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3 **Harford County Association of REALTORS®, Inc.**

4

5 **Leadership Policy**

6

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44 **Job Descriptions**

45 Job descriptions and an orientation manual shall be furnished annually to elected officers and
46 directors of the Board of Directors.

47 **Board Member Duties**

48 The authority of individual Board members is limited to participating in actions taken by the
49 Board as a whole when legally in session. Board members shall not assume responsibilities of
50 administrators or other staff members. An individual board member may not take any action
51 upon themselves; at their own expense or otherwise, enter into any contract or agreement,
52 written or oral, on behalf of or in the interest of the association without the prior approval of
53 the Board.

54 The Board or staff shall not be bound in any way by any action taken or statement made by any
55 individual Board member except when such statements or action is pursuant to specific
56 instructions and official action taken by the Board.

57 Each Board member shall review the agenda and any materials distributed prior to the meeting
58 and be prepared to participate in the discussion and decision-making for each agenda item.

59 Each Board member is obligated to attend regular Board meetings. Whenever possible, each
60 Board member shall give advance notice to the Executive Vice President of his/her inability to
61 attend a Board meeting. A majority of the Board may excuse a director's absence from a
62 meeting if requested to do so. The Board may declare a Board member's position vacant after
63 three unexcused absences from regular Board meetings.

64 The Board of Directors may approve the release of Name, Company, Company Address,
65 Company Phone Number, Member E-Mail Address, and additional information deemed
66 necessary for the purpose of conducting an audit.

67

68 **Director and Officer Fidelity**

69 A Director or Officer of the Harford County Association of REALTORS® shall not be permitted to
70 serve simultaneously on any other local competing REALTOR® Board of Directors as an Officer or
71 Director.

72 **Honorary Status**

73 Honorary active status shall be given to past presidents of the Harford County Association of
74 REALTORS®, Inc., who have reached the age of 70+ years, or have been a member in good
75 standing with HCAR® for 40 or more consecutive years. These members do not pay local annual
76 dues but do receive notices of the annual meeting and other information on events held by the
77 association.

78 **Conflict of Interest**

79 Any duality of interest or possible conflict of interest on the part of any board membership
80 should be disclosed to the other board members and made a matter of record, either through
81 an annual procedure or when the interest becomes a matter of board action.

82 Any board member having a duality of interest or possible conflict of interest on any matter
83 should not vote or use his/her personal influence on the matter, and he/she should not be
84 counted in determining the quorum for the meeting, even where permitted by law. The minutes
85 of the meeting should reflect that a disclosure was made, the abstention from voting, and the
86 quorum situation.

87 The foregoing requirements should not be construed as preventing the board member from
88 briefly stating his/her position in the matter, nor from answering pertinent questions from other
89 board members since his/her knowledge may be of great assistance.

90 It is further resolved that this policy be reviewed annually for the information and guidance of
91 the board members. The board Chairman and Executive Officer are authorized and directed to
92 see that this policy is followed.

93
94 **Antitrust Statement**

95 The Harford County Association of REALTORS®, Inc. is a not-for-profit organization. The
96 association is not organized to and may not play any role in the competitive decisions of its
97 members or their employees, nor in any way restrict competition among members or potential
98 members. Rather it serves as a forum for a free and open discussion of diverse opinions without
99 in any way attempting to encourage or sanction any particular business practice.

100 The association provides a forum for exchange of ideas in a variety of settings including its
101 annual meeting, educational programs, committee meetings, and Board meetings. The Board of
102 Directors recognizes the possibility that the Association and its activities could be viewed by
103 some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly
104 and unequivocally supports the policy of competition served by the antitrust laws and to
105 communicate the Association's uncompromising policy to comply strictly in all respects with
106 those laws.

107 While recognizing the importance of the principle of competition served by the antitrust laws,
108 the Association also recognizes the severity of the potential penalties that might be imposed on
109 not only the Association but its members as well in the event that certain conduct is found to
110 violate the antitrust laws. Should the Association or its members be involved in any violation of
111 federal/state antitrust laws, such violation can involve both civil and criminal penalties that may
112 include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to
113 \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to
114 private parties in a civil suit are tripled for antitrust violations. Given the severity of such

115 penalties, the Board intends to take all necessary and proper measures to ensure that violations
116 of the antitrust laws do not occur.

