, please refer to the separate Financial Policy document

XV CYBER SECURITY POLICY

For detailed information regarding this subject, please refer to the separate Cybersecurity Policy document

XVI DOCUMENT RETENTION POLICY

For detailed information regarding this subject, please refer to the separate Document Retention Policy document

XVII AMENDMENTS

These Policies and Procedures may be amended by a majority vote of the Board of Directors present and qualified to vote at any meeting at which a quorum is present.