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ORGANIZATIONAL STATEMENTS



GUIDING PRINCIPLES

- ECAR is governed by an elected board of directors.
- ECAR's highest priority is to be responsive to member needs and market changes.
- All processes will be streamlined pending membership approval to maximize and encourage membership participation. Staff is empowered to implement policies set by the board of directors.
- Technology and education are the backbone of operations, not the adornment.
- We will do everything possible to communicate with all members and encourage member interaction.
- We will continually seek non-dues income sources.
- We confirm REALTOR® membership creates the right to vote. We are membership driven and the Association is democratic in nature.
- We will strive for exceptional member service that exceeds members' expectations.
- ECAR supports equal opportunity in housing and is dedicated to fulfilling the requirements of fair housing laws.

MISSION STATEMENT

The mission of the Emerald Coast Association of REALTORS® is to assist the members in achieving an exemplary level of professionalism, integrity, and fair business practice and to enhance the REALTOR® image to the public by providing its members with the best available education, products, and services they need to succeed. To protect private property rights, influence legislation, and to be recognized as involved citizens of the community.

STRATEGIC PLAN

ECAR will adopt a three-year strategic plan which will be published on the ECAR website.

The strategic plan will be reviewed by the Board of Directors at the first meeting of each calendar year where the President will outline the goals of the plan.

Any proposed changes to the strategic plan must be presented to the Board of Directors for approval subject to association attorney review.



ANTITRUST COMPLIANCE

Statement

ECAR is a not-for-profit organization. The Association is not organized for the purpose of, and may not play any role in, the competitive decisions of its members, nor in any way restrict competition among members or potential members. Rather, it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

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

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its members be involved in any violation of any of the antitrust laws, such violation can involve both civil and criminal penalties that may include lengthy imprisonment as well as large fines, plus attorney fees. In addition, damage claims awarded to private parties in a civil suit may be tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Compliance Policy

To ensure that the Association and its members comply with the antitrust laws, the following principles will be observed:

- The Association or any committee, section, chapter, or activity of the Association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with, any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.



- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning any advertising or solicitation unless such advertising or solicitation is false, misleading, deceptive, or directly competitive with Association products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Association's bylaws and the NAR© *Code of Ethics and Arbitration Manual*.
- Certain activities of the Association and its members are deemed protected from the antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence:
 - 1) legislation at the national, state, or local level.
 - 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or
 - 3) decisions of judicial bodies.

However, the exemption does not protect actions designed to cover up anticompetitive conduct.

- Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with this antitrust policy in the preparation and presentation of their remarks. All speakers will provide an outline of their proposed remarks in advance of such meeting, which outline will be reviewed for any antitrust concerns by Association staff and, if appropriate, its legal counsel.
- Meetings will follow a written agenda. All agendas will contain the following statement:

State and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusal to deal, market division, tying relationships, and other topics which might infringe upon antitrust regulations. No exchange or discussion will be tolerated during this meeting.



These guidelines apply not only to formal meeting sessions, but also to informal discussions during breaks, meals, and social gatherings.

Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

In informal discussions at the site of any Association meeting, all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.



LEADERSHIP INTEGRITY

The Board of Directors of ECAR is committed to the highest standards of leadership and integrity. We strive to exemplify the best practices of governance, creating an environment of trust, respect, and transparency. We are dedicated to ensuring that all decisions are made in the best interest of its members. We will uphold our core values of honesty, accountability, and fairness in all of our activities and expect our members to do the same.



HIERARCHY OF GOVERNING DOCUMENTS

As a not-for-profit corporation organized under the laws of the State of Florida, the Emerald Coast Association of REALTORS®, Inc. is governed first and foremost by the provisions of Chapter 617, Florida Statutes. Within the statutory framework of [Chapter 617](#), and the parameters established by Florida REALTORS® and the National Association of REALTORS®, ECAR has adopted the following governing documents, listed in order of hierarchical importance:

1. Articles of Incorporation
2. Bylaws
3. Policies
4. Procedures

Discrepancies among the governing documents must be resolved in favor of the document which ranks higher within the noted hierarchy, with Chapter 617 being the ultimate authority on matters therein which are not, by their terms, subject to modification on an organizational level.



MEMBERSHIP POLICIES



APPLICATION. FINANCIAL OBLIGATIONS

Application

In order to become a member of ECAR, applications will be made. See Article V, Section 1, Application in [ECAR Bylaws](#). Application fees will be reviewed annually by the BOD and are nonrefundable.

Annual Dues

Membership dues must be paid to maintain membership in ECAR. The BOD will establish the annual dues rate for the following year in September. See Article X, Section 2, in [ECAR Bylaws](#).

Nonpayment of Financial Obligations

Dues: If dues are not paid by December 31 there will be a grace period of 15 days after which the member will be suspended on January 16. If dues are not paid in full by January 31, the member will be terminated. A late fee of 10% will be added for dues not paid after January 15 and received on or before January 31.

Nonpayment of other Financial Obligations: If financial obligations to ECAR other than dues are not paid within one month after the due date, the member is subject to suspension at the discretion of the BOD. Two months after the due date membership may be terminated at the discretion of the BOD. Three months after the due date, membership shall automatically terminate unless within that time the amount due is paid. A former member who has had his membership terminated may apply for reinstatement in the manner prescribed for new applicants for membership after making payment in full of all past due accounts. The BOD, as a special exception, may modify the above when circumstances warrant. Six months after the due date and upon termination of membership, all fees on the account shall be written off. A notation will be made on the members' account with the amount written off to be paid if rejoining the association. If it is an office account, the security deposit will be used to settle the debt, and remaining balance will be written off to bad debt.

Members who complete an application after being terminated for non-payment must repay all past-due balances before being granted membership. As a special exception, the BOD may modify the above when circumstances warrant.

Institute Affiliate Membership

See Article IV, Section 1, (b) of [ECAR Bylaws](#).

Affiliate Members

See Article IV, Section 1, (c) of [ECAR Bylaws](#).



MEMBER ORIENTATION

See Article V, Section 4, [ECAR Bylaws](#), New Member Code of Ethics Orientation.

A former member of ECAR shall not have to complete new member orientation if the length of their non-member status was less than 18 months.



PROFESSIONAL STANDARDS



CODE OF ETHICS

ECAR REALTOR® members are bound by and expected to follow the Code of Ethics and related Standards of Practice in all their dealings. The most current version of the Code of Ethics and Standards of Practice can be found on the NAR® website.

In accordance with NAR® requirements, ECAR has adopted the NAR® Code of Ethics and Arbitration Manual (the “Manual”). The Manual is available to members for educational purposes and is used by ECAR to establish professional standards procedures that ensure due process regarding enforcement of the Code of Ethics and arbitration of business disputes among REALTORS®.



PROFESSIONAL STANDARDS OVERVIEW

Professional standards are at the heart of the professional REALTOR® business. At ECAR, there are three committees which work to uphold the highest professional standards for all ECAR members:

- Ombudsman and Mediation Committee
- Grievance Committee
- Professional Standards Committee

These committees are run by highly educated and trained volunteers from within the ECAR membership. Refer to the Standing Committee and Committee sections of these Policies for additional information about these committees.

The BOD will, from time to time, adopt Local Board Options for Professional Standards, based on options provided in the NAR Code of Ethics and Arbitration Manual, recommended by the various professional standards committees, and reviewed for legal sufficiency and compliance by the Association Attorney.

ECAR is a party to a multi-board agreement with Central Panhandle (formerly Bay County) Association of REALTORS®, Navarre Area Board of REALTORS®, and Pensacola Association of REALTORS® which establishes uniform professional standards enforcement procedures for use when matters arise involving members from different boards.



BOARD OF DIRECTORS



RESPONSIBILITIES AND DUTIES

Article XI, Section 3 ECAR Bylaws

The bylaws define the BOD as the governing body of ECAR and specifies its composition and authority. The board of directors is responsible for establishing the overall strategic direction of the organization.

Directors should demonstrate integrity and dedication to ECAR. It is important for the Board of Directors to have a transparent and open process for decision-making to ensure that all members have a voice and that decisions are made in the best interest of the organization.

All Directors are to be informed on current issues and known membership needs. Collectively, the BOD is dedicated to the progress and advancement of the real estate profession.

The Board of Directors shall perform the following responsibilities and duties, including but not limited to:

- Develop and direct overall policy of the Board to ensure that it remains relevant and effective.
- Ensure all documents are in compliance with our Document Retention policy.
- Hiring of the AE and any association counsel. Review the performance of the AE and any association counsel throughout the year and recommend any changes.
- Attend all member meetings.
- Approve any BOD vacancies appointed by the President. The BOD must confirm that any appointee meets all requirements for positions they are appointed to.
- Annually review the relevancy and validity of current programs and services.
- Speak with only one voice outside of the boardroom.
- Approve all committee chairs, vice chairs and committee members and any task forces created by the President. Any vacancies throughout the year must also be BOD approved.
- Represent the Association at FR and NAR meetings as deemed appropriate and will be reimbursed according to ECAR's travel policy.
- Prepare for and conscientiously participate in board meetings.

Newly elected Board members are encouraged to attend the remaining Board meetings following their election to familiarize themselves with the workings of the BOD.

Directors should be familiar with the Association's Articles of Incorporation, Bylaws, Policies, Procedures, Statute 617, MLS rules, NAR Code of Ethics and Arbitration Manual, and Robert's Rules of Order prior to taking office.



FIDUCIARY DUTIES

When someone has a fiduciary duty to someone else, the person with the duty (the fiduciary) must act in a way that will benefit someone else (the beneficiary). In this case, Directors are the fiduciary and ECAR is the beneficiary. Directors are expected to understand their fiduciary duties which include:

Duty of Care is the responsibility to inform oneself as completely as possible in order to exercise sound judgments that protect ECAR's interests. It should involve the thoughtful consideration of options and sensible decision-making based on detailed examination of available information.

Duty of Good Faith pertains to always acting within the law to advance the interests of ECAR. At no time should a Director take actions that are outside of legal constraints.

Duty of Confidentiality mandates that Directors do not disclose or discuss confidential information about the organization's matters with another person or entity outside their organization, or use it for their own purposes, unless the BOD authorizes them to do so.

Duty of Loyalty requires a Director to place the interests of ECAR and its members before the Director's personal interests. It includes the duty of the Director to excuse himself from taking actions when the Director has a conflict of interest.

Duty of Disclosure requires Directors to act with complete candor. In certain circumstances this requires a Director to disclose anything that could have an impact on (1) their ability to carry out their duties as fiduciary or (2) the well-being of ECAR's interests.



CONFIDENTIALITY AND CONFLICT OF INTEREST

Each year, every member of the BOD will sign a Confidentiality and Conflict of Interest Acknowledgment in substantially the following form:

This Confidentiality Agreement and Conflict of Interest Acknowledgement is entered into between all members of the Board of Directors and the Emerald Coast Association of REALTORS®.

Each member of Board of Directors agrees to accept and abide by the following:

CONFIDENTIALITY

1. The parties will engage in discussions and, in some cases, make policy decisions concerning the financial position of the Association, members' accounts, members' files, future plans of the Association, Professional Standards Hearings Findings, employment policies, remuneration and other benefits, and other confidential, privileged, and sensitive information. In order to make prudent decisions that serve the best interests of the Association and to meet each board member's fiduciary duty to consider all options in making these recommendations, the parties will be privileged to discuss, and evaluate confidential, sensitive, and proprietary information. ("Confidential Information").
2. "Confidential Information" as used herein, shall also mean all information, documentation, concepts, data membership lists, bank records, financial records, findings from Professional Standards hearings, marketing analysis, financial projections products, services, processes, software, trade secrets and devices disclosed or made available by any of the parties hereto to any of the other parties, including without limitation, the existence of discussions concerning the possibility of additional mergers, consolidation, sales of assets, etc. that are reviewed or addressed in a Closed Session or any Executive Session, whether with the full Board or any Committee. The only persons with whom the parties may share the Confidential Information are other Officers and Directors of the Association Board of Directors, Chief Executive Officer, (unless the Chief Executive Officer is the subject of any Closed or Executive Session) Association CPAs and Attorneys for the Association.



