



HAAR

HUNTSVILLE AREA ASSOCIATION of REALTORS®

POLICY MANUAL

July, 2016

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SUBJECT: Mission Statement

SOURCE: Board of Directors

REFERENCE: Strategic Plan

It shall be the policy of the Huntsville Area Association of REALTORS® that the following statement will serve as the Mission Statement:

“To provide members with the education and resources that will empower them to conduct business successfully, promote and enforce ethical standards, strengthen the REALTOR® image and advocate for property rights and ownership.”

Revised: June, 2015

Governance

SUBJECT: Officer & Director Position /Descriptions

SOURCE:

REFERENCE: HAAR Bylaws, Article XI, Sections 1, 2, 3, 4, 5

Officers: The elected Officers of the Association shall be a President, a First Vice President (who shall be the President Elect), a Second Vice President, and a Secretary/Treasurer. They shall be elected to serve for terms of one (1) year. To be considered for position, candidate must have served as a HAAR Board of Director for one term

Officer Positions Defined:

The President shall be the chief elected Officer of the Association and shall preside at its meetings and those of the Board of Directors, and shall perform all the duties of President subject to declared policies and as required, subject to confirmation of the Board of Directors.

The First Vice President/ President Elect shall perform such duties as are assigned by the President and shall preside in the absence of the President. The First Vice President shall review, present and induct new Members.

The Second Vice President/ MLS President shall perform such duties as are assigned by the President and shall preside in the absence of the President and First Vice President. The Second Vice President shall serve as the President of the Multiple Listing Service.

The Secretary/Treasurer shall be custodian of the funds of the Association, shall keep an accurate record of all receipts and disbursements, and shall provide to all Members of the Board of Directors a quarterly statement of all accounts and financial seal and shall affix the same to all documents requiring such seal. It shall be the duty of the Secretary/Treasurer to maintain the records of the meeting of the Association and its Board of Directors.

Officer Duties:

President

1. The President is to attend AAR Winter Conference, AAR Summer Conference and AAR Annual Convention, NAR Mid-Year Meeting and NAR Annual Convention, and any other meetings approved by the Officers and Directors. (rev 4-2012 Travel Policy)
2. Have knowledge of parliamentary rules.
3. Appoint committee chairmen, subject to confirmation by the Board of Directors, for all Association committees for the year of his/her presidency.
4. The President shall be an ex-officio Member of all standing committees except the Nominating, Professional Standards, and Grievance Committees and shall be notified of their meetings.
5. The President shall appoint, subject to confirmation by the Board of Directors, such special committees as he/she may deem necessary.
6. Two months prior to the annual election of Officers and Directors, the President, with the advice and consent of the Board of Directors, shall appoint the nominating committee;
 - a) the five (5) most immediate Past Presidents willing to serve
 - b) And two (2) Members from the general membership at large. The two (2) members from general membership cannot be from the same company.
 - i. The two members from the general membership are to be nominated and voted on at the regular June meeting.

7. The President, with the approval of the Board of Directors, shall appoint an Election Committee of three (3) REALTOR® Members to conduct the election.
8. Review the previous year's committee reports.
9. Implement awards nominations.

First Vice President/President Elect

The President Elect shall perform such duties as are assigned by the President and shall preside in the absence of the President.

1. Plan programs and speakers for the Association Meetings.
2. Meet and introduce guest speaker at the Association Meetings.
3. Have knowledge of parliamentary rules.
4. Attend State and National meetings. (See Travel Guidelines)
5. Be involved in as many committees as possible to gain understanding of how the Association works.
6. Represent HAAR as the reciprocal affiliate representative at the Huntsville/Madison County Home Builders Association meeting.

Second Vice President/MLS President

The Second Vice President shall perform such duties as are assigned by the President and shall preside in the absence of the President and President Elect. The Second Vice President shall also serve as MLS President.

1. Serve as Chairman of the MLS Committee. The President of the MLS presides at MLS General Membership Meetings and MLS Officers and Directors Meetings.
2. Have knowledge of parliamentary rules.
3. Serve on the Personnel Policy Committee and call the first meeting in January of each year.
4. Recommend appointments of Chairman for the MLS, Caravan and Forms Committee.
5. Stay current on all levels of MLS policy and attend the NAR Mid-Year Business meeting in Washington, DC.
6. Attend all other NAR and AAR meetings when possible and specifically in the absence of the President, President Elect or Association Executive.
7. Serve on Finance and Budget committee if not previously appointed.

Treasurer

The Treasurer shall be the custodian of the funds of the Association and shall keep an accurate record of all receipts and disbursements. The Treasurer shall provide to all members of the Board of Directors a quarterly statement of all accounts and financial affairs for the Association.

1. Serve as Chairman of the Finance and Budget Committee and oversee the budget implementation.
2. Sign checks as needed
3. Have knowledge of parliamentary rules.
4. Serve as Co-Chair of the MLS Committee.
5. Handle special requests in consultation with the Finance and Budget Committee and present committee recommendations to the Officers and Directors.
6. With the Finance and Budget Committee along with input of staff, prepare a budget for the upcoming year for:
 - a) Presentation to O&D in August-September
 - b) Presentation to General membership in October or at annual meeting.

7. Provide financial reports to Officers and Directors and to Membership prior to their respective meetings.

Secretary

The Secretary shall have primary access (via the accounting department) to the corporate seal and shall affix the same to all documents requiring such seal. It shall be the duty of the Secretary to maintain the records of the meetings of the Association and its Board of Directors.

1. Shall take notes at General Membership Meetings, Officers and Directors Meetings and such special called meetings as are held throughout the year. Notes are typed as minutes and verified by the Association Executive.
2. File all minutes with the Association Executive.
3. Provide minutes of the immediate past meeting for review prior to the next scheduled General Membership or Officers and Directors meeting.
4. Have knowledge of parliamentary rules.

Board of Directors

The governing body of the Association shall be a Board of Directors consisting of:

- A. All the elective Officers.
- B. The immediate Past President who shall serve for a term of two (2) years.
- C. An Elected Director shall serve for a term of two years and may serve no more than three consecutive terms. One half of the Directorate shall be elected annually. (07-10)
- D. The Nominating Committee shall appoint one (1) or more Affiliate Member nominees to present to the Board of Directors for appointment to the Board.
- E. The current Presidents of National Association of REALTORS® recognized local councils, institutes, or chapters such as the Huntsville Chapter of the Women's Council of REALTORS®, North Alabama Chapter of Certified Residential Specialists, and the Young Professionals Network – Huntsville, during their term of office shall be ex-officio, non-voting members of the Board of Directors whose appointment will be subject to approval by the Board of Directors. (3-10)
- F. There shall be one (1) non-voting reciprocal Director between the Huntsville Area Association of REALTORS® and the Huntsville/Madison County Builder's Association with each organization selecting such Director. The President Elect shall serve as the Huntsville Area Association of REALTORS® Director for his/her elective year. (12-01)
- G. Additional REALTOR® Members consisting of one (1) Director per one hundred (100) REALTOR® Members as of July 1 of the calendar year next preceding the election year who shall be elected to serve for a term of two (2) years.
- H. To be considered for position, candidate must have actively served on HAAR and/or NALMLS committee.

