



Branch County Association of REALTORS®

Policy Manual

SECTION 1 - STATEMENT OF POLICY

Policy statements establish guidelines and standards for internal association operations. All policies shall become effective upon adoption and approval by the board of directors.

Section 1.1 Vision

Working on behalf of Branch County's property owners, the Branch County Association of REALTORS® (BCAR) provides a facility for professional development, research and exchange of information among its members and to the public and government for the purpose of preserving the free enterprise system and the right to own, use and transfer real property.

Section 1.2 Mission

The mission of the Branch County Association of REALTORS® is to be the voice for real estate in Branch County by protecting and upholding the REALTOR® profession, providing the members with value for their dollars, delivering convenient real estate information, services and programs so members can be successful while creating trust and loyalty between clients, members and the BCAR.

Section 1.3 Equal Opportunity

We affirm support for equal opportunity in housing and are dedicated to fulfilling the requirements of the fair housing laws.

Section 1.4 Ethics and Professional Standards

We support the Code of Ethics and the Standards of Practice for professional conduct of the National Association of REALTORS® (NAR).

Section 1.5 Legislation / Political Involvement

We feel political involvement is necessary for the continued support and strength of the free enterprise system. It is our goal to seek appropriate input in the consideration of candidates, issues and legislation that affect the real estate business and the free enterprise system. We will strive to keep our membership informed in all areas of political activity.

Section 1.6 Anti-trust laws

We support competition and an open marketplace in which fees, commissions and compensation are fully negotiable between the parties to each agreement. We support the Federal Antitrust laws.

Section 1.7 Association Bylaws

The Association Bylaws will always take precedent over this policy manual.

SECTION 2 - ORGANIZATION

Section 2.1 Office location

The headquarters shall be at 28 W. Chicago Street, Suite 1E, Coldwater, MI 49036.

Section 2.2 Tax status

The organization shall be organized as an IRS (501 c 6) organization (not-for-profit).

Section 2.3 Legal and professional Counsel

The Board of Directors shall request appropriate services for counsel.

Section 2.4 President's duties

The President is the chief elected officer of the association and serves as chairman of the Association's Executive Committee and Board of Directors.

Specific responsibilities:

1. Presides at all meetings of the Association, including the Board of Directors and Executive Committee.
2. Determines the substance of the agenda for meetings of the Board of Directors and the Executive Committee.
3. Selects chairmen for all Association committees and task forces. Outlines the purposes and duties of the committees and monitors their progress.
4. Serve as an ex-officio member of all standing committees. (Professional Standards, REALTOR® Protection, MLS, Legislative, Grievance, Lock Box, Public Relations, Membership, Arbitration, Education, Finance, Program, Equal Opportunity).
5. Shall be informed on the day-to-day operations of the BCAR by the Chief Executive Officer.

Section 2.5 President-elects' duties

The President-elect shall serve as a member of the Executive Committee and assist the President in performing his/her duties. The President-Elect shall succeed to the Presidency one year following his/her election to the office of President-elect.

Specific responsibilities:

1. In the absence, or inability, of the President to act, to serve as presiding officer and perform such other duties of the President as may be required.
2. In the event of the disability, resignation or removal from office of the President, fill the unexpired term of the President.
3. Serve as a voting member, and attend all meetings, of the Executive Committee and Board of Directors.

Section 2.6 Treasurer's duties

Serve as chairman of the Finance Committee and as a member of the Executive Committee and Board of Directors attending all meetings.

Specific responsibilities

1. Develop, with the Finance Committee, a viable budget.
2. Closely monitor income and expenses throughout the fiscal year.
3. Review, with the Finance Committee, the budget at midyear to reassess the fiscal direction of the BCAR.
4. Meet with accountant to oversee preparation of necessary tax forms, etc.

Section 2.7 Secretary's duties

The Secretary shall serve as a member of the Executive Committee and Board of Directors and shall attend all meetings.

Specific responsibilities

1. Shall take the minutes of any Board of Director's or Executive Committee meeting in the absence of the Chief Executive Officer.

Section 2.8 Immediate Past President's duties

The Immediate Past President shall serve as a member of the Executive Committee and in advisory capacity to the President.