3. In those instances when the Emerald Coast Association of REALTORS® Board meetings are open to and attended by members or other permitted persons, the Board member should participate fully and still be cognizant of their comments, suggestions, and discussions to ensure they do not inadvertently divulge Confidential Information. Confidential Information shall include all matters discussed, addressed, and reviewed in any *Closed Session* (Executive Meeting of a committee or the full Board). At no time should any matter addressed in any Closed Session or *Executive Session* be published, disseminated, or divulged to any other person by any Board member other than to those who attended the Closed Session or Executive Session or to Association legal counsel. Exceptions to this policy are limited to any disclosure required to be made by law, any enforcement agency or in connection with any subpoena issued by a court of competent jurisdiction. At all times, the members of the Board shall continue to meet their fiduciary duties to the Association.
4. Once an issue has been discussed and a final decision has been made by a majority of the Officers and Directors as required by the Association's Bylaws, Articles of Incorporation or Policies, all members of the Board of Directors agree to abide* by and support the decision. *Prior to a final decision, the Board encourages vigorous debate among Board members. The intent of this paragraph is to make it clear, however, that once a final decision has been made, individual Board members should not make statements outside the boardroom that undermine the Board's decision, even if the Board member disagrees. The Board does not expect every member to become a vocal proponent of a Board decision, but members should understand that the Board acts as a unit and that individual members must respect the collective will of the Board.*
5. The parties acknowledge and agree that the Confidential Information may include information that disclosure of, or unauthorized use of this information may cause irreparable harm to the membership or the Association. The restrictions and obligations of this Agreement shall survive even after the Board member's term has concluded, for whatever reason, and shall continue notwithstanding any termination, cancellation, or expiration of this Agreement.

CONFLICT OF INTEREST

1. The purpose of the conflict of interest policy is to protect the Association's tax-exempt status and to timely make any disclosure to the Board and the membership as required by the Association's Bylaws, Articles of Incorporation, the Policies then in effect and Florida law when it is contemplated that the Association may enter into an agreement that may result and benefit the private interest of an officer or director. This Agreement and any enacted policies are intended to supplement but not replace applicable state and federal laws governing conflict of interest applicable to not-for-profit organizations.



2. A person has a financial interest if the person has, directly or indirectly, through a business, investment, or family:
 - a) An ownership or investment interest in any entity with which the Association has or is contemplating entering into a transaction/agreement.
 - b) A compensation arrangement with the Association or with any entity or individual with which the Association has or is contemplating entering into a transaction/agreement.
 - c) A potential ownership or investment interest in, or compensation agreement with any entity or individual with which the Association is negotiating entering into a transaction/agreement.

*Compensation shall include direct and indirect remuneration to include gifts and substantial favors.

3. A financial interest is not in every case an automatic conflict of interest and a conflict of interest shall exist when the appropriate governing body so determines in accordance with the Association's existing policies and Florida law.

4. Every member shall have an affirmative duty to disclose in writing any actual or possible conflict of interest under the provisions of this Agreement and any established policies and procedures addressing conflicts of interest. Such member further agrees to cooperate fully and timely with any such procedures and policies related to the investigation and determination as to whether any such conflict exists and any remedial or other actions mandated by the governing body, to include but not limited any violation of such policy.

We the undersigned members of the Board of Directors of the Emerald Coast Association of REALTORS® agree to be bound by the terms of this Agreement and affirm the following:

*I have read this Agreement and understand the terms included herein.

*I agree to comply with the requirements of this Agreement and any established policies and procedures.

*I understand that the Association, in order to maintain its federal tax exemption, must engage primarily in activities which accomplish one or more of the Association's tax-exempt purposes.



ELECTIONS

[Article XI, Section 4](#) of ECAR's Bylaws defines the election method for ECAR Directors.



INSTALLATION

Beginning with the 2024 fiscal and elective cycle, installation of the upcoming year's board of directors will be held in the year in which they were elected.

The President-Elect will choose the person to install the BOD and time and place of the event.

The oath of office will include affirming to uphold the bylaws of NAR, Florida REALTORS®, and ECAR.

Leadership Development Program graduation and awards recognition will take place at installation.

To uphold the tradition of passing the gavel, former presidents will receive a complimentary ticket to the annual installation and awards recognition event.



BOARD TRAINING AND ORIENTATION

TRAINING:

Directors are required to attend Professional Standards Training once every year and are encouraged to attend Chair/Vice Chair Training and RPAC training annually.

ORIENTATION:

ECAR will conduct an orientation for all Directors annually. The orientation will be scheduled by ECAR staff and held prior to the end of the calendar year in which the Director was elected.

Attendance is mandatory by all new Directors and encouraged for those already in office.

Topics must include but are not limited to:

- ECAR articles of incorporation, bylaws, policy, and procedure
- Antitrust
- Legal and fiduciary responsibilities
- Conflict of interest
- Budgets
- Confidentiality
- Attendance for meetings and events
- Strategic plan



EXECUTIVE SESSION

An executive session is a meeting-within-a-meeting that provides an opportunity for the BOD to meet privately to handle sensitive and confidential issues. Only Directors and the AE may be present for an executive session. Guests must be approved by a vote of the BOD.

A motion to enter executive session must state the specific purpose for the session. Results of a vote on the motion will be recorded in the general meeting minutes, including the beginning and ending times of executive session. Directors should ensure executive sessions are held for their determined purpose only. After that purpose has been met, a vote should be taken to conclude executive session.

The AE will keep minutes of all executive session proceedings. If for any reason the AE has been excluded or is otherwise unable to attend, then another Director will be appointed by the President (or in the President's absence, the President Elect) to keep minutes. Executive session minutes should include the date, time, and location of the session, names of those present, any actions taken, and any abstentions from voting if voting took place.

Executive session minutes will be created real-time and approved at the end of the executive session. These minutes are confidential and should be distributed to only those present at the session and Directors who were unable to attend. Approved executive session minutes will be maintained exclusively by the association attorney for record-keeping purposes.



PARLIAMENTARIAN

The parliamentarian is a non-voting attendee for the Board of Directors meetings and member meetings, appointed at the discretion of the Executive Committee or the BOD.

The Duties and Responsibilities of the Parliamentarian are to:

1. Attend Member meetings and BOD meetings.
2. Ensure Robert's Rules of Order are followed at meetings. Serve as a moderator during meetings and assist the President with enforcing the observance of order and decorum among members. Inform the Board, when necessary, on a point of order or practice.

Any affiliated costs for hiring a parliamentarian must be approved by the BOD.

Minimum Qualifications:

1. Eligible candidates must be a member in good standing and certified through either the National Association of Parliamentarians or the American Institute of Parliamentarians.



OFFICERS



PRESIDENT

The President represents the entire membership of the association and presides over all BOD and member meetings.

RESPONSIBILITIES AND QUALIFICATIONS:

Representation: The President represents the association at NAR and Florida REALTOR® meetings and provides summary reports to the BOD. The President acts as the chief spokesperson representing it to the public, press, legislative bodies, and other organizations and should attend spokesperson training during their term.

Liaison: The President acts as a liaison for the executive committee when conducting the annual review of the association executive.

Goal Setting: The President defines goals in alignment with the strategic plan of the association for the BOD at the beginning of their term.

Policy Formulation: The President directs the BOD in formulating policies and programs to further the goals and objectives of the organization.

Information Sharing: The President ensures that the BOD, committees, and membership are informed about the conditions and operations of the association.

Record Keeping: The President will sign and date all approved minutes of the BOD and membership meetings.

Annual Report: The President presents the Annual Report at the Annual Meeting of the general membership.

Financial Responsibilities: The President has certain financial responsibilities, such as being one the signatories on checks and signing contracts with board approval.

Committee Chair Selection: The President selects chairs for all committees, subcommittees, task forces, and presidential advisory groups within the association, subject to approval by the BOD.

Committee Chair Meetings: The President, President-Elect, and AE will meet with each committee chair to outline the purpose and duties of the committee in the fourth quarter of the year proceeding their term and monitor their progress for the following year.



Committee Oversight: The President is an ex-officio member of all committees, subcommittees, and task forces within the association but cannot serve on either Grievance or Professional Standards Committee.

Awards: The President will select the award design for the annual installation and awards recognition. Design must be submitted to staff no later than November 1.

MINIMUM QUALIFICATIONS AND TERM:

Terms: See [Article XI, Section 1](#) of ECAR Bylaws

The President serves as Director for Florida REALTORS®, NAR, and President for one year concurrently.

If the President resigns, the executive committee on behalf of the BOD will accept their written (required) resignation effective immediately for both their positions as president and director for Florida REALTORS® and NAR. The sitting President-Elect immediately takes over for the remainder of the terms vacated by the President and serves until the end of the calendar year before assuming their elected term as President the following year.



PRESIDENT-ELECT

The President-Elect assists the President in carrying out their functions and assumes the duties of the President in their absence.

RESPONSIBILITIES AND QUALIFICATIONS:

Representation: The President-Elect represents the association at NAR and Florida REALTOR® meetings. The President-Elect acts as the chief spokesperson in the absence of the President representing it to the public, press, legislative bodies, and other organizations.

Liaison to Committees: The President-Elect serves as a liaison to all committees as assigned by the President.

Appointments: The President-Elect, in consultation with committee chairs and the AE, confirms Chairs for all committees, subject to BOD approval, with the intent that the Vice Chair selected will become the Chair the following year during their Presidency.

Committee Vice Chair Selection: The President-Elect, in consultation with committee chairs and the AE, selects Vice Chairs for all committees, subject to BOD approval, with the intent that the Vice Chair selected will become the Chair the following year during their Presidency.

Committee Engagement: The President-Elect meets with each committee chair in the fourth quarter of the year to outline the purpose and duties of the committee and subsequently monitors their progress. They meet with each committee at least twice during their term of office.

Leadership Training: The President-Elect, with the assistance of the AE, prepares and holds a leadership training and planning session for Directors, Officers, and Committee Chairs no later than December of the year preceding their presidency.

Training and Review: The President-Elect coordinates Chair/Vice Chair Training and conducts an annual review of Bylaws, policies, and procedures manuals.



MINIMUM QUALIFICATIONS AND TERM:

Vacancy: See [Article XI, Section 5](#) of ECAR Bylaws

The President-Elect serves as Director for Florida REALTORS®, NAR (as applicable), and President-Elect for one year concurrently.

If the President-Elect resigns, the executive committee on behalf of the BOD will accept their written (required) resignation effective immediately for both their positions as President-Elect and director for Florida REALTORS® and NAR. The sitting Vice President immediately takes over for the remainder of the terms vacated by the President-Elect and serves until the end of the calendar year before assuming their elected term as President-Elect the following year.



VICE PRESIDENT

The Vice President assumes all responsibilities of the President-Elect in their absence and assists the President-Elect in carrying out the functions of that office.

RESPONSIBILITIES AND QUALIFICATIONS:

Executive Committee Minutes: The Vice President is responsible for maintaining the minutes of the Executive Committee meetings and coordinating the signed, approved minutes of all executive committee meetings to the association attorney for record-keeping.

Executive Session Minutes: The Vice President is responsible for maintaining the minutes of the Executive session meetings and coordinating the signed, approved minutes of all executive session meetings to the association attorney for record-keeping.

Chair of Bylaw/Policy Task Force: The Vice President serves as the chair for the annual Bylaw/Policy Task Force and conducts an annual review of Bylaws, policies, and procedures manuals in the third quarter of the calendar year in preparation for the annual meeting held in the fourth quarter of the calendar year.

Liaison to Committees: The Vice President serves as a liaison to all committees as assigned by the President.

Quorum Certification: The Vice President is responsible for certifying a quorum for voting purposes at Board of Directors meetings.

MINIMUM QUALIFICATIONS AND TERM:

In the event that the Vice President cannot fulfill their term, the executive committee, on behalf of the Board of Directors, will accept their written (required) resignation effective immediately for both their position as President-Elect and if applicable, director for Florida REALTORS® and NAR.

Vacancy: See [Article XI, Section 5](#) of ECAR Bylaws



TREASURER

The Treasurer's role is to represent the best interests of the entire Association regarding fiscal responsibility and fiduciary duties, in alignment with the goals and objectives established by the Association's strategic plan.

RESPONSIBILITIES AND QUALIFICATIONS:

Committee Leadership: The Treasurer serves as the chair of both the Finance and Investment Committees.

Financial Oversight: The Treasurer conducts a thorough review of association expenditures, bank statements, and financial reports on a monthly basis to ensure the fiscal integrity of the association. To facilitate these reviews, the Treasurer may receive electronic copies of detailed income, expenses, assets, and liabilities from staff, inclusive of credit card, bank statements and/or invoices.