The Executive Committee

The Officers of the Association and the immediate past president shall constitute an Executive Committee, which shall have such authority as the Board of Directors may from time to time grant it, consistent with HAAR Bylaws. The President shall serve as the Chairman of the Executive Committee. (07-10)

SUBJECT: Officer & Director Responsibilities

SOURCE: Officers and Directors Manual

Governance

Learn about the Association – its mission, strategic plan, programs, policies, operations, finances, challenges and opportunities. Read the Bylaws and Rules and Regulations.

Participate in the new board member orientation program.

Continue to stay informed during your service on the Board. Learn something new about the Association each month.

Attend all Board meetings. Be involved in as many committee meetings as possible. Be attentive during meetings; save the texts and phone calls for the breaks. Come prepared to participate in discussions and make decisions. Review the agenda and any supporting materials prior to the start of the meeting and make notes.

Participate responsibly in Board and committee meetings. Know the basic operation of Roberts Rules of Order.

Respect fellow board members and their time. Keep to the agenda and avoid digressions that do not move the Association forward.

Support the decisions of the Board. Once a decision has been made, it is the decision of the board. Question it in private with the Board if you must but support the decision that is made before the staff, the volunteers and the public.

Use any special skills or training you may have to further the work of the board and the Association. If the Association has staff or paid consultants in your area of expertise, treat them with respect. Express professional disagreement in a way that moves the discussion forward. Your fellow board members may rely on your expertise so be careful in the opinions that you give. You may not consider yourself to be an expert but your fellow board members may. Distinguish your personal opinions from your professional ones when sharing them with the board.

Accept committee assignments and make the most of your committee service. Recognize that not everyone can be on the “fun” committees. The Association is served by the work of all of its committees. Encourage committee rotations.

Accept the non-governance responsibilities that come with service on the board – attend social and other functions sponsored by the Association when your schedule allows, communicate with others about the work of the Association, and show your support for the Association when talking with others.

Follow all conflict of interest and confidentiality policies of the Association. Err on the side of reporting even potential conflicts. Do not ask for favors or special treatment.

Do not take on more responsibility than you can reasonably handle given your business demands, family and other social and volunteer commitments. You will be a more effective volunteer if you do one or two assignments well and do not spread yourself too thin.

Finances

Provide financial support to the Association according to your ability. Assist with fundraising efforts.

Be financially literate. Be able to read and understand the financial reports used by your Association. Know the Association's financial situation and review the annual Audit.

Understand the budget in terms of the dollars but also how the funds are being allocated.

Understand what decisions are being made as to the operation of the Association when you approve a budget each year. Establish a policy on how performance against the budget will be measured and how budget adjustments will be handled.

Understand policies on board travel, meeting expenses and reimbursements. Follow the policies and hold other board members to them too.

Performance

Annually assess the performance of the Board as a whole and your own performance as a Board member. Identify areas in need of improvement and acknowledge those things that are going well. Provide assistance to those board members who are not meeting the expectations of the board. Do not be afraid to ask board members to leave if they are not meeting the expectations of the board and show no sincere interest in doing so.

Annually assess the performance of the Association as a whole. Review the strategic plan and objectives for the years ahead and make adjustments as needed. Coordinate the strategic plan with the budget and ensure that adequate resources are provided to achieve successful results.

Staff

Understand your role as a director and the roles of staff and other volunteers in the governance and operation of the Association.

Respect the Chief Executive Officer's position and responsibility to manage the staff. Take up any complaints with the Chief Executive Officer. Give recognition and praise to the staff when it is due. Do not ask the staff to support your pet projects. Do not say negative things about other board members to the staff.

Leadership

Participate in the active recruitment, selection and orientation of new board members. Encourage continuing education for all board members and participate in the programs. Serve as a mentor for a new board member when you are ready.

Help to identify and cultivate new leaders on the Board. Participate in the Board leadership if you are able to do so.

Last revision: October 2015

SUBJECT: Board of Directors Vacancies

SOURCE: HAAR Bylaws, Article XI, Section 7. Vacancies

Vacancies among the Officers and Directors shall be filled by the Board of Directors, in Executive Session, until the next annual election, or at its option, a special election may be called to fill the vacancy.

Any appointment to an unexpired Director position that exceeds 12 months shall fall under the definition of term limits as stated under Article X1 Section 3 C of the HAAR Bylaws.

Revised: August, 2015

SUBJECT: Unexcused Absences by BOD and Committee Members

SOURCE: HAAR Bylaws and Committee Policy

HAAR Bylaws establish that absence from three regular meetings of the Board of Directors without an excused absence deemed valid by the Board of Directors shall be construed as resignation from that point forth.

HAAR Bylaws also outline the process for obtaining an excused absence and the reasons for which an excuse may be granted. An excuse should be made via phone call or email as soon as possible to the Association Executive, HAAR/NALMLS President or the Staff Liaison to the Officers and Directors with notification of an emergency relating to family, personal, medical or other exceptions at the discretion of the Executive Committee.

All requests for excused absences will be voted on by the Board of Directors.

BOD members are also required to give notice of late arrivals or early departures.

The above requirements apply to all Directors including those who are serving as Past President and ex-officio members representing WCR, CRS, and YPN.

Excluded from the above requirement is the non-voting reciprocal Director representing the Huntsville/Madison County Builder's Association.

Per Committee Policy, committee members may not have more than two unexcused absences. Committee members must notify the Committee Chair or Staff Liaison when requesting an excused absence. After two unexcused absences, committee members will be notified by the Committee Chair that they have been dismissed from the committee. Any member serving on a committee by virtue of position, e.g., First Vice-President or Secretary/Treasurer on the Bylaws Committee may continue to attend committee meetings but will lose all voting privileges.

Revised: August, 2015

SUBJECT: Removal of Officers and Directors

SOURCE: HAAR Bylaws, Article XI, Section 9. Removal of Officers or Directors

In the event an Officer/Director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the Officer/Director may be removed from office under the following procedure:

- A.** A petition requesting the removal of an Officer/Director, signed by not less than one-third (1/3) of the voting membership or a majority of all Directors, shall be filed with the President, or if the President is the subject of the petition, with the next ranking Officer, and shall specifically set forth the reasons for disqualification of further service.
- B.** Upon receipt of the petition the Board of Directors shall select a committee of five (5) elected Officers/Directors to serve as a Hearing Panel. Their duty shall be to study the charges as set forth in the petition to determine the validity of such charges. The person who is the subject of the petition shall have the right to be heard by the Hearing Panel. Upon hearing the charges, the Hearing Panel may do one (1) of the following:
 - 1. Dismiss the charges that the Hearing Panel deems to be unjustifiable, or
 - 2. Send the petition to the membership for their action as outlined in (C) and (D) below.
- C.** Not less than twenty (20) days nor more than forty-five (45) days after the decision of the Hearing Panel, 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 charges against the Officer/Director who is the subject of the petition and to render decision on such petition.
- D.** 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 Board, unless the President's continued service in the office is being considered at the meeting. In such case, the next ranking Officer will conduct the meeting. Provided a quorum is present, a three-fourths (3/4) vote of the Members present and voting shall be required for removal from office.

