

POLICIES AND PROCEDURES
I-85 NORTH BOARD OF REALTORS®, INC.

Approved and revised 9/2016 – revised 3-2019

I. Discrimination:

- A. The I-85 North Board of REALTORS® does not discriminate in its membership or hiring policy.
- B. The I-85 North Board of REALTORS® does not hold events at private clubs which discriminate in membership practices.

II. Committee Reporting:

- A. All activities, other than those activities stipulated in the committee job descriptions, of Standing and Special Committees, must be approved by the Board of Directors prior to implementation.
- B. Each standing and/or special Committee Chair Person shall report monthly on the activity of their respective committee, to the Board of Directors, through the Director Liaison of that Committee by written, verbal or email communication. Any Committee that holds a meeting or event must submit a written report.

III. Use of the Association's Attorney:

- A. All contacts, of whatever nature, with the Association's Attorney, should one be retained, shall be made through the President, President-Elect or the Association Executive in all matters concerning the Association. Individual members contacting the Association's Attorney on their own behalf shall be responsible for any fees charged.

IV. Use of the Board Logo:

- A. The I-85 North Board of REALTORS® name, symbol, etc. shall only be used by the same and shall not be published, copied, reprinted without the express permission of that Board.

V. Gifts/Donations/Presentations:

- A. The Board of Directors must approve all charitable donations.

VI. Use of the Board Email Roster:

- A. The Email Roster is only available to members of the I-85 North Board of REALTORS® who choose to participate in the email roster program and should only be used by such. Any and all members using the Board email roster must use an “opt out” clause on each and every email sent. If a member chooses to opt out you must comply as stated in the State and Federal Spam Laws.

VIII. Sponsorship for Regular and/or Special Events:

- A. Affiliate members and Sponsors often graciously agree to make contributions in the form of funds and/or services to sponsor programs and special events and to make them better and more affordable to our members. All requests to sponsor events should be coordinated through the Programs Committee and Sponsorship Coordinator.

Dues Collection Procedures:

- A. Dues bills are prepared and sent to each Designated REALTOR® by October 15. Individual dues billings are prepared for each associate in the firm for the Designated REALTOR'S® (hereinafter "DR") use in collection from associates in the firm.
 - 1. When offered, members shall have the option of paying their dues on a payment plan allowing member to be paid in full by the deadline for the upcoming year.
- B. The Designated REALTOR'S® dues are computed by multiplying the total number of licenses held by the firm (including the DR's) times the annual dues amount. Credit will be given the DR for each associate from whom dues are collected and remitted. It is the responsibility of each DR to provide proof of paid board affiliation for any associate who is not a member of the I-85 North Board of REALTORS® or the completed LFRO Form. Failure to provide this proof of membership or the LFRO form will cause the DR to be assessed the annual dues for the associate in question.
- C. The entire amount due from each DR must be submitted with copies of the billing in a package. Individual members should pay their dues directly to the DR for submission in the firm's dues package unless paying online.
- D. All dues must be received in the Board office or postmarked by December 15 of each year and are late after that date. As of January 1st a late fee of \$50.00 per month will be added to the dues of each REALTOR® member who has not paid their dues by the due date. If no dues are received by March 31st, the Firm and Agent will be made inactive with the Board, NAR and GAR. Once made inactive, members must pay the entire annual dues balance to reactivate the membership along with any late fees incurred.

IX. General Membership Meetings/Event Reservations:

- A. Each member shall reserve a seat for the General Membership Meetings. Reservations must be made at least 48 hours prior to the event, and may be made by telephone, email or register on the website. Members shall also have the option of making a standing reservation with the understanding that said standing reservation should be canceled prior to the event if unable to attend.
- B. The Membership Committee shall be responsible for monitoring the attendance and informing the Association Executive of the information relative thereto.
- C. Should a member register for a meeting, event or an education course and not attend or cancel within the allotted time period, that member will be responsible for the registration fee or cost for attending the event.