Budget: The AE, CFO, Finance Committee, Treasurer and Assistant Treasurer will develop, recommend, and monitor the association's annual budget. The Treasurer and Assistant Treasurer will report to the BOD about any challenges. Together they ensure the association operates within the projected budget and in accordance with the financial policies approved by the BOD.

Annual Report: The CFO, AE, Treasurer, and Assistant Treasurer will create the financial portion of the Annual Report, and the Treasurer will present to the membership.

Insurance Administration: The Treasurer is responsible for the oversight of the Association's insurance with an annual review in conjunction with the AE.

Contract Administration: The AE, Treasurer and Assistant Treasurer will review all contracts annually.

Reporting: The Treasurer and Assistant Treasurer will ensure that the financial reporting is remitted to the Finance Committee and BOD regularly throughout the Fiscal Year. The Treasurer and Assistant Treasurer, with assistance from staff, will prepare an annual financial report for presentation to the members at the annual member meeting. Presentation of the annual report will be made by the Treasurer or the Treasurer's designee.



Bank Authority: The Treasurer will ensure that all those with signatory authority, per Bylaws, are on all bank signatory cards during the first month of their term as Treasurer.

MINIMUM QUALIFICATIONS AND TERM:

See Article XIII, Section 2 of ECAR Bylaws



ASSISTANT TREASURER

The Assistant Treasurer in this association has a supportive role, primarily assisting the Treasurer in matter related to fiscal responsibility and financial management.

RESPONSIBILITIES AND QUALIFICATIONS:

Fiscal Responsibilities: The Assistant Treasurer represents the best interests of the entire Association concerning fiscal responsibility, financial soundness, and the prudent use of funds, all in accordance with the goals and objectives established by the BOD.

Support to the Treasurer: The Assistant Treasurer primarily assists the Treasurer and assumes the responsibilities of the Treasurer in their absence. This role involves supporting the Treasurer in managing the association's finances and financial records. In this role, the Assistant Treasurer may also receive electronic copies of detailed income, expenses, assets, and liabilities from staff, inclusive of credit card, bank statements and/or invoices.

Budget: The Assistant Treasurer collaborates with the Treasurer and AE to prepare the annual budget, which is subject to approval by the BOD. This involvement in budget preparation helps ensure the association's financial plans align with its objectives.

Insurance Administration: The Assistant Treasurer and Treasurer are responsible for the oversight of the association's insurance with an annual review in conjunction with the AE.

Contract Administration: The AE, Treasurer and Assistant Treasurer will review all contracts annually.

Reporting: The Assistant Treasurer will ensure that the financial reporting is remitted to the Finance Committee and BOD regularly throughout the Fiscal Year. The Treasurer and Assistant Treasurer, with assistance from staff, will prepare an annual financial report for presentation to the members at the annual member meeting.

Bank Authority: The Assistant Treasurer will ensure that all those with signatory authority, per Bylaws, are on all bank signatory cards during the first month of their term as Assistant Treasurer.

MINIMUM QUALIFICATIONS AND TERM:

See Article XIII, Section 2 of ECAR Bylaws



EXECUTIVE COMMITTEE

The Executive Committee's role is vital in ensuring that the Association can respond promptly to urgent matters and make decisions efficiently when the full Board of Directors is not in session. This structure allows for a balance between swift decision-making when needed while maintaining accountability through ratification by the full board.

MEETING DETAILS:

- Executive Committee meetings are closed meetings; however, notice of scheduled meetings should be made public on the Association's calendar.
- The frequency of Executive Committee meetings is at the discretion of the President.
- In exceptional circumstances where the President refuses to call an Executive Committee meeting, two or more of the other Executive Committee members may call a meeting of the Executive Committee.

ASSOCIATION EXECUTIVE'S ROLE:

- The AE serves as the staff liaison for the Executive Committee, except in specific circumstances related to AE performance or litigation matters.
- The AE is responsible for taking minutes during Executive Committee meetings. Executive committee minutes will be created real-time and approved at the end of the executive committee and presented at the next scheduled BOD meeting for ratification. If the AE is not available, the President will appoint an officer to take minutes.

COMPOSITION OF THE EXECUTIVE COMMITTEE:

See [Article XI, Section 8](#) in ECAR Bylaws

The Executive Committee consists of the President, President-Elect, Vice President, Treasurer and Assistant Treasurer. It has special responsibilities and authorities above all committees. The executive committee has authority to act on behalf of the full board; however, its actions must be ratified by the full board of directors at the next regularly scheduled meeting. Its main purpose is to facilitate decision making between board meetings or in urgent and crisis circumstances.



The AE is the staff liaison for the executive committee except in special circumstances regarding AE performance or litigation matters. The AE is responsible for taking minutes during executive committee meetings. Said minutes will be approved by the executive committee via email within 48 hours of each executive committee meeting and presented at the next scheduled BOD meeting for ratification.

Executive committee meetings are closed meetings, unless otherwise specified; however, notice of scheduled executive committee meetings shall be made public on the association calendar.

The executive committee meets at the discretion of the President as infrequently or often as they deem necessary. In extreme circumstances, if a president refuses to call an executive meeting, two or more of the other members of the executive committee may call a meeting of the executive committee with 72 hours' notice.



STATE AND NATIONAL DIRECTORS AND ALTERNATES

See Bylaws Article XI, Section 9.

STATE DIRECTORS:

Florida REALTORS® Directors Selection and Qualifications:

ECAR representatives to FR BOD are appointed by the incoming President for their year. The number selected is based on the census provided by FR and is based on membership numbers.

Responsibilities and Duties of FR Directors and Alternates:

1. Adhere to all responsibilities and duties of their position as described herein and in FR governing documents.
2. FR Directors and Alternates represent all REALTOR® members at FR events.
3. Make every effort to attend major ECAR events.
4. Stay informed on ECAR, FR and NAR actions and decisions.
5. If a State Director is unable to attend a meeting, an Alternate will be asked to fill in by the President and the Alternate will be eligible for travel reimbursement as a FR Director.
6. Reimbursement for the appointed directors shall be outlined as approved in the fiscal year budget. Directors shall utilize all reimbursement available through FR for their respective positions before requesting any additional reimbursement from ECAR.
7. All FR Directors are expected to attend all scheduled meetings. They are expected to attend the final day's business meeting in full and participate in voting in order to receive reimbursement.



NATIONAL DIRECTORS:

NAR Directors Selection and Qualifications:

See Bylaws Article XI, Section 9.

Responsibilities and Duties of NAR Directors and Alternates:

1. Adhere to all responsibilities and duties of their position as described herein and in NAR governing documents.
2. NAR Directors and Alternates represent all REALTOR members at NAR events.
3. Stay informed on ECAR, FR and NAR actions and decisions.
4. Reimbursement for the appointed directors shall be outlined as approved in the fiscal year budget. Directors shall utilize all reimbursement available through FR and NAR before requesting any additional reimbursement from ECAR.
5. NAR Directors are expected to attend scheduled meetings in order to be eligible for reimbursement. They are expected to attend the final day's business meeting in full and participate in voting in order to receive reimbursement.



PAST PRESIDENT

IMMEDIATE PAST PRESIDENT:

After their presidential term, the immediate past president will serve as a director for District Nine, Inc. for at least one year, eligible for travel reimbursement per the current travel policy. Attendance is mandatory at the FR District 9 meeting, mid-year, and annual FR meetings, as well as any additional District 9 gatherings. Absences must be excused by the current year ECAR president.



PAID PROFESSIONALS



ASSOCIATION EXECUTIVE

Purpose: The AE serves as the salaried administrator of the association and is responsible for ensuring the organization's objectives are achieved, the strategic plan is implemented, and member needs are met. They maintain effective internal and external relationships, promote economic and productive performance, and support the association's growth and development. The AE also coordinates integration with FR and the NAR.

Duties and Responsibilities of the Association Executive:

Duties:

- **Ethics and Confidentiality:** The AE will adhere to the highest ethical standards and conduct for the benefit of the association and maintain confidentiality as appropriate.
- **Implementation of Board Decisions:** The AE ensures all decisions made by the Board of Directors are implemented promptly and effectively.
- **Strategic Plan Management:** The AE manages the Association's strategic plan, overseeing its creation (every 3 years), its execution, monitoring progress, and reporting to the BOD any deficiencies.
- **Policy Development:** Assists volunteer leadership in developing appropriate policies and programs, communicating effectively, upholding, and enforcing by laws and policies.
- **Leadership Development:** The AE assists the BOD in identifying and developing new leadership among Association members.
- **Insurance Administration:** They are responsible for administering the Association's insurance, including recommending legally mandated and NAR-recommended policies such as liability, workers' compensation, Errors and Omissions insurance, Directors and Officers insurance, and property insurance. The AE shall report annually to the BOD the cost and coverage of each policy as outlined above.
- **Revenue Generation:** The AE seeks new sources of non-dues revenue, member services, and benefits and makes recommendations to the BOD of same.
- **Reporting:** The AE reports to the President and BOD on the Association's success, challenges, progress, impediments to goals, and any opportunities or threats facing the Association.
- **Travel Coordination:** The AE oversees the travel of Association representatives and any necessary staff to regional, state, and national REALTOR® functions, ensuring compliance with all travel policies.
- **Property Maintenance:** They are responsible for the maintenance of Association real property assets. The AE will have an appraisal done every 5 years to ensure proper valuation of the property in financial reporting and asset management.



- **Meetings Attendance:** The AE attends various meetings, including those at the state and national levels, per their contract and travel policy.
- **Legal Matters:** The AE works with the Association attorney on legal matters concerning the Association.
- **Succession Planning:** Review and present the executive leadership succession plan to BOD annually.
- **Contract Administration:** The AE, Treasurer and Assistant Treasurer will review all contracts annually. Any renewal contracts will be presented to the executive committee and BOD.

Financial Responsibilities:

- **Financial Oversight:** The AE oversees financial matters, coordinates financial reporting to the Treasurer, Assistant Treasurer, and Finance Committee, and implements fiscal policies and actions approved by the Board.
- **Budgeting:** The AE oversees the creation of the annual budget in conjunction with the Treasurer and Assistant Treasurer, working with the finance committee to obtain Board approval.
- **Compensation:** The AE sets staff compensation based on individual experience, performance, and approved budget.
- **Budget Alerts:** The AE will inform the Treasurer and President of any budgetary constraints or potential issues.
- **Property Matters:** The AE coordinates matters related to ECAR property ownership, leases, and other property-related issues with the BOD.

Staffing Duties:

- **Staff Management:** Recruits, hires, motivates, supervises, and reviews staff.
- **Training:** The AE shall train all staff as appropriate in accordance with Florida law.
- **Personnel Policies:** Ensures compliance with personnel policies in accordance with Florida law.
- **Personnel Files:** Maintains personnel files on all staff, including written job descriptions, including their own. The AE personnel file shall be duplicated and maintained by the Association attorney.
- **Performance Reviews:** Conducts annual written reviews of staff.
- **Personnel Reporting:** Personnel matters are reported to the Executive Committee as applicable, and changes in staffing positions are updated at the next BOD meeting.



- **Liaison Assignments:** Oversees staff assignments and performance as assigned liaisons to various volunteer committees. AE will meet with committee chairs annually for feedback regarding staff performance as assigned liaisons.
- **Standardized Processes:** Ensures all staff members follow consistent processes and procedures regarding meetings, agendas, scheduling, etc.

Marketing Duties:

- **Communications:** The AE oversees the production and distribution of effective communications, including press releases and Association communications.
- **Website Maintenance:** They maintain the Association's website with regular updates.
- **Representative Role:** The AE serves as the Association's representative to other professional organizations, civic and community groups, and government officials as needed.
- **Media Spokesperson:** The AE acts as a spokesperson for the Association to the public, press, and other media as determined by the President.
- **Promotion of Activities:** The AE promotes interest and participation in Association activities among members and local/chapter groups and coordinates the reporting of Association activities through communication media.

Professional Standards Duties:

- **Professional Standards:** The AE ensures the proper administration of the Association's professional standards process, handles inquiries from members and the public regarding the process, and encourages ECAR members to get involved.

Association Appearance and Efficiency:

- **Office Management:** The AE ensures that the Association office and staff present a favorable first impression to members and the public. They may make recommendations to the Board regarding necessary expenditures for facility maintenance.

Meetings: The AE attends Board of Directors meetings, member meetings, and other association activities and major functions.