117 In order to ensure that the Association and its members comply with antitrust laws, the
118 following principles will be observed:

- 119 • The association or any committee, section, chapter, or activity of the Association shall not
120 be used for the purpose of bringing about or attempting to bring about any understanding or
121 agreement, written or oral, formal or informal, expressed or implied, among two or more
122 members or other competitors with regard to prices or terms and conditions of contracts for
123 services or products. Therefore, discussions and exchanges of information about such topics will
124 not be permitted at Association meetings or other activities.
125
 - 126 • There will be no discussions discouraging or withholding patronage or services from, or
127 encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers
128 of products or services, any actual or potential competitor or group of actual potential
129 competitors, or any private or governmental entity.
130
 - 131 • There will be no discussions about allocating or dividing geographic or service markets or
132 customers.
133
 - 134 • There will be no discussions about restricting, limiting, prohibiting, or sanctioning
135 advertising or solicitation that is not false, misleading, deceptive, or directly competitive with
136 Association products or services.
137
 - 138 • There will be no discussions about discouraging entry into or competition in any segment of
139 the marketplace.
140
 - 141 • There will be no discussions about whether the practices of any member, actual or potential
142 competitor, or other person are unethical or anti-competitive, unless the discussions or
143 complaints follow the prescribed due process provisions of the Association's bylaws.
144
 - 145 • Certain activities of the Association and its members are deemed protected from antitrust
146 laws under the First Amendment right to petition government. The antitrust exemption for
147 these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper
148 actions or discussions by members designed to influence: 1) legislation at the national, state, or
149 local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a
150 governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect
151 actions constituting a "sham" to cover anticompetitive conduct.
152
 - 153 • Speakers at committees, educational meetings, or other business meetings of the
154 Association shall be informed that they must comply with the Association's antitrust policy in
155 the preparation and the presentation of their remarks. Meetings will follow a written agenda
156 approved in advance by the Association or its legal counsel.
157
- 158 Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a
159 concise summary of important matters discussed and actions taken or conclusions reached.

160
161 At informal discussions at the site of any Association meeting all participants are expected to
162 observe the same standards of personal conduct as are required of the Association in its
163 compliance.

164
165 **Legal Counsel**

166 The Board of Directors will designate legal counsel to serve the needs of Harford County
167 Association of REALTORS®, Inc. Legal counsel may be requested to attend board meetings by
168 request of a majority of the board members or at the mutual agreement of the board President
169 and the Executive Vice President.

170 Only the board president, the executive vice president or their designee may contact legal
171 counsel on behalf of the board. Costs billed to Harford County Association of REALTORS®, Inc.
172 and associated with individual board members contacting legal counsel, auditors or other
173 professional consultants without specific authority from the board of directors, will be billed to
174 the board member making the unauthorized contact.

175
176 **Email**

177 When an electronic vote is requested by the President, Executive Vice President or Committee
178 Chairperson, Robert’s Rules must apply to protect the association staff, volunteers and members of the
179 Board of Directors.

180 All association business related email messages from the Board of Directors, Committees and Special
181 Committees will be sent to the Executive Vice President, their designee or the assigned staff liaison to be
182 distributed to the appropriate recipients.

183 Never use “REPLY TO ALL” unless requested by the sender.

184 Everyone should always be cognizant that email is not secure and may be retrieved at any time in the
185 future to be used in a court of law.

186

187

188 **NAR Code of Ethics and Arbitration Manual:**

- 189 1. The Chairperson of the Professional Standards Committee shall choose the Hearing Panel
190 according to the NAR guidelines.
- 191 2. In the event the respondent fails or refuses to sign the Response and Agreement Form (PART
192 THIRTEEN, Form #A-4), fails or refuses to make the required deposit, or fails or refuses to take part
193 in the arbitration hearing, the arbitration hearing may be scheduled and conducted in the absence
194 of the respondent. Page 140
- 195 3. An Administration Fee of \$500.00 for Ethics complaints will be assessed and charged to the
196 Respondent if found in violation of a Code of Ethics.
- 197 4. Publishing the names of Respondents found in violation of an Ethics complaint shall not be
198 published by HCAR®. The member's permanent file will be made available. #45
- 199 5. A Suspended member for an Ethics violation would be assessed a reinstatement fee of
200 \$150.00 if the member satisfied the cause for suspension and requested membership to be
201 reinstated in good standing.
- 202 6. There will be a standing committee, known as the Grievance Committee, of at least seven
203 Board Members in good standing, of whom at least a majority shall be REALTORS®. The members of
204 the committee shall be appointed by the President, subject to confirmation by the Board of
205 Directors, for staggered three (3) year terms. Grievance Committee members must complete the
206 required Professional Standards training within the NAR guidelines. The chairperson and Vice
207 Chairperson are selected by the President.
- 208 7. The Professional Standards Committee shall have a minimum number of seven members. The
209 Committee will have seven to ten members appointed by the President and approved by the Board
210 of Directors. Professional Standards Committee members must complete the required Professional
211 Standards training within the NAR guidelines. The chairperson and Vice Chairperson are selected by
212 the President.
- 213 8. The time period for a reply from a Respondent is 15 calendar days.
- 214 9. An Administration Fee of \$250.00 for an Appeal to the Board of Directors would be assessed
215 and refunded if the appeal is favorable.
- 216 10. Mediation for Ethics complaints will not be offered by the Association.
- 217 11. Mediation will be offered to both parties for Arbitration complaints AFTER the Grievance
218 Committee reviews the complaint.
- 219 12. The Association Legal counsel will not be required during a Grievance Committee meeting.
- 220 13. During a Hearing the Parties may not tape record the proceeding.
- 221 14. A response will be solicited at the Grievance Committee for an Ethics Hearing request.
- 222 15. HCAR has adopted Sections 20 [f-q].
- 223 16. The complaint, and response, if any, shall be provided to Hearing Panel members prior to the
224 hearing. Such time period shall be seven days (as determined by the Board of Directors) and shall be
225 adhered to for all hearings. (Amended 4/91)
- 226 17. Copies of the decisions disseminated pursuant to these procedures shall be complete and
227 unedited; however, the names of the Parties and their brokerage shall be removed, unless a Party
228 has violated the Code of Ethics within the past three years.
- 229 18. Video conferencing shall not be permitted.