Revised: August, 2015

SUBJECT: Annual Orientation of HAAR Leadership

SOURCE: HAAR Bylaws and Committee Policies

The incoming HAAR President will annually, not later than December 31st, schedule and facilitate an orientation to be conducted prior to year-end to be attended by all members of the HAAR Board of Directors, HAAR Officers and Chairs and Vice Chairs of all committees who will serve the year following.

The purpose is to ensure that the participants are fully aware of HAAR/NALMLS Bylaws and Policies, NALMLS Rules and Regulations, Committee Policies, Roberts Rules of Order, and the responsibilities assigned those serving in each position.

Governance of the HAAR Association and NALMLS will be stressed. The Association is owned by its membership. The governing body which represents the membership is the Board of Directors. HAAR Officers serve under the direction of the BOD; any actions recommended by the Officers/Executive Committee must be approved by the BOD. The prime interest of the membership must always be the focus of the BOD. The Association staff, including the Association Executive, serve at the pleasure of the BOD and may contribute their expertise upon request by the BOD.

Emphasis will be placed on the commitment of each person to his/her assigned role(s) as well as attendance at appropriate meetings and consequences of unexcused absences.

Leadership will be reminded of their responsibility to be present at all meetings, events, and activities where they can connect with the membership. They will be expected to be fully involved in meeting topics and refrain from attention to electronic devices during all meetings.

Time will be set aside for the person leaving a position to mentor his/her successor by providing lessons learned, expectation of any challenges, recognition of accomplishments that have been achieved and suggestions on how to build on former successes. The status of any planned actions which have not been completed will be passed along for consideration/implementation.

During the Orientation each attendee will be provided a checklist of responsibilities for each role they will serve. At this time attendees should ask for clarification of any topic that is not clearly understood.

Upon completion of the orientation, it will be the responsibility of each participant to ensure that he/she is fully aware of their duties and the governing rules of the HAAR Association so that he/she can serve effectively. Any person who has concerns regarding the time involved or his/her ability to meet the demands of the position should decline a leadership role.

Revised: August, 2015

SUBJECT: Nominating Committee

SOURCE: HAAR Bylaws, Section 5. Election of Officers and Directors

- At least two (2) months prior to the annual election, the President, with the advice and consent of the Board of Directors, shall appoint the nominating committee.
- The nominating committee shall be composed of
 - the five (5) most immediate Past Presidents willing to serve
 - And two (2) Members from the general membership at large. The two (2) members from general membership cannot be from the same company.
 - The two members from the general membership are to be nominated by membership and voted on at the regular June meeting.
- The chairman of the Nominating Committee shall be the Past President preceding the immediate Past President. The immediate Past President shall serve as the co-chair of the committee.
- The committee shall meet at a designated and announced time and place in order that the Members may appear before them to offer nominations. Five (5) of the seven (7) Members must be present at meeting in order to conduct committee business. (03-12)
- Membership will be notified 2 weeks prior to the meeting of the Nominating Committee.

RESPONSIBILITIES

- The Nominating Committee shall select one (1) or more nominees for each office and each position to be filled on the Board of Directors. *There shall be no required or implied right of succession from one (1) office to another, with the exception of the office of the First Vice President, which is also the office of the President Elect.* However, no individual may be placed in nomination unless and until that individual has approved such nomination and has agreed to serve if elected.
- The report of the Nominating Committee shall be electronically transmitted to each Member eligible to vote at least 3 weeks preceding the election.

Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least five percent (5%) of the REALTOR® Members. Not more than fifty percent (50%) of required signatories may be Members of the same company. The petition shall be filed with the Association Executive at least two (2) weeks before the election, with at least one (1) week written notification to the membership.

Revised: June, 2015

SUBJECT: Election Committee

REFERENCE: HAAR Bylaws, Section 5. Election of Officers and Directors

The President, with the approval of the Board of Directors, shall appoint an Election Committee of three (3) REALTOR® Members to maintain oversight of the election. Two members will constitute a quorum.

- The election committee is charged with verifying the results of the Officers and Directors elections; both electronically and by paper ballot.
- Additionally the election committee is in charge of notifying candidates of the election results.
- The Committee shall complete verification by Noon on the day following the election and shall notify candidates immediately following.
- The committee will meet in July and conduct the following:
 - Determine what directors are not eligible for re-election. These results will be presented as an FYI at the next meeting of the Officer and Directors.
 - Review Election Timeline and approve for the HAAR Officer and Director elections.
- Any questions or concerns regarding the election will go to the Election Committee.
(07-16)

Last revision: July 2016

SUBJECT: Election & Nomination Procedures

SOURCE: HAAR Bylaws, Section 5. Election of Officers and Directors

Nomination Procedure:

To be considered for nomination an application must be filled out. No hand written applications will be accepted. The application will use a digital form that will be digitally submitted along with a digital photo. The info submitted will be given to the nominating committee and put on the ballot if nominated. The HAAR Officer and Director applications are each single source digital documents that go to the nominating committee and are on the ballot. No other supporting documents will be accepted. The digital application packet will include: 1) Letter from CEO on importance of volunteering, 2) Election Fact Sheet (explaining process and dates) 3) Link to Digital Application (07-16)

Election of Officers

The election of Officers shall take place beginning 9 a.m. on the Friday preceding the annual meeting (October) and ending at 5 p.m. on Monday preceding the annual meeting.

- Election shall be online or by paper ballot, except where there is no contest. Online balloting shall be available to Members during the entire election period. Paper balloting shall be available during the Association’s normal business hours on Friday and Monday.
- The ballot shall contain the names of all nominees, in alphabetical order by last name, and the offices for which they have been nominated, and each office shall be voted on separately.

If more than two (2) names are placed in nomination for an office and no one receives a majority of the votes cast, there will be a re-balloting for that office between the two (2) nominees receiving the highest number of votes. If there is a tie for the second place on the ballot, the names of the nominees tying will also be entered in the re-balloting. Re-balloting will be held on Wednesday prior to the annual meeting with a twenty four (24) hour notice given to membership. Re-balloting will continue as necessary until one (1) nominee is elected by receiving a majority of the votes cast.

Election of Directors

The election of Directors shall take place beginning 9 a.m. on Friday and ending 5 p.m. on Monday preceding the next general membership meeting after the annual meeting or at a meeting called for that purpose during the Association’s regular business hours.

- Those nominees, equal to the number of positions to be filled, receiving the highest number of votes will be elected to these positions.
- Election shall be online or by paper ballot, except where there is no contest. Online balloting shall be available to Members during the entire election period. Paper balloting shall be available during the Association’s normal business hours on Friday and Monday.
- The ballot shall contain the names of all the nominees. Names on voting ballots shall be in alphabetical order by last name. No ballot shall be counted unless the number of individuals

voted for equals the number of Directors to be elected. This information is to be noted on the ballot. (4-03)

In the event there is a tie vote for the last position to be filled, there will be a re-balloting held on Wednesday prior to the meeting with a twenty four (24) hour notice given to membership.

The nominee receiving the highest number of votes will be elected to the last position.