X. Accounting Procedures:

- A. Authorized signatures for bank accounts are: President, President Elect, Treasurer, Association Executive or any other authorized signer to be determined by the President, President Elect, and Treasurer.
- B. Checks for amounts over \$1,000.00 will require two authorized signatures.
- C. RPAC checks are sent directly to Georgia RPAC. If made payable to I-85 North Board of REALTORS® they are endorsed over to RPAC and forwarded to the Georgia Association of REALTORS®.
- D. All bank statements are mailed to the Association for reconciliation.
- D. The Association Executive shall post checks to appropriate accounting code and record deposits for use by the Association accountant and/or bookkeeper in preparing monthly financial statements.

- F. The Association accountant and/or bookkeeper shall report any discrepancies, irregularities and may offer suggestions to the current Chair Person of the Budget and Finance Committee and the Association Executive, or to the current President of the Association.
- G. If a check is returned for insufficient funds, the maker of the check shall be assessed an administration fee equal to the fee assessed by the financial institution plus \$20.

XI. Public Relations/Media:

- A. All requests from the media, or any non-member, for information regarding Association members or the position of the Association on any matter of public interest shall be referred to the Board of Directors or the AE.
- B. Only the Board of Directors can authorize a Policy Statement and authorize comment on issues. Said policy statement must be in writing and must state that it must be reproduced as written. This policy may be otherwise directed by the Board of Directors.
- C. Advertising, information, or publicity of any type or in any form shall not be endorsed by the I-85 North Board of REALTORS®, unless it is of, about, or for the entire Association membership inclusively or directly related to Association business with the exception of committee recommendations which must be approved by the Board of Directors.

XII. Expense Reporting:

- A. Members of the Board of Directors will at time be called upon to travel or perform other duties for the Board and will incur expenses that are reimbursable. All reasonable and actual expenses incurred will be reimbursed to said individual, up to the limit as budgeted. Reasonable expenses include, but are not limited to, the following: air fare and other travel expenses, including rental cars and fuel, personal automobile mileage, tolls, parking, taxi, bus, subway, rail, hotel, meals, telephone calls and tips. See Exhibit “A” – Travel Policy.
- B. Expenses are to be reported on the current Expense Reporting Form. Expense forms, with receipts attached, shall be submitted within 30 days after the occurrence. The IRS schedule for personal automobile mileage will be used to reimburse personal automobile mileage. In the event a question arises regarding a receipt, the IRS guidelines shall prevail. See Exhibit “B” – Expense Reporting Form.
- C. Submitted expenses shall be reviewed by the Treasurer. The Treasurer’s expenses shall be reviewed by the President or President-Elect. The reviewer will check the accuracy of the calculations on the form. If the reviewer has questions concerning the expenses submitted, (s) he will immediately resolve the questions so the expenses can be paid in a timely manner but, shall not exceed 10 business days.

XIII Committees - All committee meetings shall be coordinated based upon the schedule as determined. Only the AE has the authority to enter into contracts. All expenditures must be approved by the AE or the President.

A. Administration and Operations Committee

Purpose & Responsibility: This Committee shall be responsible for recommending changes policies and procedures and shall work as a liaison between the President, President-Elect, and the Board of Directors. It shall review the Strategic Plan and recommend any necessary changes. Also, the Committee oversees maintenance and insurance needs of the Board's property and gives recommendations for specific expenditures not included in the budget related to administrative and operational functions. The Committee oversees the assets of the Association. The Committee shall perform other such duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 7

Chairman: President Elect

Make-Up of Committee: President, President-Elect, Past President, Treasurer, 3 members at large*.

*3 Members at large shall be appointed by the President. They shall each serve a 1 year term

Quorum: 51%

B. Special Recognition Committee

Purpose & Responsibility: The Committee is responsible for the acknowledgement of outstanding accomplishments of REALTOR® Members, Partner Members, Sponsors and others that may have contributed to the Board throughout the year including special events (Golf Tournament, Relay for Life, Community activities, and fundraisers.) The Committee shall begin meeting in the month of January. The Committee shall distribute nomination and application forms for all awards and shall select REALTOR® of the Year, Rookie of the Year, Partner of the Year, Committee Chair Person of the Year, Volunteer of the Year, Meritorious, and Distinguished Service Award from said nominations. The Committee reserves the right to nominate a candidate or to forego the presentation of an award. The Committee shall also present awards/plaques to the outgoing officers, retiring REALTORS® and Circle of Excellence recipients. The committee shall perform such other duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 6

Chairman: Past President

Make Up of Committee: President, Past President, President Elect and 3 at large members*.