Travel and Reimbursement: It is the responsibility of the AE to create and implement a staff travel and reimbursement policy within the employee manual. AE travel is per their contractual agreement as approved by the BOD.

Performance Review: The AE undergoes an annual written performance evaluation, which is conducted anonymously by written survey to BOD and staff, and reviewed by the Executive Committee in October of each year. The results, along with any recommendations for bonuses or salary changes, are reported to the Board of Directors for approval no later than the November BOD meeting. Evaluations and results will be kept confidential and on file with the Association attorney.

Disaster Planning: The AE is responsible for creating a disaster plan to present to the BOD for approval. The disaster plan should be reviewed and revised as needed no less than every 3 years.

ASSOCIATION ATTORNEY

Purpose: ECAR will maintain a relationship with outside legal counsel to provide guidance for the professional standards process and the general business of the Association.

Duties and Responsibilities:

Counsel represents the Association, not the BOD or ECAR staff. Counsel will consult only with the BOD, President, or AE on Association matters, unless consultation with individual members in connection with their ECAR volunteer service is approved in advance in writing by the BOD, President, or the AE. ECAR should not be billed for counsel's time consulting with individual members unless it has been approved in advance in accordance with this policy.

Counsel will be familiar with the NAR *Code of Ethics and Arbitration Manual*, will advise on Professional Standards procedures, and will meet with Professional Standards hearing panels as need to offer advice to the panel chairperson and members.

Counsel will be familiar with the Association's governing documents and Robert's Rules of Order and will advise the BOD with respect to such matters. Amendments to governing documents, including but not limited to policy, shall be reviewed for compliance with state law, as well as FR and NAR guidelines, and approved by counsel prior to presentation to the BOD for adoption.



As directed by the BOD, counsel may review proposed contracts and agreements into which the Association desires to enter into and offer advice related thereto to the BOD.

The BOD may seek advice of counsel for any matter of a legal nature which may come before the BOD for action.

Counsel will be available to advise the AE or Association staff, if directed by the AE to do so, with respect to legal matters related to Association operation or administration, and FR or NAR organizational matters.

Counsel will represent ECAR in litigation. If counsel is unable to represent ECAR in litigation for any reason, counsel will recommend litigation counsel and act as liaison for ECAR with litigation counsel, unless otherwise directed by the BOD.

Counsel is encouraged to attend meetings of the general membership and periodically report on matters of a legal nature related to the real estate profession.

Minimum Qualifications:

Association counsel should have at least 5-10 years of experience in the area of association governance, with additional knowledge in the areas of real estate law, corporate law (particularly related to not-for-profit organizations), antitrust and municipal law. Counsel should have a working knowledge of state and federal tax law as it relates to trade associations and have experience in handling or managing litigation for such associations. Counsel must have appropriate staff and facilities, as determined by the BOD, to accurately represent the interests of the Association for which counsel is retained.



CPA AUDIT POLICY

An outside audit firm must be hired to maintain and improve financial practices and ensure accountability and objectivity. Audit firm should be changed every five (5) years. If it is not feasible to change firms, require the firm to change the lead auditor.

By the end of the first quarter of the fiscal year, the BOD will contract with a Certified Public Accounting firm to conduct an audit in accordance with Generally Accepted Accounting Practices (GAAP).

Procedure:

The AE and Treasurer will recommend an auditor to the BOD including written auditor proposals.

The BOD will review the annual audit prior to its acceptance. A copy of the annual audit and IRS Form 990 will be retained in the permanent records of the association and will be posted on the ECAR website.

Evaluation process for audit services hiring should include but not be limited to:

- Responsiveness to the request for proposal
- Relevant experience with references - must have “not-for-profit” experience
- Availability of staff with professional qualifications and technical abilities
- Conflicts of interest with firm or association
- Cost



MEETINGS



NOTICE OF MEETINGS

BOD Meetings:

See Bylaws Article XII, Section 2, Meetings of Directors

Annual Member Meetings:

See Bylaws Section XII, Section 1, Annual Meeting

Special Meetings of the Members:

See Bylaws Section XII, Section 3, Special Meeting of the Members

Committee and Task Force Meetings:

See Bylaws Article XII, Section 4, Committee/Task Force, or other Meetings (10-day notice)

- Meetings of the BOD will be set by the President.
- Meeting dates and times of committees and task forces will be determined by the Chair or, in the Chair's absence, the Vice Chair and conducted in accordance with the Bylaws.
- Meetings shall not be held at a private residence.
- Meetings should be scheduled at the beginning of the year and posted on the committee calendar on the website and online for all committees.
- All committee meetings must include staff liaison.
- Staff will send meeting reminders via email to committee members.

Meeting Procedures: Robert's Rules of Order latest edition shall be recognized as the authority governing the parliamentary procedures for meetings of ECAR, its Board of Directors and committees in all instances where its provisions do not conflict with the Bylaws.



AGENDAS, CONSENT AGENDAS

AGENDAS

BOD Meetings: Agendas will be prepared by the AE or staff liaison and reviewed by the President in advance of the meeting. Agenda items should be submitted to the President 5 days prior to the meeting when possible. Items will be added at the President's discretion, except those items advanced by at least five (5) directors shall be added to the agenda. Agendas and accompanying documentation will be distributed no later than 2 business days prior to the meeting. The agenda will be approved at the beginning of the BOD meeting.

Annual Member Meetings: An agenda will be sent to the membership via electronic transmission and posted on social media a minimum of 10 days prior to the scheduled member meeting. The agenda will be approved at the beginning of the membership meeting.

Committee Meetings: Agendas will be prepared by staff liaison or chair and reviewed by the committee chair in advance of the meeting. Agenda items should be submitted to the committee or task force chair 5 days prior to the meeting when possible. Items will be added at the Chair's discretion. The agenda will be approved at the beginning of the committee or task force meeting.

CONSENT AGENDAS

BOD Meetings (only): A consent agenda will be used for BOD meetings. The consent agenda is drafted by staff and reviewed by the President and AE prior to inclusion in the BOD meeting packet. Any written information and documents provided for the consent agenda shall become part of the minutes of that meeting.

Consent agenda will contain the following:

- Approval of the previous meeting minutes
- Executive Committee meeting minutes
- Acceptance of the membership status report
- Approval of new members
- Acknowledgment of resignations and inactive members
- Committee memberships
- Reports or correspondence provided for information only requiring no action
- Provisionally approved committee meeting minutes

If requested by any BOD member, an item on the consent agenda shall be moved to the regular agenda, and such request requires no vote.



VOTING

BOD Meetings:

See Bylaws Article XII, Section 2(d).

The BOD quorum will be certified by the Vice President for all meetings. A quorum must be present and continuing to conduct ECAR business.

Member Meetings:

See Bylaws Article XII, Section 1, Annual Meeting, and also Bylaws Article XII, Section 3, Special Meeting of the Members.

Committee and Task Force Meetings:

See Bylaws Article XII, Section 4, Committee/Task Force, or other Meetings.



ATTENDANCE

Regular, in-person attendance at BOD, committee, task force and other meetings is critical for the proper handling of Association business and a robust dialogue among members. When possible, in-person attendance for all such meetings should be prioritized over phone or video attendance. The President (with respect to BOD meetings) or the Chair (with respect to committee, task force, or other meetings) shall determine whether attendance by phone or video will be permitted at a meeting, and that decision shall be communicated to the members in the meeting notice. Attendance by phone or video, when permitted by the President or Chair, shall be deemed in-person attendance for purposes of the unexcused absence rules set forth in Article XII, Section 2(a) and 4(a) of the Bylaws.

Excused absences shall be noted on the sign-in sheet for the meeting from which the absence has been excused, and such notation shall be acknowledged on the sign-in sheet by the President (for the BOD) or the Chair (for all other meetings). The President (for the BOD) or the Chair (for all other meetings) shall be the final arbiter of whether an absence is excused or unexcused.

Following a Director or member's second unexcused absence from a BOD, committee, task force, or other meeting, Association staff shall send a notice to such Director or member informing them that another unexcused absence will result in their deemed resignation, as provided in the Bylaws. A copy of such notice shall also be provided to the President (for Directors) or the Chair and Vice Chair (for committees, task forces, and other meetings).



MINUTES

BOD Meetings:

The AE or designated staff will record minutes at each meeting. Within five (5) business days following completion of the meeting, the AE or designated staff will distribute a draft of the meeting minutes, marked "DRAFT," to all members of the BOD for review. Any corrections or questions on the draft minutes should be directed to the AE, who may make corrections; any questions will be noted for further review by the BOD when the minutes are presented for approval at the next BOD meeting. Following approval, the approved minutes will be marked "FINAL" and maintained in the Association's permanent records.

Reference to the Executive Session section of this Policy Manual regarding minutes for executive sessions of the BOD.

Member Meetings:

The AE or a designated staff person will record minutes of all member meetings at which Association business is conducted. These minutes will be displayed real time during the member meeting for approval at the conclusion of the meeting. Following approval, the approved minutes will be marked "FINAL" and maintained in the Association's permanent records.

Committee Meetings:

The staff liaison will record minutes of all committee meetings. Within three (3) business days following completion of the meeting, a draft of the minutes will be sent to the Chair and Vice Chair for provisional approval. Provisionally approved minutes will be sent to the staff person who prepares the agenda for the regular BOD meetings for inclusion on the consent agenda for the next scheduled BOD meeting. Action items from committee minutes are brought forward to the BOD as recommendations for action which do not require a second from the BOD. Minutes of committee meetings are finally approved at the beginning of the next meeting of the committee.

Task Force Meetings:

Progress reports will be periodically provided to the President by the Chair. The President shall review and send to the BOD staff liaison for addition to the BOD consent agenda.



COMMITTEES AND TASK FORCES



OVERVIEW

The Bylaws of ECAR contain the roster of committees. It is the responsibility of the Chair of each committee to select its members, subject to the approval of the Board of Directors.

Vice chairs are presumed to ascend to the role of Chair unless the duties of their role have not been fulfilled. Any change in ascension must be approved by the BOD and if a change is approved, the President Elect will select a new chair.

All task forces or Presidential Advisory Groups ("PAG") expire at the end of the appointing president's term.

Vacancies on a committee or task force must be filled to meet any applicable minimum member requirements.

Motions passed by a committee, task force, or PAG which would change or set policy must be presented to the Board of Directors for final approval.

The Chair, Vice Chair, or a designee appointed by the Chair should make all in-person requests to the Board of Directors and/or Finance Committee.

Annual Committee Member Survey: In September of each year, a committee member survey will be sent to all committee members by staff. Compiled results will be presented to committee chairs and president elect prior to selection of committee members. Compiled results will be available to the BOD by request.

After-Action Reports: After action reviews are required for all events or projects hosted by any committee or task force on behalf of the association. Staff will provide the after-action review template, and completion is the responsibility of the Chair within 45 days after the event or project completion. Staff will ensure all after action reviews will be kept online for continuity and reference for a period of 5 years.



GENERAL FUNCTIONS OF COMMITTEES AND TASK FORCES

Primary Function of Committee or Task Force Chair: Serves as chair at all meetings and reports to the BOD regarding committee or task force actions.

General Responsibilities of Committee Chair

1. Accepts and supports the charge and adheres to ECAR's Strategic Plan.
2. Establishes realistic goals with input from staff and members.
3. Informs members of their expected individual contributions.
4. Reviews the committee member requests with vice chair and staff liaison.
5. Submit in writing selected committee members to staff liaison no later than one week prior to November BOD meeting.
6. Recommends selected applicants to the Board of Directors for approval.
7. Contact approved members regarding appointment. Contact all unapproved committee members and encourage them to reapply.
8. Plans meetings and agenda with staff liaison.
9. Reviews absences and address any attendance concerns with members.
10. Creates an annual budget, if applicable, and presents requests for unbudgeted items to the BOD.
11. Requests regarding marketing materials from staff within the agreed time frame. All marketing materials will be created by staff.
12. Reviews and provisionally approves draft minutes to be sent to BOD and committee prior to next meeting.

Responsibilities and Duties of Staff Liaison

1. Prepares draft meeting minutes within 3 days. Upon approval, minutes will be marked approved with the date notation and file electronically for reference in appropriate folder per committee.
2. Organizes operational committee activities and events, producing documents and marketing materials including coordinating with other staff.
3. Selects and books facilities or outside function halls.
4. Interfaces with vendors or outside entities.
5. Chooses event menus and determines event decorations.
6. Reviews committee request forms submitted by ECAR members.