Last revision: July 2016

SUBJECT: Voting Procedures and Use of the Premises

SOURCE: Bylaws Committee

REFERENCE: HAAR Bylaws, Section 5, Election of Officers and Directors

Election Procedures

Three weeks prior to the elections of Officers and Directors, an announcement of the upcoming election will be sent by HAAR via Constant Contact to all Realtor® members eligible to vote (members in good standing at the Association, i.e., with no outstanding financial obligations), excluding members that have opted out of emails from Constant Contact. At the same time a notification will be prominently displayed on the HAAR and NALMLS Home Page to run continuously until the election results are posted on same. Additionally a popup message on NALMLS will be displayed.

*Note: The results of bounce back emails will be an indicator of incorrect email addresses and/or a full email account.

Two weeks prior to the elections of Officers and Directors, a second email announcing the upcoming election will be sent by HAAR to all Realtor® members eligible to vote (members in good standing at the Association, i.e., with no outstanding financial obligations). The message will not contain the names of candidates. The purpose is to reflect delivery receipt.*

*Note: While the report reflects the number of members the email was delivered to, who opened/read the message is at the discretion of the member.

A report of any bounce backs will be provided by HAAR to determine if the email address is valid or if the mailbox is full. HAAR/Election Committee will attempt to review and correct as many bounce back emails as soon as possible. Upon notification by HAAR of completion of review/corrections, HAAR will resend the email to those members to verify delivery receipt.

The third submission by HAAR will be the official ballot with the link to vote as well as each member's user name and password.

The members selected to serve on the Election Committee will convene at 9:00 a.m. on the Tuesday following the close of the election to review the results of the online voting and any paper ballots.

All candidates will be notified by Noon on the same day of his/her selection, non-selection, or tie/run-off. Results will be posted after all candidates have been notified. Additionally, Results will be announced at the appropriate membership meeting.

Run-offs

When a run-off election is necessary, the members who are eligible to vote will be provided a 24-hour notice of such with the ballot following on Wednesday.

The Election Committee will convene no later than 9:00 a.m. on Thursday following the run-off election to review online results and any paper ballots.

All candidates who were on the run-off ballot will be notified of the results prior to the Membership meeting that is held that day.

Election Rules

At any time an election is held or a vote is cast, it shall be against the Association's policy for any person to:

1. Attempt to intimidate voters through the use or threat to use force, coercion, violence, restraint or undue influence, or to impede or prevent the free exercise of any voters; or
2. Interfere with the orderly conduct of any election or vote by remaining in or outside the voting area.

Picketing, demonstrations, signs or distribution of literature shall not be allowed within 150 feet from any entrance to the HAAR building.

Any member wishing to distribute printed materials on the premises of HAAR must first submit such material for approval to the Association Executive or his/her designee. Approved material will be displayed in a designated area. Any material not approved shall be discarded.

Revised: June, 2015

SUBJECT: Meetings Policy

SOURCE: Internal Policy

REFERENCE: HAAR Bylaws, Article XII- Meetings

MEMBERSHIP MEETINGS

The Huntsville Area Association of REALTORS® monthly membership meeting is held on Thursdays following the New Member Orientation at the Association office. Lunch is served at 11:30 AM followed by the business meeting beginning at 12 noon.

Reservations are required. Reservations may be made online, by phone or e-mail. Standing reservations are sold throughout the year. Those holding a standing reservation can give their seat to someone if they cannot be in attendance. Online reservations are cut off on Wednesday at noon but phone and e-mail reservations remain open until all open seats are filled. Walk-ins will be seated only if space is available.

Door prizes are accepted from affiliates and members. These door prizes are turned in to HAAR staff members before the meeting. REALTORS® and affiliate members have a separate door prize box. Drawings for the door prizes are held at end of the meeting from business cards placed in drawing boxes before meeting begins.

ANNUAL MEETINGS

The annual meeting of the Association shall be held during October of each year. The date, place, and hour shall be designated by the Board of Directors.

MEETINGS OF DIRECTORS

The Board of Directors shall designate a regular time and place of meetings. Absence from three (3) regular meetings, without an excuse deemed valid by the Board of Directors, shall be construed as resignation from that point forth. A majority of Directors shall constitute a quorum.

OTHER MEETINGS

Meetings of the Members may be held at such other times as the President or the Board of Directors may determine, or upon the written request of at least ten percent (10%) of the Membership.

NOTICE OF MEETINGS.

Written notice shall be given to every member entitled to participate in the meeting at least one (1) week preceding all meetings. In the event of a special called meeting, the notice shall contain a statement of the purpose of the meeting. Written notice shall be considered given to every Member the day after a notice is mailed or delivered electronically to the Designated REALTOR® Members of the Association at most current addresses of their various offices and, unless directed otherwise by the Board of Directors, placed upon the computer system bulletin board.

Seating set up of rooms for O&D and Membership Luncheons will be at the direction of the HAAR President.

Last revision: September 2015

Committees and Taskforces

SUBJECT: Standing Committees

SOURCE: HAAR Bylaws, Article XIII Section 1. Standing Committees

The President shall appoint from among the REALTOR® Members, subject to confirmation by the Board of Directors, the following committees:

Finance & Budget	Education
Grievance	Orientation
Governmental Affairs	Personnel Policy
ARPAC	Professional Standards
Bylaws	Caravan
Forms	Realtor Expo

- **The Finance and Budget Committee** shall be composed of the President Elect, the President of the Multiple Listing Service, the Secretary/Treasurer, and six (6) REALTOR® Members who shall be appointed to serve for three (3) year terms and staggered so that two (2) members are appointed each year. The Secretary/Treasurer shall serve as Chairman of the Finance and Budget Committee. If any appointed Member should move into an Officer position during his/her appointed term, the current President shall appoint a REALTOR® Member to complete the remainder of the term, subject to approval of the Board of Directors.
- **The Professional Standards Committee** shall be composed of up to fifty (50) members from whose membership hearing panels will be selected in accordance with the procedures established within the *Code of Ethics and Arbitration Manual* as said Manual may, from time to time, be amended.
- **The Grievance Committee** shall be composed of up to nine (9) members and function in accordance with the procedures established within the *Code of Ethics and Arbitration Manual* as said Manual may, from time to time, be amended. Appointments will be for three (3) year terms with appointments staggered so that approximately one-third (1/3) of the committee membership is appointed each year.
- **The Bylaws Committee** will be composed of the Secretary/Treasurer, the Second Vice President and other members willing to serve.
- **The Personnel Policy Committee** will be structured and function as follows:
The Personnel Policy Committee shall consist of five (5) Members, who shall be appointed by the President and approved by the Board of Directors. Members of the committee shall elect a chairperson during January of each year.

Committee Position	Source of Appointment	Term of Appointment
1	MLS President	For Term of Office
2	Elected Directors	For Term of Office
3	General Membership	Two (2) Years
4	General Membership	Two (2) Years
5	A Past President	Two (2) Years

Regarding the personnel policy committee: should a member serving in a General Membership position be selected to fill a Board of Directors vacancy, that member will continue to serve as a member of the Personnel Policy Committee through the end of that year. A replacement for the person who was selected to fill the Director vacancy will be named by the incoming President to fill the General Membership position on the Personnel Policy Committee, with approval of the Board of Directors.