*3 Members at large shall be appointed by the President. They shall each serve a 1 year term

Quorum: 51%

Sub-Committee: Circle of Excellence Committee – The Circle of Excellence Committee shall annually review and revise the Circle of Excellence Rules and Regulations. The Committee shall distribute the application forms, shall solicit responses from the qualified applicants and supply the Awards/Banquet Committee with a list of members who have qualified for the Circle of Excellence. This subcommittee to be appointed by the President.

In order for agents to qualify for admission to the I-85 North Board of REALTORS® Circle of Excellence, dues must be paid by December 15 or by a date determined by the Board of Directors. DEADLINE FOR APPLICATION FOR CIRCLE OF EXCELLENCE IS JANUARY 15TH. See Exhibit "C" for the Rules and Regulations.

C. Budget and Finance Committee:

Purpose & Responsibility: The Committee is responsible for preparing and proposing an annual budget to the Board of Directors during the 4th quarter of the year. They are responsible for monitoring the budget and other financial obligations of the Board on a monthly basis. The Committee shall present proposals for purchases or loans (Income/Expenses/Capital Purchases) for the Board. The Committee shall be responsible for presenting investment recommendations to the Board of Directors. The Treasurer shall serve on the Administration & Operations committee, Strategic Planning

Committee and the Board of Directors. The committee shall perform such other duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 5

Chairman: Treasurer

Make Up of Committee: President, Past President, President Elect, Treasurer (Chair) and 1 member at large*.

*The member at large shall be appointed by the President to serve for 1 year.

Quorum: 51%

D. Communications/Public Relations:

Purpose & Responsibilities: The Committee shall coordinate community service projects of the Board. The Committee is also responsible for enhancing the professional image and statue of the Board and its members through media exposure, including printed publications, involvement in and support of civic and community projects. In addition, the Committee shall promote programs to the public to enhance the REALTOR® image. The Committee shall coordinate all charitable fund raising events. The committee shall perform other such duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: Minimum of 4 members from each county within the Board's jurisdiction.

Chairman: Appointed by President to Serve 1 Year

Quorum: 51%

E. By-Laws Committee

Purpose & Responsibilities: The Chair Person shall serve a term of 2 years. The Committee shall annually review the By-Laws and recommend to the Board of Directors any necessary changes, official resolutions or proclamations. The committee shall perform such other duties as directed by the Board of Directors or by the President. The committee shall consist of:

Composition:

Number on Committee: 7

Chairman: To be appointed by the President from among any of the committee members. The Chairman shall serve for 2 years.

Make Up of Committee: President, President-Elect, Past President, Treasurer, and 3 Members at Large.

Quorum: 51%

H. Political Affairs/Legislative/License Law Committee:

Purpose & Responsibility: The committee shall monitor legislative matters, which affect the real estate industry at all levels of government (local, county and state). The Committee shall keep members informed by written and verbal reports. The Committee shall have a representative from the board at all surrounding County government meetings where issues which impact the real estate community shall be considered. Only the Board of Directors can authorize a Policy Statement and authorize comment on issues. The committee shall also educate the general public on the preservation of private property rights and/or GAR dedication to protect them. In addition the committee shall perform other such duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 3

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 1 Member at large from each county in the Boards jurisdiction.

Quorum: 51%

I. Membership Committee:

Purpose & Responsibility: The committee is responsible for reviewing member applications for membership to the Board as per the Board bylaws. This committee is responsible for holding membership drives to recruit new members. Upon approval, each new member will receive a “welcome packet” sent from the membership committee. The Committee is responsible for coordinating and promoting membership. At least two members of this committee should be present at each general membership meeting to greet incoming guests. The committee shall perform other such duties as directed by the Board of Directors or by the President. This committee shall consist of 1 Chair Person and 5 Members at large.

Composition:

Number on Committee: 6

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 5 Member at large.