230

231

232 **Consent Agenda:**

233 The chairman, in consultation with the board of directors, may place items on the consent
234 agenda, for example committee, chapter and staff reports. This requires that all reports be
235 submitted in writing 10-days prior to the official board meeting.

236 By using a consent agenda, the board agrees to the consideration of these items as a group
237 under one motion.

238 Consent items are those which usually do not require discussion or explanation prior to board
239 action, are non-controversial and/or similar in content, or are those items which have already
240 been discussed and/or explained and do not require further discussion or explanation. Such
241 agenda items might include ministerial tasks such as, but not limited to, the approval of the
242 agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items
243 might also include similar groups of decisions such as, but not limited to, approval of staff
244 contracts, approval of minutes, finances and reports.

245 An individual director for consideration may remove items from the consent agenda by a timely
246 request of the chairman. A motion to approve the consent agenda requires unanimous
247 approval. A request is timely if made prior to the vote on the consent agenda. The request
248 does not require a second or a vote by the board. An item removed from the consent agenda
249 will then be discussed and acted on separately immediately following the consideration of the
250 consent agenda.

251

252 **REALTOR® of the Year**

253 Once a REALTOR® of the Association has been named as the REALTOR® of the Year, his/her
254 name cannot be submitted at a future time. Incumbent association president cannot be named
255 as REALTOR® of the Year. Nominations come from all REALTORS® of the Association. The
256 Committee selects the individuals for nomination.

257

258

259

260 **Inclement Weather**

261 If Harford County Public Schools are CLOSED then all meetings and events will be canceled and
262 the association office will be CLOSED (except any designation which will run on time).

263

264 If Harford County Public Schools are DELAYED then all morning meetings and events will be
265 canceled and the association office opening will be DELAYED (except any designation classes
266 which will run on time). All afternoon meetings and events would run on time. We will have a
267 message system advising otherwise at 410-569-0750.

268

269 Mark Wilson, E.V.P. may be contacted at 410-382-3759 (Cell) if needed. Everyone should
270 exercise common sense and not risk their safety or others unnecessarily.

271

272 **Privacy & Security Policy**

273 We recognize the importance of protecting the personal information provided by our
274 membership in their application and at the NRDS (National REALTOR Database System) web site.
275 We maintain the following privacy policy:

- 276 1) The association gathers the member's contact information, office information and other data
277 from surveys, applications and general demographic information.
- 278 2) The association uses this information to notify members of upcoming events, products and
279 services, Calls to Action, and display on the association web site, etc.
- 280 3) The association sends bulk emails to the members periodically. All recipient email addresses
281 shall be "Blind Carbon Copy" and not available to any recipient. All "Hot Property Blasts" will
282 also come from a special email address - HotPropertyBlast@HarfordREALTORS.com .
- 283 4) The association will not share, sell or otherwise provide our member's contact information,
284 including email addresses to third parties, except to our active members of the association. The
285 only contact information made available to members of the association shall be the member's
286 **NAME, COMPANY, COMPANY ADDRESS, COMPANY PHONE NUMBER, and MEMBER EMAIL**
287 **ADDRESS.**
- 288 5) Credit information used to make payments by credit card or electronic check for products, dues
289 or other services, via the REALTOR® Electronic Commerce Network (E-Commerce Network) will
290 only be used to process the transactions requested. This information will be provided to and
291 maintained by reputable credit reporting databases, but will never be sold, shared or provided
292 to nonmembers or other third parties.
- 293 6) Credit information used to make payments by credit card or electronic check for products, dues,
294 or other services, via telephone, email, fax, U.S. Mail, or other means than the REALTOR® E-
295 Commerce Network will only be used to process the transaction requested. This information
296 will not be retained by the association any longer than is required to process and verify the
297 credit payment. Upon verification of the credit payment, the association will destroy all credit

298 payment information provided and will never be sold, shared or provided to members,
299 nonmembers or other third parties.
300 7) The association utilizes a strict Opt-Out Policy for sending online notifications other than Hot
301 Property Blasts. Members may adjust their Communication Preferences by logging in, reviewing
302 their registration at REALTOR.org, and changing their preferences. Personal contact information
303 may be adjusted directly in the NRDS system or by contacting the association.