Any other vacancies occurring on the Personnel Policy Committee during the year shall be filled by the current President, with approval of the Board of Directors.

The President shall be an ex-officio, non-voting member of this committee. (02-13)

Committee Chairman will be limited to two (2) consecutive years (4-97)

Past Presidents are a special resource and shall serve as advisors to the President, Association leadership, and staff, and shall meet as needed. (11-01)

Last revision: November 2015

SUBJECT: Bylaws Committee and Responsibilities

SOURCE: Committee Manual

It is the responsibility of the Bylaws Committee to establish appropriate policies, guidance, and rules and regulations that effectively govern the Huntsville Area Association of Realtors in accordance with the practices of the National Association of Realtors (NAR) and the Alabama Association of Realtors (AAR).

The Bylaws Committee will review recommendations submitted by HAAR members for significance and develop policies accordingly.

All changes and updates to HAAR Bylaws will be submitted to the HAAR O&D for approval. Upon approval by the BOD, the changes and updates must be approved by the membership.

Recommended Policy changes will be reviewed by the HAAR O&D and will be implemented immediately upon approval unless a temporary delay is approved by the HAAR BOD.

Implementation of approved changes to HAAR Bylaws and HAAR Policy and Procedures is the responsibility of the Bylaws Committee and the current HAAR Board of Directors.

It is the responsibility of HAAR staff to ensure appropriate changes and updates are recorded in the official documents and placed on appropriate websites upon implementation. Upon request, HAAR staff may provide specific expertise but will not make any changes to these governing documents until appropriate approval is granted.

Any suggested or mandatory changes/updates from the National Association of Realtors or the Alabama Association of Realtors will immediately be referred to the Bylaws Committee for consideration and action. HAAR staff has no authority to make any changes to any HAAR governing documents until they are reviewed by the Bylaws Committee and approved by the HAAR O&D and/or membership as appropriate.

The Bylaws Chair will be copied on all correspondence related to Bylaws and Rules and Regulations.

Revised: June, 2015

SUBJECT: Awards Task Force

In order to comply with AAR Policies and Procedures to nominate candidates for AAR Awards, the HAAR President will nominate an Awards Task Force, annually, no later than 1 June.

The task force of 5-7 nominees to serve on task force, will be approved by the Board of Directors.

Following are the awards and deadlines for which a nominee may be named:

<u>Award</u>	<u>Deadline to AAR</u>
David B. Roberts Award	on/before 1 Aug
Robert Jemison Award	on/before 1 Aug
Omega Tau Rho Award	on/before 1 Aug
Mickey Phillips’ Realtors® for Children Award	on/before 1 Aug
Harriett Isaacson Excellence in Education Award	on/before 1 Aug
Robert C. Meeks ARPAC Award	on/before 30 Nov *

*A responsibility of the ARPAC and Governmental Affairs committees’ chairs.

Eligibility will be based on the criteria outlined in Policies and Procedures of the current Alabama Realtors Leadership Directory.

The task force will meet promptly to consider eligible candidates and submit a nominee for each award for which there is an eligible candidate to AAR before the deadline. A chair will be selected from the task force members if not named previously by the HAAR President.

HAAR staff will provide records of years of service and committees, events, activities, etc. reflecting local participation. Additional service at the state and national level may be obtained from AAR.

The Chair will contact AAR on the due date to confirm receipt of nominees from HAAR and will encourage nominees to attend the meeting where the award will be presented.

Revised: August, 2015

SUBJECT: HAAR Affiliate of the Year Award

The Affiliate of the Year Award will recognize individuals and their company for their contribution of time and capital, primarily during the current year, toward the betterment of the Association members.

Affiliate Members/Member Benefits Partners of HAAR will be eligible to be nominated.

A nomination request form will be sent to all HAAR members requesting the nomination of an affiliate who deserves this honor along with the justification. After receipt of nominations, each nominee will receive a detailed form to enter their contributions.

Upon receipt of the nominee responses, the HAAR Awards Task Force (named by the HAAR President annually by 1 June and approved by HAAR O&D) will review the entries and select the person to receive the award.

The Awards Task Force will be responsible for recommending to the HAAR O&D the event/meeting where the Affiliate of the Year will be recognized.

SUBJECT: HAAR REALTOR of the Year Selection Policy

Annually a HAAR member will be selected to be recognized as HAAR Realtor® of the Year. The recipient will be selected by the most recent past five Realtor® of the Year recipients willing and available to serve on the selection committee.

The Award recognizes the Realtor® who has contributed the most to the real estate profession, to fellow REALTORS® and to the community at large during the career of the nominee.

(The incumbent President of the Association is ineligible during the year of Presidency.)

The local selection committee will meet two times during the selection process. The meeting will be chaired by the recipient named two years previous. The committee will be provided a list of current O&D members, a list of past Realtor® of the Year recipients, current and past lists of committee participation and any other support documents needed.

After consideration of qualifications, the committee will nominate candidates, typically the top two to three whose contributions are most deserving of recognition.

The Committee Chair will call each person who has been nominated to let them know of the nomination and that they will be receiving a form to submit their information for further consideration. The names of the nominees will be kept secret except the staff liaison will be given the names to transmit the Realtor® of the Year form to each. The form will be sent to all candidates immediately along with the deadline set by the committee for return of the form.

Each candidate should submit detailed data outlining their contributions. Information submitted is the sole responsibility of the candidate and any recommendation from other Realtors® or staff will not be considered.

Upon receipt of nominees' response, the staff liaison will email them to the Realtor® of the Year Committee members.

The Committee will reconvene as scheduled at the initial meeting and vote. The Committee may choose to vote via SECRET ballot. The votes will be counted by the Chair and the candidate receiving the most votes will receive the award.

The staff liaison will ensure the name of the honoree and his/her completed form is received by the Alabama Association of Realtors® no later than 1 August to be considered, along with nominees from other associations in the state, for selection as the Alabama Realtor® of the Year.

The staff liaison will schedule the announcement of the Realtor® of the Year at the next membership luncheon (typically August) and will invite the recipient's family members to attend. Family members will be asked not to disclose the candidate's selection to anyone.

The Award will be presented by the previous recipient of the Realtor® of the Year Award. Should that recipient be unable to present the Award, the next most recent recipient will make the presentation.

The person named as HAAR Realtor® of the Year will be encouraged to attend the annual AAR Convention where all association recipients are recognized and one named as AAR Realtor® of the Year.

Revised: August, 2015

SUBJECT: HAAR Support of Candidates for Public Office

SOURCE: Governmental and Political Affairs Committee

Prior to an election, a candidate selection task force of no less than 7 members will be named by the Governmental Affairs Committee and the HAAR President to serve for the election cycle.

Members of the task force will be selected from the following:

Governmental Affairs Committee

ARPAC Committee

HAAR Board of Directors

Being a Realtor or an Association member does not insure the endorsement of the Huntsville Area Association of Realtors.

All candidates will be considered through the selection process and a determination made based on, but not limited to, their stance on issues affecting the real estate industry and private property rights.

Recommendation of candidates to be endorsed will be submitted to the HAAR Officers and Directors for final approval.