QUALIFICATIONS AND LIMITATIONS

- Members of the Board of Directors will not serve on the Grievance Committee or Professional Standards Committee.
- Length of Service and Term Limits for Committees: Each committee is identified as one of the following lengths of service committees:
 - “One Year Committee”: A One Year Committee is comprised of members who are appointed for a one-year term (a “One Year Term”). No member may serve more than six (6) consecutive One Year Terms on the same One Year Committee. After having served six (6) One Year Terms on the same One Year Committee, a member must wait for at least one full One Year Term before being eligible for reappointment to that same committee.
 - “Two Year Committee”: A Two-Year Committee is comprised of members who are appointed for a two-year term (a “Two Year Term”), with at least one-half of the committee members being appointed annually in order to assure continuity and experience in the committee. No member may serve more than three (3) consecutive Two-Year Terms on the same Two-Year Committee. After having served three (3) Two Year Terms on the same Two-Year Committee, a member must wait for at least one full Two-Year Term before being eligible for reappointment to that same committee.
 - “Three Year Committee”: A Three-Year Committee is comprised of members who are appointed for a three-year term (a “Three Year Term”), with at least one-third of the committee members being appointed annually in order to assure continuity and experience in the committee. No member may serve more than two (2) consecutive Three-Year Terms on the same Three-Year Committee. After having served two (2) Three Year Terms on the same Three-Year Committee, a member must wait for at least one full Three-Year Term before being eligible for reappointment to that same committee.
- Eligibility and Term Limits for Chairs: A member must serve a minimum of one year on a committee before being eligible for appointment to be vice chair of such committee. All vice chairs shall serve a one-year term following which they will automatically ascend to serve as Chair of the committee for a one-year term. Chairs and vice chairs may be removed by the President, subject to Board approval, for failure to perform assigned responsibilities.
- No member may serve as chair or vice chair of more than two committees per year.
- The President may create and appoint, subject to confirmation by the Board of Directors, members for such task forces or Presidential Advisory Groups at the President’s discretion.



- Committee Membership: Every year, a roster of committees and their responsibilities is made available on the ECAR website, along with contact information for the committee chairs. Request for a committee appointment must be made on the ECAR Committee Sign-Up Form. Members may not serve on more than three (3) committees per year.
- All members of ECAR in good standing, including Affiliates, are eligible for committee service, except that certain committees are open to REALTOR® members only, as noted in these Policies.
- Committees do not have the authority to approve or sign any contract binding ECAR as a party.



COMMITTEES & TASK FORCES:

STANDING COMMITTEES



FINANCE

PURPOSE: To oversee all fiscal matters of the Association.

COMPOSITION: Committee members will consist of the Treasurer (who serves as Chair), the Assistant Treasurer (who serves as Vice Chair), and no less than three non-BOD REALTOR® members to meet the minimum committee requirements. ***THIS IS A TWO-YEAR COMMITTEE.*** The total number of members on this committee must be divisible by 2 to facilitate term staggering.

DUTIES AND RESPONSIBILITIES:

- Attend monthly committee meetings.
- Monitor the fiscal condition of the Association and report to the BOD any challenges.
- The CFO or designee will attend all Finance committee meetings.
- Review all requests for funding and provide recommendations regarding said requests to the BOD.
- Review draft budget annually and make recommendations to the BOD.
- Confirm that the Association has proper and adequate levels and limits of insurance and all insurance plans will be reviewed annually with AE.
- Ensure that proper procedures are being used for the receipt, documentation, accounting and filing of financial transactions.
- Oversee monies allocated to committees is being spent on committee programs as outlined in their BOD-approved committee budget.

Monthly financial reports shall be provided to the committee no less than 2 days prior to each monthly meeting.

AUTHORITY: Bylaws, Article XIII, Section 1

STAFF LIAISON: AE or CFO



GRIEVANCE

PURPOSE: The Grievance Committee is a standing committee that receives ethics complaints and arbitration requests to determine if, taken as true on their face, the facts alleged warrant a hearing to be held by the Professional Standards committee.

COMPOSITION: At least 12 members of the Association, in good standing, all of whom must be REALTOR® members. The members are appointed by the incoming President, subject to confirmation by the BOD. ***THIS IS A THREE-YEAR COMMITTEE.*** The total number of members on this committee must be divided by 3 to facilitate term staggering.

QUALIFICATION CRITERIA: The incoming President should consider the following recommended criteria when appointing members to this committee:

- Number of years as a REALTOR®
- Number of years in the real estate business
- Primary and secondary fields of real estate endeavor/expertise
- Participation in post-licensing real estate education
- Training in the Code of Ethics
- Position in brokerage firm (principal, non-principal)
- Size of brokerage firm
- Common sense
- Open-mindedness
- Familiarity with state laws and regulations
- Receptiveness to instruction/training
- Other relevant professional or procedural training

Committee members should be mature, experienced, knowledgeable persons of a judicial temperament. The committee should have a balanced representation of principals and non-principals, men, and women, and should include representatives of various racial and ethnic groups.

Committee members must attend mandatory Professional Standards training at least once every two years in order to qualify for service on the committee.

DUTIES AND RESPONSIBILITIES: The Grievance Committee will hold regularly scheduled meetings and/or review complaints/arbitration requests not later than forty-five (45) days after receipt of the complaint/arbitration request.

AUTHORITY: Bylaws, Article XIII, Section 1
NAR Code of Ethics and Arbitration Manual
Local Board Options for Professional Standards



STAFF LIAISON: Professional Standards Administrator



MULTIPLE LISTING SERVICE (MLS)

PURPOSE: To recommend to the BOD 1) MLS rules and policies regarding participants' rights and responsibilities, 2) Bylaws changes regarding MLS needed for compliance with NAR MLS policies, and 3) any MLS vendor or technology framework as needed.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

QUALIFICATION CRITERIA: MLS Committee members must have been a participant or subscriber to the ECAR MLS for a minimum of one year before being selected for service on the committee.

DUTIES AND RESPONSIBILITIES:

The duties of the Committee are:

- 1) The MLS Committee receives suggestions for committee discussion via emails sent to staff, Chair or Vice Chair.
- 2) The committee will meet quarterly, and any recommendations will be made by the Chair or Vice Chair to the BOD.

AUTHORITY: Bylaws, Article XIII, Section 1

STAFF LIAISON: assigned by AE.



PROFESSIONAL STANDARDS

PURPOSE: The Professional Standards Committee is a standing committee that provides members for Hearing Panels as required to hear about matters of alleged unethical conduct by Association members or to provide arbitration as requested.

COMPOSITION: At least 12 members of the Association, in good standing, all of whom must be REALTOR® members. The members are appointed by the incoming President, subject to confirmation by the BOD. ***THIS IS A THREE-YEAR COMMITTEE.*** The total number of members on this committee must be divisible by 3 to facilitate term staggering.

The Chair and Vice Chair of the Professional Standards Committee shall be appointed for and serve terms of 2 years at each position, subject to other provisions of these Policies regarding removal of committee leaders.

QUALIFICATION CRITERIA: The incoming President should consider the following recommended criteria when appointing members to this committee:

- Number of years as a REALTOR®
- Number of years in the real estate business
- Primary and secondary fields of real estate endeavor/expertise
- Participation in post-licensing real estate education
- Training in the Code of Ethics
- Position in brokerage firm (principal, non-principal)
- Size of brokerage firm
- Common sense
- Open-mindedness
- Familiarity with state laws and regulations
- Receptiveness to instruction/training
- Other relevant professional or procedural training

Committee members should be mature, experienced, knowledgeable persons of a judicial temperament. The committee should have a balanced representation of principals and non-principals, men, and women, and should include representatives of various racial and ethnic groups.

Committee members must attend mandatory Professional Standards training at least once every two years in order to qualify for service on the committee. Committee members must have previously served at least one term on the Grievance Committee.

DUTIES AND RESPONSIBILITIES: The Professional Standards Committee Chair will set hearing dates and appoint 3-member Hearing Panels in accordance with the Code of Ethics and Arbitration Manual. Hearing Panels, led by a panel chair who is appointed by the committee Chair, will conduct hearings on ethics complaints and arbitration requests in accordance with the Code of Ethics and Arbitration Manual.



AUTHORITY: Bylaws, Article XIII, Section 1
NAR Code of Ethics and Arbitration Manual
Local Board Options for Professional Standards

STAFF LIAISON: Professional Standards Administrator



PUBLIC POLICY

PURPOSE: Works on behalf of our membership to ensure an environment exists in local government that promotes home ownership and allows real estate professionals to conduct business free from onerous rules, regulations, and ordinances. Highlights and reviews important public policy issues for members and recommends ECAR public policy positions to the BOD. Works to identify and support political candidates who understand and support REALTOR® priorities. Oversees the ECAR Candidate Screening process and holds Candidate Forums in accordance with FR guidelines. The committee works to heighten the presence of REALTORS®, and our priorities, by designing and implementing effective grassroots campaigns throughout our community.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Meets once per month.
2. Ensures the targeted outreach in chart below is met and well prepared.

	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	January	February	March	April	May	June	July	August	September	October	November	December
Civic Leadership Academy	Finalize	Half-day	Half-day						X	X		
Candidate Forum									X	X		
Get Out the Vote										X		
Affordable Housing Events				X							X	
Committee Action Plan	X	X										
Public Policy Guide	X	X										
Issues and Speaker List	X											
Promote REALTOR Events	X	X	X	X	X	X	X	X	X	X	X	X
Other												

AUTHORITY: Bylaws, Article XIII, Section 1

STAFF LIAISON: Government Affairs Director



RPAC

PURPOSE: The REALTORS® Political Action Committee educates membership about RPAC's mission to identify candidates for elected office at the local level who will work with REALTORS® to promote and protect the American Dream of property ownership. The committee also works with Florida REALTORS® to support candidates at the state and national levels. The committee builds participation among ECAR members in support of RPAC through several fundraising activities and legislative events.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Meets once per month.
2. Holds at minimum 1 event to raise awareness on RPAC and its yearly goals and impact to all REALTOR® members.

AUTHORITY: Bylaws, Article XIII, Section 1

STAFF LIAISON: Government Affairs Director



COMMITTEES & TASK FORCES:

COMMITTEES



AWARDS AND RECOGNITION

PURPOSE: To develop award categories and criteria for member recognition and work to ensure the success of the annual awards event.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. The Committee shall select the overall REALTOR® of the Year first and that year's winner will serve on the awards committee as chair the following year.
2. The Chapter REALTORS® of the Year will be selected next.
3. The President maintains the option of whether or not to provide a Distinguished Award each year.
4. The Awards and Recognition Committee works to ensure that sponsorships are obtained to support the annual event.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: Marketing Director



COMMERCIAL

PURPOSE: To ensure excellent education, networking and communication services for our members and affiliates involved in commercial real estate and recommend policy, procedures, and services to enhance ECAR's MLS for the benefit of members who specialize in commercial real estate.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Create and host six forums and/or networking events per year, primarily aimed at members who are commercial property specialists.
2. Recommend policy, procedures, and services for the benefit of members who specialize in commercial real estate.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



COMMUNITY & MILITARY OUTREACH (CAMO)

PURPOSE: To plan and implement community service and military support projects.

COMPOSITION: Both REALTOR® and Affiliate members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

- Meet at least 4 times per year.
- Organize, plan and support community events per the committee budget.
- Hold one supply drive (food, clothing, school, etc.).
- Support the military installations activities and events.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



ELECTIONS

PURPOSE: To recommend to the general voting membership those members who have submitted applications for election to a BOD position and have been deemed qualified to serve.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

- Review and affirm list of upcoming vacancies on the BOD based on the staggered election chart [\[link chart to staggered election HERE with positions not names\]](#) provided by ECAR staff.
- Verify the qualification of each member applicant using Bylaws, Article XI, and these Policies as a guide.
- Conduct a candidate forum when a board position is being sought by 2 or more members.

AUTHORITY: Bylaws, Article XIII, Section 2
Bylaws, Article XI Section 4

STAFF LIAISON: assigned by AE.



FAIR HOUSING

PURPOSE: The Fair Housing Committee's purpose is to ensure equal access to housing opportunities, prevent discrimination, and promote diverse and inclusive communities by enforcing and advocating for fair housing laws and policies.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

Meets once a month.