Quorum: 51%

Sub Committee: Partners Committee - This Committee provides guidance and direction for the development of activities, materials, policies and programs to increase new Partner Membership and participation. This committee is responsible for coordinating the Trade / Technology Show in conjunction with the Program Committee. The Committee shall perform other such duties as directed by the Board of Directors or the President. The committee shall consist of 1 Chair Person and 3 Members at large.

Composition:

Number on Committee: 4

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 3 Partner Members at large serving 2 year staggered terms.

Quorum: 51%

J. Programs Committee:

Purpose & Responsibility: The Committee is responsible for planning and implementation of the general membership meeting programs, location, speakers, and sponsors. The Committee also assists in coordinating the Annual Awards Banquet, the Holiday Party, and any other Board events. In addition, the committee shall be responsible for the annual trade show in conjunction with the Partners Sub-Committee. The committee shall adhere to and monitor the annual budget approved by the Board of Directors for such events. The committee shall perform such other duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 5

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person, 3 Members at large and the current Partners Sub-Committee Chairman. All shall be appointed by the President annually.

Quorum: 51%

K. Professional Development Committee:

Purpose & Responsibility: This Committee shall provide programs and seminars to further the knowledge and professionalism of our members for continuing education credits including the Code of Ethics and Cultural Diversity Courses. The committee shall perform such other duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 4

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 3 Members at large. All shall be appointed by the President annually.

Quorum: 51%

L. Commercial, Land and Industrial Committee:

Purpose & Responsibility: The Commercial, Land and Industrial Committee shall provide a forum for discussion of topics related to commercial, land and industrial development and the exchange of leads or other networking information. The committee shall perform other such duties as directed by the Board of Directors or by the President.

Composition:

Number on Committee: 5

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 4 Members at large (1 from each county in the Boards jurisdiction.) All shall be appointed by the President annually.

Quorum: 51%

M. RPAC COMMITTEE:

Purpose & Responsibility: The committee shall be responsible for raising RPAC funds for the furtherance of political candidates on a non-partisan basis and funds to support REALTOR® issues. The Committee shall perform other such duties as directed by the Board of Directors or the President. This Committee shall abide by all Federal and State laws pertaining to PACs.

Composition:

Number on Committee: 4

Chairman: To be appointed by the President for a term of one year.

Make Up of Committee: This Committee shall consist of the Chair Person and 3 Members at large. Members at large shall be appointed by the President.

N. NOMINATING COMMITTEE:

Purpose & Responsibility: The Committee shall be structured as detailed in the By-Laws of the Board and shall annually nominate a slate for officer and director vacancies. The Committee shall also be responsible for annually filling the I-85 N BOR GAR Director seats. One GAR Director Seat shall automatically be reserved for the President-Elect. The committee shall perform other such duties as directed by the Board of Directors or the President.

Composition:

Number on Committee: 6

Chairman: Past President shall chair the committee

Make Up of Committee: This Committee shall consist of the Chair Person, the Current President and 4 Members at large to be appointed by the President annually.

O. TECHNOLOGY COMMITTEE:

Purpose & Responsibility: The Committee shall provide members with information on emerging trends in technology that will impact their business and business operations and to provide opportunities to share information with respect to new technologies and new business applications. The committee shall promote the technological benefits of membership in the local, state, and national REALTOR® organizations. They shall make recommendations to various committees such as the Education Committee for education classes on technology and the Membership Committee for innovative services. They shall develop a plan for collecting and distributing online information and also make recommendations to the staff for technological articles to be published in the newsletter, etc. They shall make recommendations to the staff and/or Board of Directors when appropriate for enhancements to the website, etc. and make recommendations on technology services, equipment and/or programs that might benefit the general membership, staff or board as a whole. The committee shall perform other such duties as directed by the Board of Directors or the President.

Composition:

Number on Committee: 4

Chairman: To be appointed by the President for a term of one

Make Up of Committee: This Committee shall consist of the Chair Person and 3 Members at large to be appointed by the President annually.