Last revision: September 2015

Education

SUBJECT: HSRE on Site Classes

SOURCE: HAAR School of Real Estate Policy Manual

Mission: The mission of the Huntsville Area Association of REALTORS School of Real Estate is to provide high-quality education courses to Real Estate licensees for ongoing professional competency.

School Hours of Operation/Calendar: The administrative staff hours of operation are: M-F 9:00a.m. – 5:00p.m. (CST). Email support is available during normal business hours. HAAR School of Real Estate staff office is closed in recognition of the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On occasions, the office may close early due to inclement weather or on the day prior to a holiday.

Enrollment Policies: Students may enroll in a live HAAR School of Real Estate course at any time by going to <http://ims.huntsvillerealtors.org> or by calling our office at 256-536-3334. Occasionally there may be limited seating or a registration deadline; if so, that information will be included in advertising.

Classroom Management

Ensuring an appropriate learning environment in the classroom is an essential responsibility of the HAAR School of Real Estate and its instructors. Class rules will be clearly stated and enforced to eliminate distractions and provide a professional atmosphere that is conducive to learning.

Attendance Policy: Sign-in sheets will be used to verify students’ attendance. The sign-in sheet should have a heading that includes the date and time, title of the course, and the instructor’s name. Students’ signatures should be on the sign-in sheet as well as the student’s correct license number.

Students are required to attend 100% of the continuing education courses. Continuing education students may not miss any of the course offering and receive credit for the course. Any students that arrive late will be informed that they may stay for the material but will not be given continuing education credit. The 100% attendance rule includes the arrival after a meal or break.

Breaks

Breaks are allowed for 10 minutes per 50 minutes of instruction. This may be modified if the class is in agreement and does not exceed the allowable time away from instruction. For example, it is permissible to take two 15-minute breaks instead of three 10-minute breaks during a three hour course. It is suggested that breaks be taken to alleviate the need for students to leave the classroom during instruction. Well-timed breaks help students to maintain attention and re-energize for better focus.

Student Behavior and Participation

Students are required to give the instructor their full attention during class and not engage in activities unrelated to the instruction. Inappropriate behavior during class includes using electronic devices for personal or business purposes, holding conversations with other students unless directed to do so by the instructor, and reading material not provided by the instructor. An orderly and respectful environment

should be created and maintained throughout the class. Credit may be denied to a student who does not honor the rules of the classroom.

Overview of our Programs: Huntsville Area Association of REALTORS School of Real Estate offers the following live CE courses:

- 3 hr. Risk Mgt: Avoiding Violations (Level 1)
- 3 hr. Risk Mgt: For Brokers (Level 2)
- 3 hr. Risk Mgt: For Salespeople (Level 2)
- 3 hr. Code of Ethics (also meets the NAR requirement)

These are the courses we will always have in our regular rotation of CE classes since all are required. Other classes will be offered throughout the year based on need and interest. Anyone interested in a specific course can contact the Education Director to express interest.

Designations Regularly Scheduled:

- Accredited Buyer Representative (ABR)
- e-Pro
- Military Relocation Specialist (MRP)
- Certified Residential Specialist Courses (CRS)- partner with the local NAL CRS Council
- Seller's Representative Specialist (SRS)
- Short Sales and Foreclosures Resource (SFR)
- Senior Real Estate Specialist (SRES)
- Graduate REALTOR Institute (GRI) –partnered with Alabama Association of REALTORS

If you are interested in a specific course, please contact the Education Director to express your interest.

Refund Policy

Registered and Paid Before Day of Class: If you call or email to let us know you will not be able to make it to the class, then we will cancel your registration thus putting a credit on your HAAR account. This credit may be used toward any other HAAR charge in the future* (ie: classes, event, HAAR Dues, lockbox etc.) *Note: Credits may not be used on ARPAC contributions or MLS fees*

If the student requests a refund then HAAR will cut a check for the amount less 5% to cover credit card fees and staff time for processing the refund. The refund may take up to two weeks to process and the check will be mailed to the members preferred address.*

Registered and Not Paid Before Day of Class: If you call or email to let us know you will not be able to make it to the class, then we will cancel your registration thus cancelling your invoice and there will be no charge. Also, if you do not show up for class that you have already registered for we will automatically cancel your invoice and there will be no charge.*

Registered and Paid Day of Class: No refunds

**There are occasionally classes that require a minimum number of students to attend (which will be noted on all advertisements and in the registration process) and these classes will not be given refunds for no shows and those that have registered but do not show up will still be billed.*

SUBJECT: HSRE Online Classes

SOURCE: HAAR School of Real Estate Policy Manual

Mission: The mission of the Huntsville Area Association of REALTORS School of Real Estate is to provide high-quality distance education courses to Real Estate trainees and licensees for licensure and ongoing professional competency.

HAAR School of Real Estate offers online distance education courses. Students may register and complete the course on any computer that meets the technical requirements covered in this catalog. Students may have access to the course at any time and may work at their own pace.

School Hours of Operation/Calendar: HAAR School of Real Estate students may access their courses via the Internet immediately upon enrollment. Courses are accessible to you at any time within the enrollment period. Upon enrolling in the course, you will have 180 days to complete the course with the option to purchase up to three 60 day extensions but must complete the course within one calendar year of enrollment. As our courses are taught via distance education, students do not have the calendar constraints common to in-class courses such as program start/end dates and beginning/end dates for terms. The administrative staff hours of operation are: M-F 9:00a.m. – 5:00p.m. (CST). The technical support hours of operation are: M-F: 10:00 AM EST to 10:00 PM EST, (on call), and Sunday: 1:00 PM – 4:00 PM EST. Email support is available during normal business hours. HAAR School of Real Estate staff office is closed in recognition of the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On occasions, the office may close early due to inclement weather or on the day prior to a holiday.

Enrollment Policies: Students may enroll in a HAAR School of Real Estate course at any time by going to www.HAARSchoolofRealEstate.org or by calling our enrollment office at 256-536-3334. Since you choose to register for a course at a time that fits your schedule, there are no late enrollment requirements. The HAAR School of Real Estate enrollment policy allows students 180 days to complete the course and applicable exam with the option to purchase additional time. HAAR School of Real Estate does not accept credit for previous training.

Attendance Policy and Requirements to Graduate: In order to get course credit, you must complete 100% of the course (a 100% attendance rate.) Under no circumstances will you receive any course credit in which 100% of the lessons were not completed and the final exam was not passed. As it is taken on the internet, there are no absences, tardiness, or early departure policies. HAAR School of Real Estate does not have a leave of absence policy or probationary period.