Specific responsibilities

1. To serve as an advisor and be available when called upon by the President, Executive Committee or Board of Directors.
2. Serve as a voting member and attend all meetings of the Executive Committee and Board of Directors.
3. To serve as chairman of the Nominating Committee and Scholarship Committee.

Section 2.9 Directors' duties

1. The government of the Association shall be vested in the Board of Directors as selected in accordance with the Association's bylaws. Functions of the Board include approving outcomes to be accomplished; making certain the desired outcomes are being achieved; and ensuring that resources for achievement are available and used effectively.
2. Members represent the entire membership of the BCAR.
3. The Board of Directors shall administer the association's finances and shall have authority to appropriate money, approve the annual budget and have sole authority to appropriate money in excess of \$200.
4. The Board of Directors shall meet at throughout the year on the third (3rd) Thursday of each month. Special meetings may be called as determined by the President and in accordance with the Association's bylaws. Monthly Meetings can be cancelled by the President if there is no agenda for a meeting, this will not constitute an absence. (Amended 12/7/17)
5. Absence from 3 scheduled or special meetings without an excuse deemed valid by the Board of Directors shall be construed as a resignation.
6. A majority of six of the Board of Directors shall constitute a quorum of the Board of Directors.
7. The Board of Directors shall review all decisions of hearing panels for ethical violations in accordance with the NAR Professional Standards Procedures.
8. Upon the discretion of the President, Directors may be requested to serve on an appeals hearing panel.
9. Policy-making functions shall include: understanding issues facing the Association; ensuring proper use of assets; establishing the Association's strategic plan; fulfilling fiduciary responsibilities; constructing the bylaws and governing documents; approving new members.
10. The Board of Directors shall encourage general membership to attend the Michigan Realtors® and/or NAR conventions, promote the conventions to the general membership and set guidelines for convention reimbursement.

SECTION 3 - COMMITTEE STRUCTURE

Section 3.0 Committee structure

1. The first person listed will be the Committee Chairperson.
2. Committee Chairperson will have served on the committee in the year immediately prior.

Section 3.1 Committee chair's responsibilities

1. Plan and conduct effective meetings by distributing advance agendas with the assistance of staff liaison in order to make best use of committee members' time.
2. Understand the financial aspects of the committee. All net income from events shall become a part of the Association's operating budget.
3. Coordinate with the staff plans, actions, mailings, etc., pertinent to the committee.
4. Ensure that motions made in committee sessions are placed in writing as part of the committee minutes.

Section 3.2 Committee member duties

1. Be available to attend committee meetings.
2. Be responsible to research, define and offer input to any committee assigned to.

Section 3.3 Policy regarding communications to committees

Information, questions, complaints, or any other issues that arise that directly involve any BCAR committee will be forwarded to that committee chairperson as well as the President. The committee will notify the President of all of their meetings.

Section 3.4 Policy regarding recommendations from committees

Recommendations from committees shall be reviewed by the Board of Directors at their next regularly scheduled meeting. Decisions by the BOD on recommendations from committees shall be final.

Section 3.5 Committees of the BCAR

1) AFFILIATE ADVISORY COMMITTEE

Purpose: To bring our affiliates' viewpoints to the attention of the Board of Directors.

Duties:

- a) To report and respond to BOD regarding affiliate interaction with REALTORS® and other members.

Membership: Affiliate members, number to be determined annually by the President.

Meetings: As required.

2) BYLAWS / POLICY COMMITTEE

Purpose: To review the association Bylaws and Policy Manual.

Duties:

- a) To review the Bylaws and Policy Manual on an annual basis.
- b) To review and analyze any proposed amendments to the Bylaws for proper presentation to the membership.
- c) All proposed changes to the Bylaws or the Policy Manual shall be presented to the Board of Directors.
- d) To prepare and present any Bylaws changes required by the Michigan Association of REALTORS® or the National Association of REALTORS®.
- e) To ensure that the Policy Manual is in accordance with and not in conflict with the local, state, and national Bylaws.

- f) To send updated Bylaws to the National Association of REALTORS® (as required by NAR) for review and approval.
Membership: Chairperson appointed annually by the President, minimum of 3 members.
Meetings: As required.