XV. Officer Job Descriptions

A. PRESIDENT-The President shall be the Chief Elective Officer of the Association and shall serve a term of 1 year and shall perform such duties as are usual to the office. The President presides over all meetings and interfaces closely with the Board AE. The President shall also serve as Chair of the Board of Directors and is the Chief spokesperson of the Board. The President shall serve on the Administration and Operations Committee, the Budget & Finance Committee and the Strategic Planning Committee. The President sets short-term and long-term goals of the Board. The President is an ex-officio member of all committees. The President appoints the Chair of all Standing Committees and also appoints all Special Committees and guides members to reach group goals. The President guides and prepares the President-Elect of the Board, and relies on Past Presidents for advice. The President sets a plan for Crisis Management. The President motivates, supports and identifies Board members expertise and creates opportunity for all leaders and members to shine. The President is responsible for serving as the Boards representative on the GAR Board of Directors in the seat reserved for the Board President.

B. ASSOCIATION EXECUTIVE (AE)-The AE of the Board reports directly to the Board of Directors, manages the staff and the Board office. The AE communicates information, education and services to the membership, committee chairpersons and Board of Directors. The AE shall help the President and President-Elect define goals and objectives to help prioritize short and long term goals of the Board. The AE shall perform such other duties as directed by the Board of Directors or by the President.

C. PAST PRESIDENT CURRENTLY SERVING ON THE BOARD OF DIRECTORS - In the absence of the President and President-Elect or as requested by the President, the Past President shall discharge the duties of the President. The Past President shall serve a term of 1 year and perform such other duties as directed by the President or Board of Directors. The Past President is an ambassador of the board and promotes group initiatives, goals, members ~~or~~ and objectives. The Past President moves to other levels of service and seeks out future talent for leadership positions. If the offices of President and President-Elect become vacant, the Past President shall serve as President until such time as the Board of Directors selects a new President. The Past President shall serve on the Board of Directors, Budget & Finance Committee, and the Special Recognition Committee.

D. PRESIDENT ELECT - The President-Elect, in the absence of the President, or at any time when requested to do so by the President, shall discharge the duties of the President. The President-Elect shall serve a term of 1 year and shall succeed to the office of the President and is the President in Training. The President-Elect interfaces closely with the President and the Board AE and monitors the

progress of committees. The President- Elect shall appoint all committee Chair-Elect's. The President-Elect shall be the Chair Person of the Administration and Operations Committee and shall serve on the Board of Directors, Budget and Finance Committee and Special Recognition Committee. The President-Elect is an ex-officio member of all standing committees. The President-Elect will automatically receive one of the I-85N BOR GAR Director Seats.

E. TREASURER-The Treasurer shall serve a term of 1 year and shall keep or cause to be kept a full and accurate account of the receipts and disbursements of the funds of the Board. The Treasurer shall render to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of the Board. The Treasurer shall keep, or cause to be kept, a detailed record of income and expenses and render a statement of the Association accounts to the Board of Directors at their monthly scheduled meetings. The Treasurer shall interface closely with the Board AE and the Bookkeeper to oversee investments, reserves and capital expenditures of the Board. The Treasurer will serve as the Chair Person of the Budget and Finance Committee and shall serve on the Board of Directors.

F. SECRETARY - The Secretary shall serve a term of 1 year and shall serve as secretary to the Board of Directors. The Secretary shall record, or cause to be recorded, the minutes of all proceedings of the Board of Directors Meetings and Annual Membership Meetings. The Secretary shall issue, or cause to be issued, proper notice of all meetings of the Board of Directors. The Secretary shall also be responsible for authenticating records of the Board.

G. BOARD OF DIRECTORS-The Board of Directors shall consist of the following members: President, President-Elect, Past President, Treasurer, Secretary, and seven (7) elected directors. These elected Representatives must be **REALTOR®** members. In addition, the Board has the option to elect two (2) Affiliate Members to serve on the Board of Directors, each for a two (2) year term. Any vacancy occurring on the Board of Directors by death, resignation, or otherwise shall be filled by an eligible member elected by the Board of Directors in accordance with the Board Bylaws. An absence from three scheduled Board of Directors meetings will constitute an automatic resignation from the Board of Directors subject to the absentee policy.