Overview of our Programs: Huntsville Area Association of REALTORS School of Real Estate offers the following courses:

- 60 hr. Alabama Sales Pre-License Course
- 30 hr. Alabama Post License Course
- 60 hr. Alabama Broker Course
- 6 hr. Alabama Reciprocal Sales Course
- 6 hr. Alabama Reciprocal Broker Course

Continuing Education Classes:

- 3 hr. Risk Mgt: Avoiding Violations (Level 1)
- 3 hr. Risk Mgt: For Brokers (Level 2)
- 3 hr. Risk Mgt: For Salespeople (Level 2)
- 3 hr. Alabama ADA and Fair Housing
- 3hr. Short Sales and Foreclosures

3 hr. Ethics in Real Estate (also meets the NAR requirement)

Grading System/Minimum Grade Requirement: The courses that HAAR School of Real Estate offers are created by OnCourse Learning. Below is an explanation of how the OnCourse Learning System works and how it monitors your progress. The course requires active participation in each lesson and you must answer lesson questions correctly twice (100%) in order to proceed to the next lesson. There is no “make-up” work policy because all course work must be completed before taking the final exam (if applicable). For real estate prelicense there is a final exam requirement after all lessons are completed. You must pass the exam with a 75% in order to receive credit for the course.

If you do not pass the final exam, you will be allowed an exam retake. If you do not pass the retake exam, you will not receive credit for the course. However, you will have the opportunity to purchase a retake of the course at a discounted price. If you do fail the course exam and purchase a retake, you will be required to start the course over and progress through each lesson again before you are allowed to take the final exam. HAAR School of Real Estate will maintain your school records including your exam scores for four years at the minimum.

Signed Course Certification Statement New HAAR School of Real Estate requires that you certify that you have personally completed each module of a distance learning course and any written exercise or assessment required for completion of the course. You must provide an electronic signed **Course and Assignment Certification Statement** to the school before scheduling any course examination and before the school may certify your completion in any course. The school will not process your course completion without your submitting a signed certification form. This form is available online and you will electronically submit this to your school *when you have completed all required modules of the course*. This form will appear on your course homepage once you have completed the course lessons.

In order for HAAR School of Real Estate to certify that you have completed a course, you must:

1. complete all instructional lessons in the course by answering each question correctly at least twice;
2. Submit signed and dated **Course and Assignment Certification Statement** {A “Student Affidavit” link will appear on your course home page upon completion of the course. Click on that link and initial and hit submit for appraisal. For real estate you will need to sign and send in Contact info is on the affidavit}; and
3. Pass any required course final examination at an approved school location.

Course Completion Records: HAAR School of Real Estate will provide you with a certificate of completion upon request.

The OnCourse Learning System: The OnCourse Learning System represents an entirely new approach to instruction administered using a computer. The primary feature that distinguishes this system from more traditional computer-based instruction (CBI) is that the system is designed around proven instructional strategies, rather than around the capabilities of the computer.

How Our Course Monitors and Evaluates Your Progress and Provides Feedback:

OnCourse courses utilize the personal computer to perform the functions traditionally performed by the teacher. Using OnCourse courseware, the computer becomes essentially a one-on-one tutor. It presents the material to be learned, provides adequate explanation to insure that you understand what is being presented, and requires that you demonstrate your understanding through active participation in the learning process.

More importantly, it acts as a constant monitor of what you know and don't know and uses that information to dynamically adjust the presentation to meet your needs as you learn. The result of this

process is that the courseware provides a fully self-contained instructional program that can adjust to your specific needs which may vary widely both in the amount of knowledge you bring into the learning session as well as your learning ability (i.e., how quickly you learn). In addition, no other resources (such as books or teachers) are normally needed to accomplish the educational objectives of a particular course.

There are a number of specific features of the OnCourse learning system which contribute both to its uniqueness and to its effectiveness in teaching. The two primary characteristics are teaching to mastery and fluency and the dynamic control of the learning process.

Teaching to Mastery and Fluency

Mastery means that you will be required to learn the material on a particular topic to a specific criterion level. In practice, what this means is that the material is not just presented to you in the hope that you have learned it. Instead, you will be required to actively respond and demonstrate that you have learned the material presented before being allowed to proceed to new material.

Fluency means that you have learned the material well enough that your answers to questions, or other appropriate actions, are provided quickly, indicating greater "fluency" with the material.

What does all this mean to you? It's simple. You'll be ask every question repeatedly until you answer it correctly twice (mastery) and within a specific period time (fluency). So, read the questions and the answers before you select an answer. It doesn't pay to GUESS!

The Dynamic Control of the Learning Process

The OnCourse learning system has the ability to control the learning process dynamically, thereby tailoring the instruction to your individual needs to insure mastery and fluency on a very detailed level. As a basis for tailoring the instruction, the computer monitors how you respond to each question it presents, whether the answer was right or wrong, how long it took you to answer, and how many times it has been answered correctly. It then adjusts the presentation of material based on your responses, varying the order of material and the amount and content of remediation provided.

How to best take an OnCourse course

Spending too much time in any one session will burn you out. Remember, our program actually challenges you to LEARN the material not just skim over text. So, we recommend you split up your effort into 30-40 minute sessions. You can do more than one session per day (recommended) but, try to do something everyday. The consistency of effort (particularly for any pre-license courses) is what will produce the best learning for you.

As you work on the course, your time in each lesson is recorded as well as how many questions are presented and how many attempts were required to answer the question correctly. So, the learning system serves as a record of attendance and academic achievement.

Refund Policy: There are no refunds for Distance Education Courses.

Student Services, Rights, Privileges and Responsibilities: Upon successful completion of a course, each student will receive an official completion certificate. To request additional copies of a completion certificate, please contact HAAR School of Real Estate. There are no fees for additional copies.

Technical Support:

You can contact Tech Support at 800-743-8703 or by email at techsupport@oncourselearning.com. Their hours of operations are Monday through Friday 10:00 AM EST to 10:00 PM EST, and Sunday: 1:00 PM – 5:00 PM EST. Email support is available during normal business hours. Emails received after normal business hours will be answered the following business day. Before you call, please be prepared to

explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

System Requirements: In order to take our distance education course, the student's computer must meet the following system minimum requirements:

Minimum System Requirements

- Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable, or T1)
- Printer (for course documentation and student affidavit)

For Windows PC

- Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster
- Microsoft® Windows® XP, Windows® Vista®, or Windows® 7
- 512MB of RAM (1GB recommended)

For Mac OS

- Intel Core™ Duo 1.83GHz or faster processor
- Mac OS X v10.5 or v10.6
- 512MB of RAM (1GB recommended)

Downloads

The following are free downloads required in order to use the Showcase player.

- [Adobe Acrobat Reader 5.0 or greater](#)
- [Flash Player plug-in](#)
- [Adobe AIR](#)
- [Microsoft Internet Explorer 7 or greater](#) (OnCourse Learning does not support any beta versions of Internet Explorer)

Revised: August, 2015

SUBJECT: Orientation Class

SOURCE: Internal Policy

REFERENCE: HAAR Bylaws, Article V, Section 2.D

HAAR members are to complete the first scheduled orientation within 60 days after application is accepted, unless prior approval is given by the Association Executive. Failure to attend will result in termination of provisional membership.

HAAR Orientation classes are to be held over a two day period. The Orientation Classes are to be held monthly; however they may be postponed or cancelled at the discretion of the Association Executive or the President.

All applicants are expected to attend the complete session, with the exception of non-MLS members who shall not be required to attend the MLS portion of Orientation. If said member shall become a MLS member in the future, the member shall be required to attend the MLS portion of the Orientation at that time.