3) **EDUCATION / NEW MEMBER ORIENTATION COMMITTEE**

Purpose: To provide ongoing educational opportunities to our members and to motivate the membership toward increased and continuing education. Develop and implement a New Member Orientation and Safety education. Educate and encourage membership in the association in the community.

Duties:

- a) To plan and hold a minimum of one, and possibly two, continuing education class each year.
- b) To organize educational seminars for the benefit of the membership.
- c) Hold classes at least quarterly for all new members.
- d) Make certain all new members meet NAR qualifications for REALTOR® membership
- e) Plan safety meeting to be held each year in September and identify speakers.
- f) Present to the BOD and coordinate any activities with the C.S.E. prior to making any commitments for any functions.
- g) Work with local businesses and non-REALTORS® to encourage membership.
- h) Conduct new member orientation when necessary

Membership: Chairperson appointed annually by the President, minimum of 3 members.
Meetings: As required.

4) **EQUAL OPPORTUNITY AND FAIR HOUSING COMMITTEE**

Purpose: To educate the membership about equal opportunity in housing and employment. Consumer outreach on Fair Housing

Duties:

- a) To assist and educate local offices in establishing non-discriminatory practices.
- b) To be responsible for seeing that local publishers print the required notice.
- c) To distribute required posters, etc., to local offices.
- d) Arrange a Fair Housing public outreach.

Membership: Chairperson appointed annually by the President, minimum of 3 members.

Meetings: As required.

5) **EXECUTIVE COMMITTEE**

Purpose: The Executive Committee is a subordinate of the Board of Directors. It is delegated all powers of the Board of Directors, with the Board of Directors having the authority to change actions of the Executive Committee

Duties:

- a) The Executive Committee is authorized to employ or enter into an employment contract with the Chief Executive Officer and to have an annual review of that Chief Executive Officer's performance and responsibilities.

Membership: President, president-elect, treasurer, and secretary

Meetings: As required.

6) **FINANCE COMMITTEE**

Purpose: To formulate a budget for the year and to make recommendations to the Board of Directors for expenditures.

Duties:

- a) Review the past year's budget, income and expenditures with the Treasurer, along with projected statistics for the upcoming year.
- b) To establish a budget for submission to the Board of Directors for approval.

Membership: The current Treasurer is automatically chairperson. Current President, immediate past President, President-elect, at least one other member and anyone else deemed appropriate by the President.

Meetings: In the fall to establish upcoming budgets for the Board. Mid-year for evaluation of status at that time, and to make any adjustments.

7) **FORMS COMMITTEE**

Purpose: To review and revise existing forms as necessary.

Duties:

- a) Work with the Board of Directors and counsel to develop new or revise existing forms.
- b) Forms Committee shall meet at least once a year.

Membership: Broker / Owner Chairperson appointed annually by the President, minimum of 2 additional Broker / Owner members.

Meetings: As required.

8) **GRIEVANCE COMMITTEE**

Purpose: To review disputes between REALTOR® members or with the public, referring cases, when appropriate, to the Ombudsman or Professional Standards Committee.

Duties:

- a) To receive complaints and provide assistance to members or public when necessary.
- b) To ascertain the facts from all parties.
- c) If deemed valid, forward the complaint and all supporting data to the Professional Standards Committee for Ethics or Arbitration hearings.
- d) Initiate professional standards complaints on behalf of the Board when the Committee deems necessary, or when requested by the Board of Directors.
- e) All meetings shall be confidential, and all committee members shall be expected to conduct themselves with utmost discretion and professionalism at all times.

Membership: The Grievance Committee shall be a minimum of 3 members appointed by the President. Members must have been REALTORS® for a minimum of two years.

Members shall attend a Professional Standards workshop at least once. There shall be a representation of both sales associates and principals.

Meetings: As required.

9) **LEGISLATIVE COMMITTEE**

Purpose: To keep abreast of current legislation or bills that affect REALTORS® and to inform and alert members to such legislation. Monitor local land use issues.