- 1. Directors Duties & Powers**-All corporate powers shall be vested in the Board of Directors who shall carry out the policies adopted by the Board. The Board of Directors shall administer the finances of the Board and shall have authority to appropriate money. The BOD shall have full power to borrow money, issue notes, bonds or certificates of indebtedness as may be deemed necessary to carry out the objectives and purposes of the Board. The Board of Directors reviews and approves the Budget, reviews the slate of the nominating committee before it is presented to the General Membership, and receives written and/or verbal committee reports. All Board of Director Members are encouraged to attend each General Membership meeting and to meet and mingle at General Membership meetings and functions. All Board of Director Members are ambassadors of the Board. When decisions are reached it is the responsibility of each Director to carry the message of the Board of Directors as a whole and not of that of one's personal opinion even when he/she disagrees with the outcome.
- 2. Expectations of the members of the Board of Directors** include, but are not limited to, the following:
 - A. Directors shall attend all Board of Directors meetings.
 - B. Directors are encouraged to attend all General Membership Meetings.
 - C. Directors are encouraged to attend and support all Board functions (i.e.: holiday party, picnic, golf tournaments, fund raisers, Relay for Life, etc.).
 - D. Directors are encouraged to attend at least one GAR or NAR convention each year.
 - E. Directors shall keep abreast of issues that affect the Real Estate Community.
 - F. Directors shall supervise and receive reports from any committee over which a Director serves as a liaison.

- G. Directors shall actively participate in Board discussions and make sure their position is represented.
- H. Directors shall keep in touch with the wishes of the membership at large in order to properly represent the membership's position.
- I. Directors are encouraged to attend the I-85 North and GAR Leadership Conference annually.

H. GAR STATE DIRECTORS - The number of GAR Directors representing the I85NBOR is determined by GAR and formulated on membership numbers. The I85NBOR Nominating Committee is responsible for annually filling the vacant seats allotted to I85NBOR. The President Elect shall always fill one vacant seat. The State Directors shall encourage local members to participate in all GAR meetings and conventions and encourage all REALTOR® Board members to develop their professional skills and enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS®. The State Directors are responsible for attending the Inaugural Convention and the Annual Convention and Trade-Expo. GAR Directors must attend the Regional Caucus meetings and must be present to vote at all GAR Board of Directors meetings at the Conventions. In addition, the I85NBOR President will assign GAR committee meetings for each Director to attend and report information back to the I85NBOR Directors and Membership.

I. CHAIR OF COMMITTEES-The Committee Chair Persons are appointed by the President of the Board and serve a term of 1 to 3 years and report and give regular updates to the Director-Liaison assigned to their respective committee. The Chair Person and Chair Person-Elect of each committee work together on committee meetings. The Committee Chair Person sends all action items and recommendations to the Board of Directors and cultivates future replacements for the committee. The President and President Elect shall be ex-officio members of all committees and shall be notified of all meetings. The Committee Chair Person shall know the purpose and scope of the committee, know the financial aspects of the committee, and be familiar with the budget of the Board. The Committee Chair Person is encouraged to attend the Annual Leadership Development Conference of the Georgia Association each year, shall take the minutes and attendance record at each committee meeting and forward a copy to the Board office. Each Committee Chair Person shall keep a summary of previous and ongoing events that occur during the year to pass along to the next year's Committee Chair. The Committee Chair Person shall perform such other duties as directed by the President or by the Board of Directors. The Chair Person Elect of the committee shall perform the duties of the Chair Person in the absence of the Chair Person.

J. CHAIR-ELECT OF COMMITTEES-The Committee Chair-elect Persons are appointed by the President-elect of the Board. The Chair-elect Person of each committee works closely together with the Chair Person on committee meetings and committee related activities. The Chair-elect fills in for the Chair should the Chair not be able to be present at a meeting or event. Should the Chair have to resign during the year, the Chair-elect would assume the role through the end of the year. The Committee Chair-elect Person shall know the purpose and scope of the committee, know the financial aspects of the committee and be familiar with the budget of the Board. The Committee Chair Person is encouraged to attend the Annual Leadership Development Conference of the Georgia Association each year. The Committee Chair Person shall perform such other duties as directed by the President or by the Board of Directors.