304 The association has advertising agreements between the association and other parties that
305 provide links to other party's web sites. The association does not control those web sites and
306 will not be responsible for the activities of other web sites or the member's use of those web
307 sites.
308

309 **Whistleblower Policy**

310 Harford County Association of REALTORS® Code of Ethics and Conduct requires directors,
311 officers and employees to observe high standards of business and personal ethics in the conduct
312 of their duties and responsibilities. As employees and representatives of the Organization, we
313 must practice honesty and integrity in fulfilling our responsibilities and comply with all
314 applicable laws and regulations.

315 **Reporting Responsibility**

316 It is the responsibility of all directors, officers and employees to comply with the Code and to
317 report violations or suspected violations in accordance with this Whistleblower Policy.

318 **Retaliation**

319 No director, officer or employee who in good faith reports a violation of the Code shall suffer
320 harassment, retaliation or adverse employment consequence. An employee who retaliates
321 against someone who has reported a violation in good faith is subject to discipline up to and
322 including termination of employment. This Whistleblower Policy is intended to encourage and
323 enable employees and others to raise serious concerns within the Organization prior to seeking
324 resolution outside the Organization.

325 **Reporting Violations**

326 The Code addresses the Organization's open door policy and suggests that employees share
327 their questions, concerns, suggestions or complaints with someone who can address them
328 properly. In most cases, an employee's supervisor is in the best position to address an area of
329 concern.

330 However, if you are not comfortable speaking with your supervisor or you are not satisfied
331 with your supervisor's response, you are encouraged to speak with the current President or a
332 Past President of the association. Supervisors and managers are required to report suspected

333 violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and
334 exclusive responsibility to investigate all reported violations. For suspected fraud, or when you
335 are not satisfied or uncomfortable with following the Organization's open door policy,
336 individuals should contact the Organization's Attorney.

337 **Compliance Officer**

338 Organization's Compliance Officer or Corporate Attorney responsible for investigating and
339 resolving all reported complaints and allegations concerning violations of the Code and, at his
340 discretion, shall advise the Executive Vice President and/or the Board of Directors. The
341 Compliance Officer has direct access to the audit committee of the board of directors and is
342 required to report to the audit committee at least annually on compliance activity. The
343 Organization's Compliance Officer is the Organization's Corporate Attorney.

344 **Accounting and Auditing Matters**

345 The executive committee of the board of directors shall address all reported concerns or
346 complaints regarding corporate accounting practices, internal controls or auditing. The
347 Compliance Officer shall immediately notify the executive committee of any such complaint and
348 work with the committee until the matter is resolved.

349 **Acting in Good Faith**

350 Anyone filing a complaint concerning a violation or suspected violation of the Code must be
351 acting in good faith and have reasonable grounds for believing the information disclosed
352 indicates a violation of the Code. Any allegations that prove not to be substantiated and which
353 prove to have been made maliciously or knowingly to be false will be viewed as a serious
354 disciplinary offense.

355 **Confidentiality**

356 Violations or suspected violations may be submitted on a confidential basis by the complainant
357 or may be submitted anonymously. Reports of violations or suspected violations will be kept
358 confidential to the extent possible, consistent with the need to conduct an adequate
359 investigation.

360 **Handling of Reported Violations**

361 The Compliance Officer will notify the sender and acknowledge receipt of the reported violation
362 or suspected violation within five business days. All reports will be promptly investigated and
363 appropriate corrective action will be taken if warranted by the investigation.

364

365

366

367 **Donations:**

368 Donations shall not be made to charitable or educational organizations, unless approved by the Board of
369 Directors. Donations will not be made to schools for proms or other similar events.

370 A \$100.00 donation to the Scholarship Fund of the Association as a Memorial shall be made in memory of
371 a deceased past president of HCAR® member's name and letter mailed to the family. A sympathy card
372 shall suffice in all other instances.

373 **INVESTMENT POLICY**

374 This statement of investment policy has been adopted by the Board of Directors of the Harford
375 County Association of REALTORS® (HCAR®) to provide guidelines for the investment of funds
376 held by the association.