Duties:

- a) Organize and promote a Congressional and Legislative Contact Network, made up of local members who would become direct contacts with their legislators for the purpose of giving them REALTOR® views on important legislation.
- b) When a "Call to Action" is announced by Michigan REALTORS® or NAR, the Team would contact members to encourage them to answer the call.
- c) Encourage REALTOR® involvement with local town boards.
- d) Shall report legislative updates, pending issues and Calls to Actions, as needed.
- e) Encourage REALTOR® involvement with local town boards.
- f) Shall report legislative updates and pending issues.
- g) Monitor information from NAR regarding their "Smart Growth Initiative"
- h) Develop relationships with local government and industry groups involved in land use issues.

Membership: Chairperson appointed annually by the President, minimum of 3 members.

Meetings: As required.

10) **LOCK BOXES/KEYPADS COMMITTEE**

Purpose: Maintain and enforce the Lock Box rules and regulations.

Duties:

- a) Monitor the lock box and key pad use, distribution and training.
- b) Monitor lock box development and use within our industry, as needed, and report back to Board of Directors.
- c) Order, repair lock boxes and key pads, as necessary.

Membership: Chairperson to be appointed annually by President, minimum of 2 members.

Meetings: As required.

11) **MEDIATOR**

Purpose: Facilitate communication between parties in conflict to help them reach a voluntary resolution.

Membership: Michigan Realtors® General Counsel

Meetings: N/A

12) **MEMBERSHIP COMMITTEE**

Purpose: To encourage membership in the Branch County Association of REALTORS®.

Duties:

- a) Work with appropriate local businesses, and non-REALTORS® to encourage membership.
- b) As per Article VI, Section 12 of the Bylaws, the Membership Committee will ask Brokers to certify licensees each year.

Membership: Chairperson appointed annually by the President, minimum of 2 members.

Meetings: As required.

13) MICHIGAN REGIONAL INFORMATION CENTER (MICHRIC) / SPECIFICATIONS COMMITTEE

Purpose: To represent BCAR at MichRIC Meetings and events

Duties:

- a) Attend MichRIC Meetings / Specs Committee Meetings as a voting manager
- b) Report activity to BOD

Membership: Chairperson to be appointed annually by President, minimum of 2 MichRIC Managers and 2 Specs Committee Members. Meetings: Seven scheduled meetings annually per MichRIC. Specs Committee meetings as needed.

14) MULTIPLE LISTING SERVICE COMMITTEE

Purpose: Oversee the multiple listing service (MLS). Represent BCAR at Michigan Regional Information Center (MichRIC) meetings and events. Maintain and enforce the Lock Box rules and regulations.

Duties:

- a) Review and revise the LS rules and regulations in conjunction with Michigan REALTORS® and NAR.
- b) Enforce MLS rules and regulations and hear MLS complaints.
- c) Make adjustments in MLS procedures as needed to make the MLS a more productive and beneficial service.
- d) Monitor the lock box use, distribution and training.
- e) Monitor lock box development and use within our industry and report back to BOD.
- f) Order, repair lock boxes and keypads, as necessary.
- g) Attend MichRIC Managers meetings and report back to the BOD any upcoming changes or new programs. 2 members assigned.
- h) Attend MichRIC Specification meetings as needed and report to the BOD any RESO compliance or changes. 2 members assigned.

Membership: Chairperson to be appointed annually by President, minimum of 5 members.

Meetings: As required.

15) NOMINATIONS / REALTOR-AFFILIATE OF THE YEAR COMMITTEE

Purpose: To oversee any and all elections and special elections. To select at least one candidate for each office. Oversee REALTOR® of the Year and special awards voting.

Duties:

- a) Provide members with a description of each office and the responsibilities that go with it.
- b) Seek nominees for all vacant positions.
- c) Shall meet at least by the end of July to select the slate of candidates for Board of Directors.
- d) Mail the recommended slate to the membership at least 3 weeks prior to the annual meeting.
- e) Encourage membership to nominate worthy members for ROTY/AOTY.

- f) Review ROTY/AOTY applications
- g) Select 3 nominees to be placed on the ballot.
- h) Realtor® and Appraiser members vote by secret ballot. Ballots shall be counted by three members appointed by the President and results given to the Chief Staff Executive.