1. Educating the public about fair housing laws.
2. Investigating and addressing housing discrimination complaints.
3. Promoting fair housing practices and policies.
4. Advocating for equitable housing opportunities.
5. Collaborating with stakeholders to prevent discrimination.
6. Providing resources and support to affected individuals.
7. Monitoring compliance with fair housing regulations.
8. Recommending policy changes to enhance housing equity.
9. Raising awareness about fair housing issues.
10. Engaging in outreach and community-building efforts.

AUTHORITY: Bylaws, Article XIII, Section 2
NAR Code of Ethics

STAFF LIAISON: assigned by AE.



GLOBAL BUSINESS

PURPOSE: Analyzes and develops policy on global issues; creates mechanisms to serve the specialized needs of members globally and to position ECAR as the most influential and authoritative representative in real estate business.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Develops policy on global issues
2. At a minimum, holds 1 event per year on global issues

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



INVESTMENT

PURPOSE: To monitor and recommend strategies for ECAR investment portfolio, assisting the BOD with ensuring that the Associations' investments are professionally managed.

COMPOSITION: Committee members will consist of the Treasurer (who serves as Chair), the Assistant Treasurer (who serves as Vice Chair), and no less than three non-BOD REALTOR® members to meet the minimum committee requirements. ***THIS IS A TWO-YEAR COMMITTEE.*** The total number of members on this committee must be divisible by 2 to facilitate term staggering.

DUTIES AND RESPONSIBILITIES:

- Review bi-annually the investment portfolio's performance and holdings for compliance with the Association's Financial & Investment Policy.
- All recommendations for changes to the asset allocation, holdings or advisors will be remitted to the BOD.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: AE or CFO



MLS TOUR DIRECTORS

PURPOSE: Promotes equal opportunity in MLS tours while encouraging Affiliate members an opportunity to partner with REALTOR® members.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Collaborates with all tour directors for meeting formatting and fielding questions.
2. Monitors use of all area email correspondence.
3. Collaborates with Affiliates to encourage participation at all tours.
4. At a minimum, the Committee will meet twice per year.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



OMBUSDSMAN AND MEDIATION

PURPOSE: To provide a viable dispute resolution alternative to arbitration, thus reducing the number of filed grievance complaints involving Association members; to promote harmony among members; and to settle differences in an amicable, rather than adversarial, manner.

COMPOSITION: Chair, Vice Chair and at least 12 REALTOR® members; members must have received specialized training in mediation and the ombudsman program prior to appointment; preference should be given to applicants who are either Florida Supreme Court certified civil (or small claims) mediators or NAR Mediation Trained and Certified. ***THIS IS A TWO-YEAR COMMITTEE.*** The total number of members on this committee must be divisible by 2 to facilitate term staggering.

DUTIES AND RESPONSIBILITIES:

- Operate, with staff assistance, the Ombudsman Program of the Association, in accordance with its written guidelines.
- Conduct mediation proceedings as outlined in the CEAM.

AUTHORITY: Bylaws, Article VII
Bylaws, Article XIII, Section 2
NAR Code of Ethics and Arbitration Manual

STAFF LIAISON: Professional Standards Administrator



PROFESSIONAL DEVELOPMENT

PURPOSE: Fosters knowledge, integrity, and professionalism among ECAR Realtors® by identifying timely and useful topics and optimum formats for ECAR education courses.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. Annual review of ECAR education courses and related contracts
2. Monitor member attendance for all ECAR education courses
3. Create member awareness initiatives as necessary

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



RESIDENTIAL PROPERTY MANAGEMENT

PURPOSE: Promotes education in property management to ECAR members.

COMPOSITION: Only REALTOR® members are eligible to serve on this committee.
THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. At a minimum, the Committee will meet four times per year.
2. Provides legal and policy updates regarding changes to property management requirements.
3. Promotes best practices in property management.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



YOUNG PROFESSIONALS NETWORK

PURPOSE: Provides direction and strategy in determining the communication, information, and education necessary to reach out to young professional members.

COMPOSITION: Both REALTOR® and Affiliate members are eligible to serve on this committee. THIS IS A ONE YEAR COMMITTEE.

DUTIES AND RESPONSIBILITIES:

1. The committee will plan at minimum 2 events per year to increase member engagement.

AUTHORITY: Bylaws, Article XIII, Section 2

STAFF LIAISON: assigned by AE.



TASK FORCES & PRESIDENTIAL ADVISORY GROUPS

See ECAR Bylaws Article XIII, Section 3.

The President may initiate, subject to confirmation by the BOD, the creation of a Task Force or Presidential Advisory Group (PAG).

The chairperson of the task force or PAG, having been selected by the President, appoints his or her members based on the following criteria:

- Expertise in the area of focus of the task force or PAG
- Commitment to the mission
- Diversity of thought and perspective

The chairperson of the task force or PAG should also consider the following when appointing members:

- The need for geographic diversity
- The need for representation from different constituencies
- The need for representation from different levels of experience

Once the members of the task force or PAG have been appointed, the chairperson should provide them with a clear statement of the task force's or PAG's purpose and objectives.

1. The task force or PAG should develop a work plan that outlines the tasks that need to be completed and the timeline for completing them.
2. The task force or PAG should meet regularly to discuss its progress and to make recommendations to the President and the BOD.
3. The task force or PAG should submit a final report to the President and the BOD at the conclusion of its work.
4. If requested by the task force or PAG chair, a staff liaison may be assigned by the AE on a case-by-case basis.



PROGRAMS



LEADERSHIP DEVELOPMENT PROGRAM

PURPOSE: Identify and develop emerging leaders who want to get involved, have influence, grow their business, and expand their leadership skills.

The duties of the program are:

- At a minimum, the program will meet 10 times during the FY and any recommendations will be made by the Chair or Vice Chair to the BOD.

Procedure:

Applications are to be made available no later than the end of October.

The Chair and Vice Chair duties include the review and interview of the applicants. LDP applicants should be notified of the results no later than the end of November.

The LDP graduation will be held at the annual installation of the BOD.

Responsibilities and Duties of LDP Chair and Vice Chair

1. Establishes realistic goals with input from staff and members
2. Informs members of their expected individual contributions
3. Reviews the committee/task force member requests with vice chair and staff liaison.
4. Recommends selected applicants to the Board of Directors for approval
5. Plans meetings and agenda with staff liaison.
6. Review absences and address any attendance concerns with members.
7. Create an annual budget, if applicable, and present requests for unbudgeted items to the BOD.
8. Request marketing materials from staff within the agree on time marketing materials will be created by staff

Responsibilities and Duties of Staff Liaison for LDP

1. Organize Operational committee activities and events, producing documents and marketing materials including coordinating with other staff.
2. Interface with vendors or outside entities (unless otherwise agreed to by staff)



STATE AND NATIONAL LEADERSHIP ACADEMY PROGRAMS

PURPOSE: The BOD strongly encourages member involvement on the State and National level to have multiple representatives for ECAR.

NAR & FR LEADERSHIP ACADEMY:

Members who participate and graduate from NAR and/or FR Leadership Academy may submit their proof of payment and course completion for reimbursement of tuition cost.



MLS POLICY



GENERAL, LOCKBOX SYSTEM

GENERAL: See Bylaws, Article XVIII, Multiple Listing Service

LOCKBOX SYSTEMS

A lockbox is a container affixed to a property containing a device to gain access to the property being marketed by the participant. Mobile access application holders are authorized under certain conditions to open a lockbox, and gain access to a listed property only under the terms specified by the listing broker. Cooperating brokers and licensees must contact the listing broker to disclose their agency status and to arrange appointments to show listed property even if the property has a lockbox affixed to it, or when property is vacant, unless the listing broker has given specific permission (through information published in MLS or otherwise) to show the property without first contacting the listing broker.

Electronic lockboxes and mobile access applications are membership services of ECAR. Every Primary and Secondary member of the Association shall be eligible to obtain authorization codes for full agent access to the lockbox system.

Administrative Assistants

There will be a one-time application fee for administrative assistants requesting access to the MLS. The Administrative Assistant Application must be completed with the signature of the designated broker of the office and payment information. The application fee cannot be billed to any account without written authorization from the AE or CFO.

- Administrative Assistants shall attend MLS courses that are offered free by ECAR.
- Administrative Assistants are required to comply with all MLS Rules.

Affiliate Members

Affiliate members who are home inspectors or pest control operators are eligible to obtain authorization codes for affiliate access to the lockbox mobile application. An application and a fee will be required, to cover the cost of a mandatory background check. The AE or designee will review all background checks to determine if the application will be approved.



GULF COAST COMMERCIAL MLS

Gulf Coast CMLS is a Commercial Multiple Listing Service (CMLS). A CMLS is similar to a traditional residential Multiple Listing Service (MLS), but it is built specifically for commercial real estate. This enables a local community of brokers, developers, appraisers, and investors to share information and work together more efficiently by removing barriers, allowing big and small companies alike to focus their time on serving their clients.

A member of ECAR is not an automatic member of Gulf Coast CMLS, however, ECAR members are granted a free basic membership. For more information on Gulf Coast CMLS, visit <https://www.gulfcoastcmls.com/>.



RECIPROCAL LISTINGS

Reciprocal listings are intended for use by real estate professionals who are not primary members of ECAR but are members of another REALTOR® association in good standing. Each reciprocal listing will incur a fee and be subject to an approval process before being placed on active status in ECAR MLS.

For each listing, you must submit to ECAR staff a copy of the listing agreement, letter of good standing from the association of which you are a primary member, and payment to ECAR for the reciprocal listing. A username and password for the ECAR MLS will be provided when the initial paperwork is received. You will enter the listing into the ECAR MLS as “Incomplete,” including photos and map location, as applicable. When the listing has been fully entered, ECAR staff must be notified by fax or email. The listing will be reviewed for compliance with the ECAR MLS rules. Errors will be communicated to the Listing Agent by email. When the listing is in compliance, ECAR staff will activate the listing. Once the listing is activated, any changes to the listing must be made by ECAR staff and must be submitted in writing by fax or email. Listing changes should be verified by the listing agent or their representative by reviewing the listing in the ECAR MLS, allowing 2 business days for the change to be received and processed. Any listing that has been expired for more than 30 days must be resubmitted with a new listing agreement and payment.

By placing a listing in the ECAR MLS, the user agrees to abide by the policies and rules of the MLS District-wide Reciprocal Access Agreement, including but not limited to offers of compensation, the Arbitration/Mediation policies, and MLS rules. If a listing is not kept in compliance with the policies and rules, ECAR reserves the right to place the listing in an unsearchable Hold status until the required information is made available. An updated letter of good standing will be required each year in which a new listing is submitted.

Listings can be entered at any time but will not be activated until all the necessary paperwork and payment is received.



GENERAL POLICIES



BUILDING

Association owned buildings shall be of use to all members of the association. Members shall not use Association properties to conduct office business of individual firms, recruit, or interview associates.

Building Security:

Security and after-hours access shall be the responsibility and at the discretion of the AE.

Building Maintenance:

All contracts and services required to maintain association properties shall be at the discretion of the AE within budget limits. Any capital improvements need to be reviewed by the finance committee and approved by the BOD.



MEETING ROOM

Meeting rooms at any ECAR location may be reserved by members and affiliates to conduct real estate-related meetings or events that do not adversely affect the REALTOR® name, brand, or image.

Rental fees shall be applied according to the rental agreement. Rental fees and expected staff time must be paid 5 business days prior to the rental date. Liability insurance shall be required as noted in the rental agreement.

ECAR reserves the right to deny any rental based on content, program, or conflicts with ECAR meetings or events.

Marketing materials for non-ECAR room use will include a statement:

“This program is not endorsed by the Emerald Coast Association of REALTORS®.”



COMMUNICATIONS

Apparent Authority: The President of ECAR is the official spokesperson for ECAR. If the President is not able to serve as spokesperson, the President-Elect will temporarily fill the role. No unauthorized Officer, Director, committee chair, committee member, Association member or Association staff may speak for or on behalf of the Association without prior written approval from the President.

Logo & Stationery Usage: The ECAR logo must be used on all approved ECAR promotional materials, including but not limited to websites, publications, brochures, postcards, and flyers. The AE, or designated staff, is responsible for ordering or approving all products, advertisements, and materials on which the ECAR logo will be reproduced. Reproduction of the ECAR logo must be either in Association-approved green and white, or black and white. ECAR stationery or letterhead may only be used for official ECAR business. Any unauthorized use of the ECAR logo or stationery will result in disciplinary action and/or a fine by the BOD.