377 For the purposes of managing investment risk and to optimize investment returns within
378 acceptable risk parameters, the funds held will be divided into separate investment pools. The
379 process for determining the dollar amount in each pool is set forth in the "Procedures" section
380 of this document. The investment pools shall be called the "**Operating Fund**", the "**Operating**
381 **Reserves**", and the "**Long-Term Fund**".

382 **Procedures**

383 1. The following procedures will be followed to ensure the investment policy statement is
384 consistent with the current mission of HCAR® and accurately reflects the current financial
385 condition:

386 A.) This investment policy shall be reviewed annually by the Finance Committee for any
387 necessary revisions.

388 B.) Recommendations for any revisions or modifications will be made by the Finance
389 Committee to the Board of Directors for approval.

390 2. The following procedures will be used to determine the dollar amounts to be placed in the
391 Operating Fund, Operating Reserves and the Long-Term Fund. Dollars not specifically designated
392 will be restricted to investments designated in the "Investment Guidelines" for the Operating
393 Fund.

394 A.) The target amount for the Operating Reserves is designated at an amount equal to six
395 months of the Operating Budget. Any funds in excess of that amount may be moved to
396 another reserve fund as designated by the Board of Directors.

397 B.) The Finance Committee will recommend to the Board of Directors via the annual
398 budget process the dollar amounts to be placed in the Short-Term and Long-Term
399 Funds.

400 C.) The Board of Directors will have final approval of the dollar amounts placed in specific
401 funds.
402

403 OPERATING FUND

404 Purpose

405 The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations in a
406 timely manner.

407 Investment Objectives

408 The investment objectives of the Operating Fund are:

- 409 1.) Preservation of capital;
- 410 2.) Liquidity; and
- 411 3.) To optimize the investment return within the constraints of the policy.

412 Investment Guidelines

413 ALLOWABLE INVESTMENTS

414 The Executive Vice President shall be authorized to invest the Operating Fund as follows:

- 415 1.) Corporate Checking account in U.S. federally insured banks and savings and loans not to
416 exceed the amount insured by the banking institution;
- 417 2.) Merchant Checking account in U.S. federally insured banks and savings and loans not to
418 exceed the amount insured by the banking institution;
- 419 3.) Checking, Savings or Money Market account for the Scholarship/Charity Committee
420 Fund.
- 421 4.) The collective Operating Funds in all accounts shall not exceed the amount insured by
422 the banking institution;
- 423 5.) The signatories for each Operating reserve account shall be the Executive Vice President
424 and the Treasurer.

425

426

427

428

429

430

OPERATING RESERVES

431

Purpose

432 The purpose of the Operating Reserves is to provide approximately six months of operating reserves to
433 meet expenses in the event of a shortfall.

434

Investment Objectives

435 The investment objectives of the Operating Reserves are:

- 436 1.) Preservation of capital;
- 437 2.) Liquidity; and
- 438 3.) To optimize the investment return within the constraints of the policy.

439

Investment Guidelines

ALLOWABLE INVESTMENTS

441 The President and President-Elect shall be authorized to invest the Operating Reserves in Short-Term
442 funds as follows:

- 443 1.) Money Market funds that invest in government-backed securities not to exceed
444 \$250,000 per institution
- 445 2.) U.S. Federally insured certificates of deposit not to exceed the amount insured by the
446 banking institution;
- 447 3.) Passbook Savings accounts not to exceed the amount insured by the banking;
- 448 4.) The total collective Short-Term Funds in all accounts shall not exceed the amount
449 insured by the banking institution.
- 450 5.) The signatories for each Short-Term Fund account shall be the President and President-
451 Elect.

452

MATURITY

453 The Operating Reserves Fund shall have a weighted average maturity of five years or less.

454

455

456

457

LONG-TERM FUNDS

458

Purpose

459 The purpose of the Long Term Fund is as follows:

- 460 • Provide funds for the investments in real property.
- 461 • Provide funds for HCAR® charities and foundations.
- 462 • Provides funds for local political lobbyists.

463

Investment Objectives

465 The investment objectives of the Long-Term Fund are:

- 466 1.) Preservation of capital;
- 467 2.) To optimize the investment return within the constraints of the policy

468

Investment Guidelines

ALLOWABLE INVESTMENTS

470 The President and Executive Vice President shall be authorized to invest the Long-Term Fund as follows:

- 471 1.) Checking accounts in U.S. federally insured banks and savings and loans not to exceed
472 federally insured amounts;
- 473 2.) Money market funds that invest in U.S. Government backed securities;
- 474 3.) Federally insured certificates of deposit not to exceed the amount insured by the
475 banking institution;
- 476 4.) Direct obligations of the U.S. Government, its agencies and instrumentalities.
- 477 5.) The signatories for each Long-Term Fund account shall be the President and Executive
478 Vice President.