Membership: Current BOD, Chairperson shall be the Past President.

Meetings: As required.

16) OMBUDSMAN

Purpose: To review disputes between REALTOR® members or with the public when appropriate.

Duties:

- a) Complete training available at NAR.
- b) Maintain confidentiality when dealing with issues.
- c) Attempt to resolve issues.
- d) Prepare a written report for the chair of the Grievance committee.

Membership: The President shall appoint two members as Ombudsman. Members must have been REALTORS® for a minimum of two years. Members shall attend a Professional Standards workshop at least once.

Meetings: As required.

17) PROFESSIONAL STANDARDS COMMITTEE

Purpose: To conduct hearings on all grievances directed to them by the Grievance Committee.

Duties:

- a) The committee chairperson shall appoint a hearing panel for each hearing and shall be responsible to coordinate procedures with the Chief Staff Executive to assure that the exact procedure is followed, as prescribed by the NAR Professional Standards Manual, and that due process is achieved.
- b) The committee shall hold hearings on both arbitration and ethics complaints. Should a complaint involve both arbitration and ethics, arbitration shall be heard first.
- c) All hearings shall be confidential, and all panel members are expected to conduct themselves with discretion and professionalism.

Membership: The chairperson shall be appointed annually by the President, minimum of 3 members. It is suggested that the new members shall have previously served on the Grievance Committee. Members shall attend a Professional Standards workshop at least once. There shall be a representation of both associates and principals.

Meetings: As required.

18) PROGRAMS COMMITTEE

Purpose: To plan programs and luncheons for the year, keeping in mind that the purpose of the meeting is to broaden REALTOR® participation and knowledge. Plan a program to install new officers in conjunction with the annual Christmas party. Promote the BCAR, its office and its members to the general public in an informative and positive

manner to increase public awareness and recognize REALTOR® accomplishments on a local level.

Duties:

- a) To encourage attendance by affiliate and REALTOR® members.
- b) Solicit program ideas from the membership, other committees and the Board of Directors.
- c) Arrange for programs to include coordinating location and meals for monthly membership meetings at least 4 times per year. (Amended 12/7/17)
- d) Responsible for preparing written thank-you letters to all speakers and guests, where appropriate.
- e) Coordinate all activities with the C.S.E. before making final commitment for any function.
- f) Contact caterers, hotels, etc., to plan dinner menu and price for party.
- g) Arrange with brokers and affiliate members to contribute items for door prizes and charity auction.
- h) Take pictures at events, note key items and outline news releases for approval by the BOD and posting to the website.

Membership: Chairperson to be appointed annually by President, minimum of 5 members.

Meetings: As required.

19) **SAFETY COMMITTEE**

Purpose: To monitor information passed down from MR and NAR and report back to the Board of Directors and the membership.

Duties:

- a) Make recommendations as necessary.

Membership: Chairperson appointed annually by the President, minimum of 2 members.

Meetings: As required.

20) **SCHOLARSHIP COMMITTEE**

Purpose: Assist in selection process.

Duties:

- a) Scholarship applications are reviewed and scored using the Scholarship Form.
- b) Students awarded are dependent on the amount of funds in the scholarship fund.
- c) Highest scores will be awarded from each school.
- d) Each student is awarded \$500, any student who does not pick up their award within 6 months will be returned to the scholarship fund.
- e) Present scholarship certificate awards to students at their awards ceremony.
- f) Recipients will send copy of enrollment / college schedule to C.S.E.
- g) C.S.E will have check prepared for distribution upon receipt of schedule and arrange for presentation.

Membership: Chairperson shall be the Past President. Other members to be appointed annually by President, minimum of 3 members.

Meetings: As required.

21) **RPAC COMMITTEE**

Purpose: RPAC Task Force will promote participation and encourage contributions from the membership to ensure that the association meets its annual goal.

Duties:

- a) The Task Force will provide the organization with communications, information and education necessary to reach the annual goal.
- b) Provide appropriate recognition to supporters.

Membership: Chairperson appointed annually by the President, minimum of 3 members.

Meetings: As required.

22) **TECHNOLOGY COMMITTEE**

Purpose: Advise the Board of Directors regarding technology issues. Help maintain BCAR website, Facebook and Twitter accounts.