Media and Press Releases: All media outlets will be requested to submit inquiries or interview questions in writing in advance. Answers to media inquiries made on behalf of the Association should be reviewed for accuracy by the President and the AE, along with Association counsel, when appropriate. Press releases and statistical reports regarding market conditions may be provided to the media by the AE or designated staff following approval of same by the President.

Audio and/or Video Recording: The surreptitious recording of any telephone or in-person conversation may be a violation of Florida law. Accordingly, meetings, events, or other ECAR-hosted or -sanctioned gatherings may not be recorded except by determination of the BOD and only then after proper notice of the intent to make an audio or video recording is given to all attendees, whether in-person or virtually. Inclusion of the notice of intent to record in the notice of the meeting or in the printed agenda therefor shall be sufficient for this purpose. Such recordings are part of the official records of the Association and should be maintained in accordance with the records retention policy.

Professional Standards hearings may be recorded in audio or audio/video format (after proper notice to all parties) and such recordings shall be maintained in the confidential Professional Standards file until the date which is the later of (1) completion of any sanction imposed by ECAR in such proceeding, or (2) expiration of any appeal or procedural review period.



WEBSITE

ECAR's public facing website is: www.EmeraldCoastHomesOnline.com.
It is a member service.

ECAR's membership portal is: www.EmeraldCoastRealtors.com.

Websites are maintained by Association staff and/or outside vendors.



DISCRIMINATION AND HARASSMENT

ECAR Commitment: ECAR is committed to providing a productive and welcoming environment that is free from discrimination, harassment, and retaliation. Members are expected to act with courtesy and mutual respect toward each other, Association staff, service providers, speakers, and event participants and to comply with these discrimination and harassment policies.

Discrimination: ECAR prohibits discrimination based on an individual's race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity and/or expression, age (40 and over), national origin, ancestry, physical or mental disability, genetic information, marital status, military or veteran status, political affiliation, personal appearance, and any other characteristic protected by applicable law.

Harassment: ECAR prohibits the harassment of its members, Association staff, service providers, speakers, and event participants, based on an individual's race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity and/or expression, age (40 and over), national origin, ancestry, physical or mental disability, genetic information, marital status, military or veteran status, political affiliation, personal appearance, and any other characteristic protected by applicable law. Prohibited harassment includes all unwelcome behavior based on a protected characteristic where the purpose or effect of the behavior is to create a hostile, abusive or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate in or at ECAR-related activities, or adversely affects an Association staff member's employment in violation of this policy. Prohibited harassment may take various forms, including, but not limited to, the following examples:

- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes, or unwanted sexual advances, solicitations, or comments.
- Visual conduct, such as derogatory or sexual posters, cartoons, drawings, or gestures.
- Physical conduct, such as assault, impeding, or blocking movement.
- Via technology or computers, including to transmit, communicate or receive derogatory, inappropriate pornographic, sexually suggestive, or explicit pictures, cartoons, messages, jokes, or material.
- Threats and demands.
- Requests for sexual favors, such as unwanted sexual advances, which condition a benefit upon an exchange of sexual favors.
- Violence or threats of violence.

Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic.



Examples of harassment include, but are not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic.

Sexual Harassment: Sexual harassment is one form of prohibited harassment. Sexual harassment includes but is not limited to 1) unwelcome sexual advances and other unwelcome verbal, visual or physical conduct of a sexual nature, or 2) requests for sexual favors or conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of membership, a benefit associated with membership, or employment; (b) an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's membership or employment or to create an intimidating, hostile or offensive work environment; or 3) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's leadership position.

Harassing conduct, including sexually harassing conduct, can be committed by a person of either the same sex or gender, or the opposite sex or gender (or any other protected category) of the person subjected to the harassment. A person may be the victim of harassment even though the offensive conduct has not been directed at the person alleging harassment, regardless of the sex, gender, gender identity, gender expression, sexual orientation, or other class status of the perpetrator. Additionally, sexually harassing conduct need not be intentional or motivated by sexual desire.

The following are examples, but do not represent an inclusive list of conduct that may constitute prohibited sexual harassment:

- Unwelcome sexual flirtations or propositions.
- Unwanted physical touching or closeness, such as massaging a person's back, neck or shoulders, hugging, kissing, patting, pinching, fondling, or touching/pulling an individual's clothing or hair.
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual nature.
- Brushing up against another person, standing too close, or lingering.
- Using vulgar words of a sexual nature, describing body parts, or sexual acts.
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others.
- Displaying sexually suggestive or demeaning objects, pictures or cartoons, or other materials on a personal or company-owned device shared in the workplace.
- Giving personal gifts that imply an intimate relationship.
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication.



- Any suggestion that an individual's committee assignment, leadership position, job security, project assignment, or the terms or conditions of employment depend at all on the submission to or rejection of requests for sexual favors or relations.

How to Report Incidents of Harassment or Inappropriate Behavior: Any person who believes they experienced or witnessed discrimination, harassment, retaliation, or any other inappropriate behavior in violation of this policy should promptly report the incident to one of the following individuals: the AE, ECAR Association Counsel, or the President.

BOD members must promptly report to ECAR any possible violation of this policy they observe or become aware of, and failure to do so will generally be deemed to be a violation of this policy.

Investigation and Discipline: Upon receipt of a report of possible discrimination, harassment, retaliation, or any other inappropriate behavior in violation of this policy, ECAR will promptly conduct an investigation at the direction of ECAR's Association Counsel. Members have a duty to cooperate with and participate in an investigation into any reported violation of this policy when asked by ECAR, to do so in good faith, and to provide complete and truthful information to ECAR. During the investigation, ECAR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.

If it is determined that the investigation substantiates that a violation of this policy has occurred, the President, President-Elect, and Vice President will be briefed on the investigation and in consultation with ECAR's Association Counsel, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint, ECAR's Association Counsel will identify a substitute to be selected from the Executive Committee.

ECAR reserves the right to take any necessary and appropriate action against a member or employee who engages in any form of discrimination, harassment, retaliation, or inappropriate behavior in violation of this policy. Such actions may include, but are not limited to, prohibition from attendance at future ECAR meetings or events, suspension from ECAR-related travel, removal from a leadership or committee appointment, referral of a request for removal of an officer to the BOD, expulsion from membership, letter of reprimand, performance improvement plan, suspension or termination of employment, or any other action deemed appropriate by ECAR.

ECAR strictly prohibits all individuals from retaliating against any person who reports in good faith, or participates in the investigation of possible discrimination, harassment, retaliation, or other inappropriate behavior in violation of this policy.

To the greatest extent allowed by law, ECAR is not and will not be held responsible for any member's alleged violation of this policy or otherwise inappropriate or unlawful act.



DOCUMENT RETENTION & DESTRUCTION

This Document Retention and Destruction Policy identifies the record retention responsibilities of staff, members, Directors, and third-party vendors for maintaining and documenting the storage and destruction of the Association's documents and records. A copy of the policy will be provided to each.

The Organization's staff, members, Directors, and third-party vendors (i.e., independent contractors via agreements with them) are required to honor these rules:

- Documents indicated under the terms for retention below, whether paper or electronic, will be transferred and maintained by the department indicated.
- All other paper documents will be destroyed after three years.
- All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year; and
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

The established point person for each department will be responsible for any hold notices in the event any claim or litigation notice is received by the Association.

Destruction of documents pursuant to this policy shall be conducted under the supervision of the AE by Association staff or a third-party vendor specializing in same to ensure full and complete destruction and the security of any destroyed information.

To the extent Florida law mandates different document retention periods, the provisions of Florida law will override these rules. Exceptions to these rules and terms for retention may be granted only by the BOD.

Accounting Records (Accounting Department)	
Document	Retention Period
Accounts Payable	7 years
Accounts Receivable	7 years
Audited Financial Statements	Permanent
Bank statement	7 years
Bank reconciliations	7 years
Canceled checks-routine matters	7 years
Canceled checks-special (loan repayment, etc.)	Permanent
Deposit slips	4 years
Electronic payment records	7 years
Employee expense reports	7 years
Fixed asset acquisition invoices (after disposal)	7 years



Freight bills	7 years
General Journals	7 years
General Ledgers	Permanent
Income tax returns	Permanent
Inventory count & costing sheets	7 years
Insurance policies (after expiration)	4 years
Investments (after disposal)	7 years
Mortgages, loans & leases (paid)	7 years
Payroll journals & ledgers	Permanent
Payroll tax reports	7 years
Petty cash vouchers	3 years
Purchase orders (except accounts payable copy)	1 year
Purchase invoices & orders	7 years
Receiving sheets	2 years
Sales commission reports	5 years
Sales records	7 years
Sales tax returns & exemption support	5 years
Subsidiary ledgers	7 years
Tax returns (federal & state) (if applicable)	Permanent
Year-end trial balances	Permanent

Corporate Records (Administration)

Document	Retention Period
Correspondence (general/routine)	3 years
Legal	Permanent

Employment Records (Human Resources)

Document	Retention Period
Documents relating to job recruitment: advertising, job orders submitted to employment agencies, interviewing, testing, hiring, training, demotions, promotions, layoffs, discharge, and other personnel decisions	1 year
Employee benefit plan documents	Duration of plan
Garnishments/wage assignments	3 years
Immigration I-9 forms	Duration of employment plus one year, minimum of three years
Payroll records showing name, address, date of birth, occupation, rate of pay, and weekly compensation	3 years
Personnel records	10 years after employment ends



Record of all occupational injuries, including those under state workers compensation law and any ERISA awards	6 years
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Legal Documents (Administration/Association Attorney)	
Document	Retention Period
Contracts and leases	10 years after expiration
License applications	1 year after expiration
Licenses and permits	1 year after expiration
Trademarks, patents & copyrights	Permanent
Warranties & guaranties	2 years beyond terms of the warranty

Membership/MLS Documents (Membership and MLS Departments)	
Document	Retention Period
Rules and Regulations	Permanent
MLS Policies	Permanent
Listing agreements	Until expiration of listing
Sold property information	At least 10 years
Lockbox key agreements/Leases	1 year after agreement terminates
MLS Service Mark License Agreements	Permanent
Subscription Agreements	10 years after expiration
Participation Agreements	10 years after expiration
Website Click-Through Confirmations	10 years
Member file & membership applications	2 years after membership terminates, with social security number and other financial information removed (if applicable)
Ethics Hearing Decisions	Permanent
Ethics Hearing Records	One year after satisfaction of sanctions. If no violation is found, retain until final action by Board of Directors.
Arbitration/Mediation Decisions	Permanent
Arbitration/Mediation Records	One year after payment of award (if any). If there is no award, retain until procedural review period expires.

Association Documents (Administration)	
Document	Retention Period
NAR Charter	Permanent
Territorial jurisdiction	Permanent
REALTOR® Agreement	Until suspended

Property Records (Administration)	
Document	Retention Period
Deeds, mortgages and closing papers	Permanent
Leases	2 years after expiration



Depreciation schedules	Permanent
Property damage	7 years
Property tax	Permanent
Appraisals	Permanent
Blueprints/Plans	Permanent
Warranties & Guaranties	2 years beyond terms of the warranty

Pension and Profit Sharing (Finance)	
Document	Retention Period
ERISA disclosure documents	6 years from date disclosure was due
IRS Determination Letter(s)	Permanent
Forms 550 & plan documents	Permanent



PUBLIC RECORDS & MEMBERSHIP ROSTER DISTRIBUTION

Sections 617.1601 – 617.1605, Florida Statutes, set forth the rules regarding members' access to records of the Association.

ECAR's Form 990 Federal Information Returns are available on the Association website. The IRS requires that 3 years of Form 990, the IRS letter of determination (as to tax-exempt status), and the IRS application for tax-exempt status be made available to any person who requests them. Directors who receive an inquiry regarding the IRS tax-exempt documents must forward it to the AE or designated staff on the same day it is received.

A member may, upon reasonable request and without charge, be provided with an electronic file (in .csv or other comma-delimited format) containing the name, address, brokerage, and email address of all members of the Association.



TRAVEL POLICY

A travel budget will be approved by the BOD within the annual budget. No member shall exceed this annual budget for reimbursement.

The following travel policy applies to members of ECAR who are traveling as an ECAR representative for NAR, Florida REALTORS and any other training/travel as required. All members traveling must comply with both state and federal law.