479

480 **HCAR Continuing Education Policy**

481

482 **Attendance**

483 According to the guidelines set forth by the Real Estate Commission, you must arrive ON TIME
484 and remain the entire class time to receive Continuing Education Credit or Clock Hours – NO
485 EXCEPTIONS! ON TIME means you must be signed in by the time class starts. There is NO GRACE
486 PERIOD! The Real Estate Commission could rescind our authorization to provide Continuing
487 Education Classes if this is not strictly enforced. If you arrive late or do not remain the entire
488 class, you may be able to attend the class, but you will not be eligible for any “refund, clock
489 hours, or otherwise credit whatsoever.”

490

491 **Classroom Conduct**

492 Your full attention must be given to the instructor and class materials. Sleeping, reading non-
493 class related materials; use of all electronic equipment that is not related to the class is
494 prohibited. All cell phones and pagers must be turned OFF (not vibrate) while in class. You may
495 not leave the classroom other than instructor breaks unless it is an emergency. Antitrust Laws
496 will be obeyed.

497

498 **Expenditure**

499 All Continuing Education fees paid are NON-Fundable. A Class credit may be available if you
500 cancel by calling HCAR 410-569-0750 at least 48 hours in advance. NO CHARGE Classes have A
501 NO-SHOW FEE if you do not cancel by calling HCAR 410-569-0750 at least 48 hours in advance
502 and do not attend the class.

503

504 **Travel and Expense Reimbursement:**

505

506 **General Policy:**

507 Mileage is only reimbursed for your personal automobile use for ~~Travel is defined as~~ distances
508 greater than 50 miles from the association office or requiring overnight accommodations. General
509 policy will apply to all Officers, Directors and staff of the Association who seek reimbursement for
510 travel and other expenses incurred on behalf of the Association **except mileage for day to day**
511 **operation of the association from staff.** The Omnibus Budget Reconciliation Act of 1993 contained
512 specific provisions to regulate the payment of travel expenses to Association Officers and Directors
513 so as to avoid abuse of the system. A travel and expense reimbursement policy is required and must
514 be adhered to and certain limitations are provided in connection with per diem allowances and
515 spouse travel. The IRS allows reimbursement for travel expenses that are ordinary, necessary and
516 directly related to the purpose of the Association. Remember that at some time you may be asked by
517 the membership to justify your travel and expense reimbursement costs.

518 **The association staff will make arrangements for eligible officers and staff and pay in advance their**
519 **air travel using coach nonrefundable tickets (unless officers and staff prefer to make their own air**
520 **travel arrangements and be reimbursed within 30 days after the event. Officers and staff will only be**
521 **reimbursed after the event and at the coach nonrefundable ticket price). Officers and staff are**
522 **responsible to pay for your baggage and request reimbursement. Officers and staff are expected to**
523 **attend the event and programs expected of their position and provide a report to the Board of**
524 **Directors.**

525 **The association staff will make conference reservations for eligible officers and staff and pay in**
526 **advance their event registrations (unless they prefer to make their own reservations, officers and staff**
527 **will only be reimbursed within 30 days after the event and only at the early bird rate.**

528 **The association staff will make reservations for officers and staff at the standard room rate for their**
529 **overnight hotel. If the officer or staff does not attend the event, they may be responsible for any**
530 **expenses incurred by the association. Should the officer or staff elect to make their own hotel**
531 **reservations, they will only be reimbursed within 30 days after the event and at the standard room**
532 **rate for expenses incurred at the early bird rate.**

533 **Should officers and staff elect to make their own reservations, they will be responsible to pay their**
534 **hotel bill upon checkout. They will only be reimbursed within 30 days after the event and for the**
535 **expenses incurred for the standard room rate for the number of days required to attend. Any other**
536 **expenses on the hotel room bill may or may not be reimbursed as defined in this policy.**

537 **The association staff will pay for taxi fare to and from the hotel if required. (unless you are traveling**
538 **without staff).**

539 **You are responsible for all tips and may be reimbursed for reasonable amounts within 30 days after**
540 **the event. If possible please obtain a receipt and if not, you should provide a written log with the**
541 **reimbursement form.**

542 **Expense Reimbursement Forms:**

543 All travel and expense reimbursement forms ~~or~~ **and** receipts **for all expenses over \$20.00** are to be
544 completed and turned in to the Association Executive Officer or Treasurer after the expense has been
545 incurred and/or the event or function has been attended and within 30 days after the actual event.
546 Failure to comply with this policy will mean that authorization of payment will be deferred to the Board

547 of Directors and that the amount of the reimbursement may be treated as income with the recipient to
548 receive a 1099 form at year-end.