EXHIBIT A
I-85 North Board of REALTORS®
TRAVEL POLICY

Officers are encouraged to attend various meetings or conferences out of town, at times at the expense of the Association. At first this may seem like a perk for serving in your position, but time away from your home, family, and work can be stressful. Like other duties, please take this one seriously and be responsible by not taking advantage of an expense account. Get the most out of the trip as possible. Attend the meetings that you are assigned as well as other meetings in which you have interest. In addition, attend seminars and/or trade shows. You will be expected to give a report back to the Board of Directors and the members upon your return. Staff and/or your Liaison will let you know what the preferred reporting method will be.

REIMBURSEMENTS

Normal business expenses will be reimbursed for the following:

State Directors per GAR meeting subject to meeting attendance.

I-85N BOR President Elect per GAR meeting subject to meeting attendance.

I-85N BOR President per GAR meeting subject to meeting attendance.

GAR meetings include the Inaugural Conference and Annual Conference.

Registration reimbursement will occur for any **Board Member** attending the GAR Leadership Development Day.

All attendees that are to be reimbursed are required to attend meetings as assigned by the I-85N President and /or the AE in order to receive their reimbursement for the travel. Reimbursement transpires after the event has occurred. If the individual does not attend the event, then they will be responsible for their own incurred expenses.

(100% of budget includes Registration, Meals (excluding alcoholic beverages), Airfare, Mileage, Parking, Taxi's, Hotel Expenses and Tips. All expenses are subject to review and approval. Receipts must be submitted along with a completed Expense Reimbursement Form.

All reimbursement requests must be submitted within 30 days of the event occurring.

Travel arrangements are to be made by the individual unless otherwise notified by the AE.

Revised 3-2019

EXHIBIT B
I-85 North Board of REALTORS®
EXPENSE REIMBURSEMENT FORM

NAME: _____

BOARD POSITION: _____

REASON FOR REIMBURSEMENT:

TRAVEL: GAR INAUGURAL CONVENTION _____
 GAR ANNUAL CONVENTION _____
 NAR LEGISLATIVE MEETINGS _____
 NAR LEADERSHIP CONFERENCE _____
 NAR ANNUAL CONVENTION _____
 OTHER: _____

EXPENSES: (PLEASE ITEMIZE AND ATTACH BILLS)

	<u>Paid By Individual</u>	<u>Paid By Association</u>
Registration	\$ _____	\$ _____
Meals	\$ _____	\$ _____
Airfare	\$ _____	\$ _____
Mileage	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Taxi's	\$ _____	\$ _____
Hotel Expenses	\$ _____	\$ _____
Tips	\$ _____	\$ _____
Other	\$ _____	\$ _____
	\$ _____	\$ _____
Total:	\$ _____	Total: \$ _____

TOTAL EXPENSES \$ _____

LESS PERSONAL EXPENSE - _____

TOTAL TRUE EXPENSES \$ _____

LESS PD BY ASSOCIATION - _____

LESS CASH ADVANCED - _____

REIMBURSEMENT DUE: \$ _____ **TO: BOARD / MEMBER**

SIGNATURE: _____ DATE: _____

TREASURER'S APPROVAL: _____ DATE: _____

EXHIBIT C

I-85 North Board of REALTORS® Board of Directors Absentee Policy

1. Roll call will be taken at each Board of Directors meeting. (Attendance shall be on an annual basis.)
2. Should a Board of Director Member miss a meeting, they are required to submit a letter explaining their absence prior to the meeting or by the next scheduled Board of Directors meeting.
3. Once a member has missed 3 meetings, a letter shall be sent notifying the member that their absence has been construed as resignation as per the I85NBOR Bylaws. In addition, the letter shall notify the individual of their option to appeal to the Board of Director for reinstatement.
4. Should the member wish to appeal, they must do in writing and indicate their desire to personally appear before the Board of Directors. The Board of Directors shall consider the appeal, taking into consideration the letters that were submitted when the individual missed the meetings. The Board of Directors has the authority to deem the absences valid and allow the member to remain on the Board.
5. If the member misses a fourth meeting after having been reinstated, the member shall be considered resigned.
6. The Board of Directors shall have the right to grant extenuating circumstance privileges on an individual basis.
7. The Board of Directors shall have the authority to govern habitual tardiness or early departures of Board Members.