Duties:

- b) Review input from Board and general membership regarding real estate technology for MLS, communications, and website
- c) Make recommendations for purchase and implementation.
- d) Assist the C.S.E. in maintaining the website, Facebook and Twitter accounts.
- e) Advise on programs that will improve communication with the membership.

Membership: Chairperson to be appointed annually by President, minimum of 3 members.

Meetings: As required.

SECTION 4 - FINANCIAL POLICIES AND PROCEDURES

Section 4.1 Capital improvement expenditures

Capital improvement expenditures in excess of \$5,000 must be brought to the membership, with prior notice for a majority vote of the members present at the meeting and eligible to vote.

Section 4.2 Delegate travel

Delegates shall be reimbursed \$500 each for attending MICHIGAN REALTORS Convention or other functions when attendance is required by BCAR or upon recommendation and approval by Convention Committee and BOD.

Section 4.3 Michigan Regional Information Center (MichRIC) Managers and Task Force Members

MichRIC representatives will be reimbursed mileage at IRS mileage rates per mile plus a flat fee of \$50 per meeting.

SECTION 5 - FILE RETENTION

Section 5.1 Grievance files

Grievance complaints filed with the Association, reviewed by the Grievance Committee, but not forwarded onto a hearing are to be destroyed following the expiration of the appeal period. NAR has designated the appeal period to be 20 days after the notification of decision of the Grievance Committee has been filed.

SECTION 6 - STATEMENTS OF GENERAL POLICY

Section 6.1 BCAR meetings

All Branch County Association of REALTORS® meetings shall be open to all members with the exception of Nominations Committee, REALTOR® of the Year Committee, legal action, Grievance and Professional Standards and Board of Director's Executive meetings, which may be attended only upon receiving prior approval of the President. (Amended 12/7/17)

Section 6.2 Referrals and recommendations

The BCAR does not respond to requests from the general public, written or verbal, for references or recommendations of individual members.

Section 6.3 Authorized spokesperson

Elected leadership.

Section 6.4 Solicitations

Solicitations received at the BCAR office shall be included in the meeting packets mailed to all Board members prior to regular meetings. Solicitations shall be considered by the Board of Directors.

Section 6.5 Complaints

Complaints and requests shall be in writing and signed in order to be considered by the BOD.

Section 6.6 Cell phones and other electronic devices at BCAR classes or meetings

Cell phones and other devices that make noises such as ringing will be turned off at the beginning of any BCAR-sponsored event. If event is disrupted by such ringing, etc., the member will be fined \$25 per occurrence, payable before leaving event. If member has to be billed, fine will increase to \$50 (per occurrence). Board members will enforce the policy.

Section 6.7 Late payments of fees

If any fee is not paid by the end of the month it is due, MLS will be shut off at the discretion of the Board of Directors and a 7% late fee will be added each month.

Section 6.8 Late arrivals at BCAR events

Board will not restrict admission to timed events (CE, legal update, etc) but instructors will be informed that late arrivals will not receive credit. (Adopted 12/07) and the member will pay the cost of that event.

Section 6.9 Reapplication for membership

Any REALTOR® who chooses to terminate from the BCAR and later decides to re-associate with the BCAR will pay a new member application fee of \$250 (amended 6/11), dues, plus

attend new member orientation. (Adopted 12/20/06). A member transferring to another office within the Association will have 30 days to complete that transfer.

Section 6.10 “No-shows” at BCAR events

Any member who makes a reservation for any BCAR event and does not attend the event shall be billed for any costs involved. (Adopted 8/08).

Section 6.11. Use of probation as discipline in Professional Standards decisions. The BCAR Professional Standards hearing panels will not use probation as a form of discipline in their decisions.

Section 6.12. Shoppers’ Guide billing/payments. Effective July 21, 2010, bills for advertising in the Shoppers’ Guide will be due on the 25th of the month they are mailed. An office whose bill is not paid at 30 days overdue will lose the benefit of the Shoppers’ Guide discount through the BCAR. After a member is current on the past due Shoppers’ Guide bill and all other bills, and at the expiration of 90 days (or whatever number of days it takes to get to the next billing cycle), the office/broker can then ask to be reinstated to the discounted billing. (Amended & Adopted 11/17/10) (Amended 12/7/17)

Section 6.13 Association Record Retention

On August 20, 2014 this amendment shall become part of the policy manual and is added to the last review of the manual from February 2014 by the Branch County Association of REALTORS® Board of Directors.