549

550 **Spouse Travel:**

551 The Omnibus Budget Reconciliation Act of 1993 states: that all reimbursement for spouse travel may
552 be treated as income to either the employee or volunteer Officer of the Association. If required,
553 employees would have the amount included on their W2 forms at year-end and Officers would be
554 issued a 1099 form. **To qualify for reimbursement of spouse travel expenses other than air travel,**
555 **and a shared hotel room, the spouse must have a "bona fide business purpose" to be present for the**
556 **association. No other family members or friends' expenses shall be reimbursed other than a spouse**
557 **or live-in companion.**

558

559 **Authorization of Travel/Expense Claims:**

560 The Treasurer will be responsible for authorizing payment of all claims for expense reimbursement
561 from Officers and Directors of the Association. This authority may be delegated to the Executive Vice
562 President who will refer all questions or matters requiring interpretation to the Treasurer for a final
563 decision. In the event that the Treasurer is uncomfortable with authorizing any claim, he or she will
564 refer the claim to the Board of Directors for consideration at their next meeting.

565

566 The Executive Vice President will be responsible for authorizing payment of all claims for expense
567 reimbursement from staff of the Association with the exception of his or her own claims which must
568 be authorized by the Treasurer or Board of Directors.

569

570 ~~Supporting documentation and/or receipts are required for all expenses of \$25.00 or more.~~

571

572 **Form of Travel:**

573 Officers and staff of the Association are required to use the most cost effective, but reasonable form
574 of travel. This means that, when traveling by air, reservations must be made as far in advance as is
575 reasonable, for coach class travel and to take advantage of any discounts that might be offered.
576 Travel by air within the state requires the approval of either the Board of Directors or Executive Vice
577 President, and must be evaluated against the cost of traveling by car. In the same way the cost of
578 travel by car should not exceed the cost of travel by air when attending state or national meetings.

579

580 **Travel by Car and Mileage Reimbursement:**

581 Officers and staff of the Association shall be reimbursed for use of their private automobile at current
582 IRS rates.

583

584 **Per Diem Rate:**

585 The per diem rate ~~will be~~ established annually by IRS guidelines to cover travel within the state and to
586 NAR meetings **is the maximum amount allowed without treating part as wages**. The per diem rate is
587 to cover the cost of **lodging**, meals, **incidental expenses**, personal telephone calls and local taxi fares
588 to meetings and restaurants, tips and internet connections. ~~are to be included. Hotel accommodation,~~
589 ~~air travel, taxi fares to and from the airport, mileage, parking, tolls and related tips are not included in~~
590 ~~the per diem rate. Movies are not reimbursable. Expenses~~ **Receipts** must also be shown separately
591 and supported by details showing the names of those present. ~~The per diem rate has been~~
592 ~~established up to \$50.00 above the IRS guide lines for Officers, Directors and staff.~~ **Refer to**

593 <http://www.irs.gov/pub/irs-pdf/p1542.pdf> for more information.

594

595 **Rental Cars:**

596 Rental cars are only reimbursable when other forms of transportation are unobtainable or when the
597 use of a rental car will lower the cost of transportation.

598

599 **Accommodation:**

600 ~~The Association will reimburse approved Officers, and Association Executive Vice President, who are~~
601 ~~requested to attend NAR or state published meetings or conventions, reasonable costs for~~
602 ~~accommodations.~~

603

604 **Non-Reimbursable Items:**

605 These items are generally excluded unless authorized by the Board of Directors

606 Personal entertainment (i.e.: movies, health clubs, airline headphones, **tours**, etc.)

607 Purchase of books and magazines

608 Barber, hair stylist or beautician fees

609 Baby-sitting

610 Kennel

611 Laundry and dry cleaning

612 Mini-bars and in-room safes

613 Hotel phone calls above the 15-minute personal call allowance in any one day

614 **Room Service**

615

616

617 **President and President Elect**

618 The Harford County Association of REALTORS® shall reimburse the President and President
619 Elect in accordance with General Policy and not to exceed the line item approved in the budget
620 for the year in question.

621
622 **Banquet and Special Expenses:**

623 The President and President Elect may be reimbursed for ~~costs in excess of the approved per~~
624 ~~diem rate when required to purchase~~ banquet or function tickets at meetings of NAR® and
625 MAR®, provided they do not exceed the respective line item approved in the budget.