Last revision: September 2015

Miscellaneous

SUBJECT: Distribution of Membership Roster/Labels

SOURCE: Internal Policy

Address labels can be sold to Realtor Members, HAAR Affiliates and HAAR Member Benefits Partners Only

(No phone numbers or email addresses should be released)

Charge for the addresses:

\$25 – Addresses on plain paper

\$50 – Addresses printed on label paper

\$200 – Addresses formatted to a Excel spreadsheet and saved to a CD. (Does not put the information in label format. Puts information in the following order: Name, Office, Address, City, State, Zip.)

Last revision: September 2015

SUBJECT: Lockbox and Key Control

SOURCE: Board of Directors, November 20, 2014

REFERENCE: HAAR BYLAWS, ARTICLE XVIII - LOCKBOX SYSTEM

The Lock Box system is an activity of each individual Board/Association. Each Board/Association may have their own rules in regards to the Lock Box Keys.

The Association of REALTORS®, may, at its discretion, repurchase the Electronic Lockbox at the current established price.

Licensed or certified appraisers who are not REALTORS® and who are not also licensed as a real estate broker or salesperson, upon application for affiliate membership, are eligible to lease an Electronic Key and or purchase an Electronic Lockbox.

Unlicensed personal assistants, administrative and clerical staffs who are under the direct supervision of a designated REALTOR® or their licensed designee, upon application for affiliate membership, are eligible to lease an electronic key and or purchase an Electronic Lockbox. Note: An affiliate key is a lock box electronic key that has been programmed to work with a CBS (Call Before Showing) entry code.

Association issued lock box keys must not be loaned to anyone (including other agents) under any circumstances. However, in case of an emergency, the qualifying broker, or their designee, may authorize a loaned lockbox electronic key to a licensee within their company, who is an existing key holder in good standing, under their supervision.

- A. Association issued lockboxes are not to be loaned to a member of the public.
- B. Keys to properties may not be loaned to anyone without the written permission of the owner.
- C. Keeping your lockbox code with your key is prohibited.
- D. Affiliates (including appraisers who are not REALTORS) may only enter properties for which they have an appraisal assignment or with permission from the listing agent.

Any violation of the above rules will result in a fine of \$1,000 or service termination.

Violation may be appealed in writing to the Board of Directors within 30 days of the date that the notice was sent.

Last revision: October 2015

SUBJECT: New Realtor® Application Information

SOURCE: Internal Policy

REFERENCE: HAAR Bylaws, Article V, Section 2.

Upon receipt of the appropriate application and fees, applicants will be given Provisional Membership to the Huntsville Area Association of REALTORS®. Staff will provide applicants with credentials as soon as the applicants' information is entered into the data base. Applicants are asked to allow a few days for processing.

REALTOR® applicants of the Huntsville Area Association of REALTORS® and members of the Athens-Limestone Association of REALTORS®, Dekalb Association of REALTORS®, and the Jackson County Board of REALTORS® may then lease a Key though HAAR from a third party vendor. An appointment is necessary to issue a key, and keys will not be issued or upgraded after 4 p.m. Members of other Boards/Associations will contact their association offices to obtain keys.

REQUIREMENTS FOR NEW APPLICANTS:

- Applicants must have an active real estate or appraisal license
- Applicants must submit the appropriate application signed by the agent and Designated REALTOR® with payment of fees*. Applicants are required to attach a personal photo to the application.
- REALTOR® applicants must attend all sessions of the orientation scheduled for them after application is accepted.
- REALTOR® applicants will be sworn in at the Membership meeting following the completion of their orientation. Applicants must be inducted within 90 days of their orientation or their membership to HAAR, Supra key services and MLS services (if applicable) will be listed as inactive until they have satisfied this requirement.
 - Applicants being inducted will receive a free meal; guest(s) of inductee must make a reservation and pay for the cost of their meal.

It is strongly suggested that new members take advantage of additional training. Watch the NALMLS announcements for dates and times. Most training is free to members of NALMLS.

Applications are reviewed and presented to the Officers and Directors for approval.

*HAAR accepts cash, checks, MasterCard, Visa and Discover.

**NALMLS Service and Supra key service will be suspended if the above requirements are not met as scheduled. Please let the membership department know if a conflict occurs; emergencies will be considered. The membership application process will be considered complete when all of the above membership requirements have been met.

Last revision: October 2015

SUBJECT: Building Rental Policy

SOURCE: Internal Policy

The HAAR auditorium will be available for rental by the following groups at rates as follows:

*Set up fee: \$50

*\$30 fee to Open and/or Close for an event when the Association office is closed

*50% of the total rental fee is due at time of request for the facilities and is **NON-REFUNDABLE**

*The Balance and a \$100.00 security deposit are due 1 month prior to the event and must be made by the Responsible REALTOR® member

1. MEMBER ACTIVITIES (LIMITED TO REALTOR RELATED EVENTS)

Any REALTOR® member related activity (any company, society, or council) or any affiliate member.

\$25 per hour for 1 section	3 hour minimum	\$75
\$35 per hour for 2 sections	3 hour minimum	\$105
\$40 per hour for 3 sections	3 hour minimum	\$120
Maximum rental charge of \$250 per day		

2. NAR INSTITUTES, SOCIETIES, AND COUNCILS

- \$25 per day for 1 section
- \$50 per day for 2 sections
- \$75 per day for 3 sections
- \$50 fee for set-up
- \$50 fee for clean up if needed

3. AAR, APPRAISAL INSTITUTE, AND EDUCATIONAL ACTIVITIES

- \$150 per day (1, 2, or 3 sections)
- \$75 ½ day (1, 2, or 3 sections)

4. COMMUNITY SERVICE/CIVIC RELATED ACTIVITIES (approved by Association Executive on a case by case basis)

\$35 per hour for 1 section	3 hour minimum	\$105
\$45 per hour for 2 sections	3 hour minimum	\$135
\$55 per hour for 3 sections	3 hour minimum	\$165
Maximum rental charge of \$350 per day		

GENERAL RULES

1. Responsible member (as designated in rental application) must be present at all times and insure building is secured.
2. All soft drinks, food, cups, utensils, etc. to be provided by renter. HAAR will provide coffee and coffee supplies at a charge of \$10 per urn.

3. Alcoholic beverages: If they are served, a Certificate of Liability naming Huntsville Area Association of REALTORS® as holder must accompany the rental contract.
4. A signed contract is required and must be on file with Association office.
5. Fees may be waived in some circumstances when deemed beneficial to the Association (e.g. reciprocal parking, charitable event, etc.)
6. The Association (HAAR) is not responsible for damages to vehicle and/or personal property occurring on premises.
7. This is a non-smoking facility. Receptacles are placed at the entrances to the building for disposing of cigarette butts.

Registration and Processing Usage Fees for Societies and Councils (i.e.: YPN, CRS, WCR, etc.)

There will be a \$50 fee along with a 5% payment processing fee for any of our councils (ex. YPN, CRS, WCR etc.) to use our registration and payment capabilities. This will be used to cover credit card fees and staff time.

***Exceptions:** HAAR may restrict the use of its facilities during extreme weather, including but not limited to tornado warnings, windstorm warnings, road closures, ice storms, unavailability of utilities, building damage, etc.

Last revision: September 2015