The purpose of this policy is to state how long certain documents will be retained by the Branch County Association of REALTORS®. All minimum dates are to be extended if there is any possibility of litigation arising over any documents.

This policy shall be the responsibility of the Chief Executive Officer of the Association to maintain and record. It shall be the responsibility of the Association Board of Directors to review annually.

This policy and the obligation to follow it is binding on all employees and members of the Branch County Association of REALTORS®.

All documents will be retained in hard copy (paper) format. In the event some documents are received via email or other electronic mean, it will be printed off by the Chief Executive Officer and stored in a hard copy file for the time period stated in this policy.

The retention of documentation is bound by all privacy rules and laws both state and federal and shall be abided by with all members and employees.

The following is a list of documents that are to be kept by the association and next to each document is the time amount in years that the document will be retained by the association.

Accounting Records

Accounts Payable -7 years
Accounts Receivable -7 years
Annual Financial Statements-permanent
Bank statements-7 years
Bank reconciliations-7 years
Canceled Checks-7 years
Correspondence-4 years
Deposit Slips-4 years
Employee expense reports-7 years
General Ledgers-permanent
Income Tax Returns-permanent
Insurance Policies-4 years after expiration
Investments 7 years after expiration
Payroll journals and ledgers-permanent
Purchase invoices and orders-7 years
Tax Returns-permanent

Association Corporate Records

Articles of incorporation and amendments-permanent
Bylaws and amendments-permanent
Corporate filings-permanent
Corporate Minuet Book-permanent
IRS exemption letter-permanent

Employment Records

All employments documentation related personnel decisions- 1 year
Payroll Records-3 years
Personnel Records-10 years after employment ends

Legal Documents

Contracts-10 years
License Applications 1 year after expiration
Licenses-1 year after expiration
Legal Correspondence-permanent

MLS Documents

Rules, regulations and policies –permanent
Any Listing agreements submitted to the BCAR office-until expiration
Sold Property Information- at least 10 years
Lock Box Key agreements/Leases-1 year after termination
MLS Service Mark License Agreements-permanent
Contracts-10 years after expiration

Subscription Agreements-10 years after expiration
Participation agreements-10 years after expiration
Website matters-10 years

NAR/Association Documents

NAR charter, territorial jurisdiction-permanent
REALTOR® agreement-until superseded
Member file and membership applications-2 years after member terminates
Professional Standards Hearing Records: Ethics-results of hearing-permanent, rest of hearing file-a minimum of 1 year after satisfaction of sanctions and assurance of no possible litigations
Arbitration/Mediation-minimum of 1 year after payment award and no threat of litigation

Section 6.14 Deceased Member Condolence Memorials

The Branch County Association of Realtors® will donate \$50 in memory of any current member who dies to the memorial suggested in their obituary. If no memorial is named, the Branch County Association of Realtors® will donate \$50 to the Realtor® Relief Fund in their memory.

SECTION 7 - DUTIES OF DELEGATES

Section 7.1 Duties A voting delegate is expected to attend all of the following and any other meeting as may be scheduled at the MICHIGAN REALTORS Convention: grand assembly, delegate body forum, “meet the candidates” (general meeting/breakfast/lunch or as scheduled), district caucus, delegate body meeting and vote, closing keynote ceremonies.

Section 7.2 Voting Because the delegates should be more in tune with the voting agenda and candidates, they are expected to vote their conscience with our Association as the main focus. If issues are known prior to the convention they should be brought to the BCAR Board of Directors and vote as instructed by the Board.

Section 7.3 Responsibilities A delegate will report back to the BCAR Board with a review of what transpired at the convention. A delegate will be responsible for a press release to the local paper informing the public that the BCAR took an active part in the convention and sharing some of the highlights. (The delegates are not permitted to mention their offices as they represent our Association.