626
627 **~~Hospitality and Guest Entertainment:~~**

628 ~~Entertainment expenditures draw the greatest scrutiny by the IRS and require a greater degree of~~
629 ~~discretion. The IRS requires a receipt for the expenditure, a list of individuals in attendance~~
630 ~~showing their titles and the organizations they represent, the purpose and the date.~~

631
632 **Hosting:**

633 The Association will reimburse the actual costs incurred in those situations where it is deemed
634 appropriate for the President or President Elect to “pick up the check” for several individuals at a
635 meal. not to exceed the line item in the current budget. When this occurs the IRS requires a
636 receipt for the expenditure and explanation of the purpose, plus a list of the individuals
637 concerned, their titles and the location of the event.

638
639 **Miscellaneous Expenses:**

640 The President and President Elect may be reimbursed for miscellaneous expenses such as
641 attending political fund-raisers, functions of associated industries, the purchase of gifts for
642 volunteers or staff and other expenses which are considered both reasonable and prudent, not to
643 exceed the line item in the current budget.

644
645 **Spouse Travel:**

646 Subject to budget limitations, the President and President Elect may be reimbursed for spouse’s
647 air travel costs only, when their spouse accompanies them to a meeting outside of the State,
648 ~~Such reimbursement will be in addition to the approved reimbursement for the President and~~
649 ~~President Elect not to exceed the line item in the current budget.~~

650
651

652

653 **Immediate Past Presidents**
654 ~~The Immediate Past President may be reimbursed for the cost of registration at the annual local,~~
655 ~~state and national conventions.~~

656 **Board of Directors**

657 **Directors and the** Immediate Past President may be reimbursed for the cost of registration
658 at the annual local, state and national conventions, not to exceed the budgeted amount.

659
660 The Vice President, Secretary/Treasurer; may be reimbursed for the cost of registration,
661 transportation and overnight accommodations at the annual national conventions, not to exceed
662 the budgeted amount.

663

664 **Executive Vice President**

665 ~~The Harford County Association of REALTORS® shall reimburse~~ The Executive Vice President
666 ~~may be is~~ reimbursed for all reasonable, ordinary and necessary business expenses incurred or
667 paid by the Employee in the performance of their employment agreement **not to exceed the**
668 **budgeted amount.**

669 ~~General Policy and the line item approved in the budget~~
670 ~~for the year in question.~~ The Executive Vice President shall **acquire and maintain** a credit card
671 and is responsible for properly accounting for all charges made. Expense report forms and
672 copies of all credit card slips are to be turned in within 30 days and in accordance with General
673 Policy. ~~On no account may~~ Association credit cards **may not** be used for personal charges.

674

675 **Banquet and Special Expenses:**

676 The Executive Vice President may be reimbursed for ~~costs in excess of the approved per diem~~
677 ~~rate when required to purchase~~ banquet or function tickets at meetings of the NATIONAL
678 ASSOCIATION OF REALTORS®, or Maryland Association of REALTORS® **provided they do not**
679 **exceed the respective line item approved in the budget.**

680

681 **Hosting:**

682 The Association will reimburse the actual costs incurred in those situations where it is deemed
683 appropriate for the Executive Vice President to “pick up the check” for several individuals at a
684 meal **not to exceed the budgeted amount.** When this occurs the IRS requires a receipt for the
685 expenditure and explanation of the purpose, plus a list of the individuals concerned, their
686 titles and the location of the event.

687

688 **Miscellaneous Expenses:**

689 The Executive Vice President may be reimbursed for miscellaneous expenses such as attending
690 political fund-raisers, functions of associated industries and other expenses that are considered
691 both reasonable and prudent not to exceed the line item in the current budget.

692

693 **Spouse Travel:**

694 Subject to budget limitations, the Executive Vice President may be reimbursed for spouse's air
695 travel costs only when his or her spouse accompanies him or her to a meeting outside of the
696 State. **Not to exceed the budgeted amount.** ~~Such reimbursement will be in addition to approved~~
697 ~~expenditures for the Executive Vice President.~~

699 **Document Retention and Destruction**

700 In accordance with the Sarbanes-Oxley Act, the association shall retain and destroy corporate records;
701 accounting and corporate tax records; bank records; payroll and employment tax records; employee
702 records; donor and grant records; legal, Insurance and Safety Records in compliance with federal and
703 state laws and regulations. Electronic documents will be retained as if they were paper documents. All
704 records will be kept in a safe, secure and accessible manner. Destruction of financial and personnel-
705 related documents will be done by shredding.

706 Permanent document retention will include:

- 707 Articles of Incorporation
- 708 Board of Directors Minutes
- 709 Current Bylaws
- 710 Current Board Policies
- 711 Real Property Documents
- 712 IRS Application for Tax Exempt Status
- 713 IRS Determination Letter
- 714 Annual Audits
- 715 IRS Forms 990
- 716 Payroll Registers
- 717 State and Federal Unemployment Tax Records
- 718 Employment and Termination Agreements
- 719 Insurance Policies
- 720 Stocks and Bonds Records