- Authorized travel days: Day before meeting/event - day after meeting/event. Extensions for personal use are at the members' expense, no per diem allowed for additional days.
- Members will be required to book the most economical fare available for all types of travel.
- All lodging expenses must take into consideration safety, proximity to the event or meeting venue, and cost-effectiveness
 - Any additional hotel or other expenses are the personal responsibility of the Member.
- Authorized travelers are urged, when traveling by car, to share transportation with other members traveling, whenever possible.
- Authorized travelers are urged to share hotel accommodations with other member travelers whenever it is appropriate and in good taste.
- Expenses will be reimbursed on a per diem basis not to exceed \$100 per day food allowance, to include travel days. Complete receipts or itemized expense report must be presented for each day's expenses. The \$100 per day food allowance is a maximum daily expense and there is no carryover from day to day. Alcohol is not a reimbursable expense.

Guest Entertainment (available for President & AE only) must comply with IRS rules and be documented on expense report.

Florida REALTORS® Directors are expected to attend all scheduled meetings. They are expected to attend the final day's business meeting in full and participate in the voting, in order to receive reimbursement. Florida REALTORS® Directors are expected to serve on at least one state committee and submit a verbal or written report to the membership. If FR/NAR Directors are to be reimbursed partially or in-full by another association or counsel the ECAR members' reimbursement will be prorated accordingly.

Exception:

Prior to travel, if expenses will exceed the approved budget for a specific event, the member shall submit a written request to the BOD. This is intended to alleviate any undue hardship on the volunteer.



TRAVEL REIMBURSEMENT POLICY

Reimbursable expenses:

- Airfare, rail tickets, taxi/car service, public transportation, meals, and taxes/fees
- Tips-customary amounts for services rendered
- Hotel/lodging, taxes, wi-fi, resort fees and “self-park” fees
- Mileage reimbursement -per current IRS rules

Non-Reimbursable Expenses:

- Alcohol
- Personal Entertainment/services, clothing
- Airline upgrades, excess baggage fees, traveler convenience fees
- Traffic fines/parking violations

All expenses must be documented by the member and submitted for reimbursement with valid receipts/invoices on an expense report within 30 days of travel.

All reimbursement is contingent upon receipts (credit card statements are not allowed), with the exception of car mileage, which is based upon the IRS allowable rate.

Reimbursement will only be for the attendance of required FR & NAR business meetings and other meetings as approved in the budget.



FINANCIAL & INVESTMENT POLICY

Purpose: Financial & Investment Policy outlines the principles and guidelines governing the financial management and fiscal responsibility of ECAR, ensuring transparency, accountability, and the proper utilization of ECAR's resources. Financial & Investment Policy serves as the guiding document for the financial management of ECAR. All members and employees are expected to adhere to the principles and guidelines outlined herein.

Accounting Standards: ECAR's fiscal year is the calendar year: January 1 – December 31. An accrual basis of accounting will be used for all financial records and reporting, and all accounting will be done in accordance with GAAP.

Budgeting and Financial Planning: The AE, Treasurer, Treasurer-Elect, and CFO will prepare a draft annual budget outlining projected revenue, expenses, allocations for programs, services, and administrative costs. In preparing such draft, this group will review all current expenses and active contracts to monitor and identify any potential issues, along with areas for cost savings and improvement.

Budget Approval: The budget must be reviewed by the Finance Committee and sent to the BOD for approval. BOD must approve, or amend and approve, the draft budget before December 31st of each year.

Revenue Management

Diversification of Revenue Sources: The Association shall actively seek diverse revenue streams, including membership fees, grants, and non-dues revenue.

Strategic Financial Reserves: Strategic Reserves are those funds set aside to ensure ECAR has sufficient funds to continue operating in emergencies or during sudden, drastic drops in membership or membership fees. The Strategic Reserve shall be funded annually at a rate necessary to maintain a balance equal to 50% of actual annual operating expenses, calculated using a retrospective 3-year rolling average of such annual operating expenses. Strategic Reserve funding should not include any non-operating expenditures.



Capital Reserves: Capital Expenditure Reserves are those funds utilized to upgrade, materially improve, or replace ECAR real and personal property, and to provide for future growth of ECAR. The Capital Expenditure Reserve shall be funded using straight line depreciation based on the anticipated replacement date of each capital asset, and the annual funding rate shall be adjusted each time a capital asset is placed in or removed from service.

Allowable Investments for Operating Accounts: Money Market Funds, federally insured certificates of deposit, sweep accounts and other investments as recommended by ECAR's financial advisors and/or the Investment Committee and approved by the BOD.

Expense Management

Operating Accounts: Provide cash flow to meet the financial obligations of ECAR in any fiscal year and are limited to reasonable future short-term expenses. Balances are to remain below the FDIC insured limit of \$250,000 per depositor per institution. Excess operating revenues (above the FDIC limit per institution) will be placed in allowable investment vehicles for operating accounts with maturities limited to 1 year or less.

Authorization: The President, President-Elect, Treasurer, Assistant Treasurer, and the AE with have authorization authority on all financial accounts of the Association. The AE may designate 1 additional signer with approval by the BOD. Two signatures/approvals are required for any check/disbursement exceeding \$5,000. Checks shall not be signed by the payee under any circumstance. Unbudgeted expenditures of \$1000 or less per month in the aggregate may be authorized by the AE or the Treasurer. Unbudgeted emergency expenditures of \$5000 or less per month in the aggregate may be authorized by the AE with immediate notification to the Executive Committee.

Documentation: All expenses must be authorized, documented, and supported by receipts or invoices. Proper expense reporting and approval procedures must be followed. The Treasurer and the Assistant Treasurer will regularly (minimum quarterly) review all expenses to monitor and identify any potential issues, areas for cost savings and improvements.



Financial Reporting

Regular Financial Statements: The AE or designated staff shall prepare and distribute monthly financial statements, within 5 weeks of month end detailing that month's income, expenses, and any variances against the budget, to the Treasurer and Assistant Treasurer for review prior to submission to the Finance Committee and subsequently to the BOD.

Audit/Annual Financial Report: An annual audit by an independent certified public accountant shall be prepared and presented to the BOD for approval and subsequently posted on ECAR's website.

Financial Reports to Membership: The Treasurer will present a financial statement at the annual meeting of the membership. Financial statements are available to the membership upon request.

Investment Policy Statement

This Investment Policy Statement (IPS) outlines the guidelines for the selection of investment vehicles, permissible securities, and diversification of assets for the benefit of ECAR. The purpose of this policy is to ensure prudent investment practices, preservation of capital, and maximization of yield within acceptable risk parameters.

- Fiduciary Responsibility: Investments shall be made solely in the interest of ECAR. The fiduciaries shall act with care, skill, prudence, and diligence, considering the long-term purposes, risk tolerance, and unique circumstances of ECAR.
- Diversification: The investment of the portfolio shall be diversified to minimize the risk of large losses. No single investment shall unduly influence the overall performance of the portfolio.
- Investment Goal: The goal of the portfolio is to annually meet or exceed: The Current Rate of Inflation (U.S. All Urban Consumers Price Index 'CPI'). This investment goal is the objective of the aggregate portfolio and is not meant to be imposed on each investment account (if more than one account is utilized).
- Investment Strategies: ECAR may employ one or more investment solutions or varying products to attain the Portfolio's objectives. Investment decisions will be based on a thorough analysis of risk and return characteristics. Account fees and expenses should be reasonable and minimized to provide maximum value to the ECAR. All mark-ups and commissions should be discussed and disclosed prior to execution.



- Risk Tolerance: As a not-for-profit organization, ECAR's investments should not be designed for speculation. It must be recognized, however, that all investments carry with them some degree of risk, not only as to the safety of the principal itself, but also with regard to the inflationary erosion which occurs from failure to achieve an adequate return on invested assets. In general, investments should be risk averse, not risk tolerant.
- Performance Evaluation: Individual investments and the Portfolio as a whole will be regularly monitored and evaluated against predefined benchmarks. Evaluations will consider both quantitative and qualitative factors, including but not limited to, total return, risk-adjusted return, and adherence to the investment objectives.
- Rebalancing: The investment portfolio will be rebalanced as necessary to maintain the desired asset allocation and risk profile. Rebalancing decisions will be made in response to material changes in market conditions or the financial goals of ECAR.
- Review: This IPS will be reviewed annually to ensure its continued relevance and effectiveness.
- Amendments: Amendments to this policy may be made based on changes in regulatory requirements, market conditions, or the financial needs and objectives of ECAR and approved by the BOD.

Investment Objectives

- Preservation of Principal: Ensure the preservation of capital. All investment transactions shall seek to minimize capital losses. Investments shall be made in a manner consistent with capital preservation while striving for reasonable returns.
- Liquidity: Maintain a reasonable amount of funds that can be easily liquidated to meet ongoing operational needs. An appropriate balance between liquidity and yield will be maintained.
- Yield Maximization: Maximize yield from investments while ensuring safety and liquidity. Investments shall be structured to optimize returns within the risk tolerance levels defined in this policy.



Investment Guidelines

- Allowable Assets
 1. Cash Equivalents
 - a. Treasury Bills
 - b. Money Market Funds
 - c. Certificates of Deposit (CDs)
 2. Fixed Income Securities
 - a. U.S. Government Bonds and Agency Bonds
 - b. Corporate Notes and Bonds (Investment Grade Only)
 3. Mutual Funds
 - a. Mutual Funds that invest in Bonds or Cash as allowed in this statement
- Prohibited Assets
 1. Individual Stocks
 2. Mutual Funds with greater than 10% allocation to stocks
 3. Commodities and Futures Contracts
 4. Private Placements
 5. Derivatives
 6. Unregistered Securities
 7. Options
 8. Limited Partnerships
 9. Venture-Capital Investments
 10. Securities from issuers which have filed bankruptcy
 11. Margin Transaction
 12. Any other speculative instruments.

Compliance and Legal Obligations

Insurance: ECAR will maintain policies of insurance to adequately protect the Association from all reasonably anticipated risks, including but not limited to public liability, property hazard, wind, flood, directors' & officers' liability, and host liquor liability. No less than annually, the AE will review all policies and recommend appropriate adjustments to types and coverage limits of insurance. In any event, general liability coverage for ECAR shall not be less than \$3 million; property hazard, wind and flood coverage shall be not less than full replacement value; and D&O coverage purchased by ECAR shall be in addition to, not replacement of, the coverage provided by NAR.



Tax Compliance: ECAR shall comply with all tax regulations applicable to its not-for-profit status and submit all required filings and reports to the relevant authorities.

Compliance with Laws: ECAR shall comply with all applicable laws, regulations, and reporting requirements related to its financial activities.



WHISTLEBLOWER

ECAR encourages members and staff to come forward with credible information on illegal practices or serious violations of adopted policies of the Association and will protect the person from retaliation.

Encouragement of Reporting: The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment in accordance with the Association's policy on those matters, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Protection from retaliation: The Association prohibits retaliation by or on behalf of the Association against members or staff for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

Where to report: Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the AE or President. If both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the President-Elect. The Association will conduct a prompt, discreet, and objective review or investigation. Members and staff must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.



EDUCATION CLASSES, EVENTS AND SPONSORSHIPS

A “No-Show” fee will be charged for non-attendance at a complimentary class or event.

No additional fees will not be charged for non-attendance at a pre-paid class or event.

Printing: ECAR does not automatically print copies of class materials for attendees unless the materials cannot be provided electronically ahead of time. Materials will be emailed as a link with the class reminder 2 days before the class date and again at 7am on the day of class. Members may print their own paper copy or download and save the materials for access during class. Members are encouraged to bring their own electronic device to class, but the Association will also have limited tablets with electronic materials available for use during the class. ***Print copies are available upon request and will be provided at a cost per page to be established by AE from time to time.***

Monitors: All ECAR class monitors must be active, qualified REALTOR® members of the Association.

Prohibited Classes: ECAR does not sponsor courses with the focus being on the sale of products or services.

Affiliate Sponsorship: Only Affiliate Members of the Association are allowed to sponsor membership meetings, breakfasts, luncheons, MLS Tours, classes, or orientation, or any other event organized by ECAR or its committees. Sponsorship of **charitable** events by non-affiliate members will be considered by the BOD on an event-by-event basis. In all instances, ECAR, its REALTOR® Members, its Affiliate Members, and any permitted non-Affiliate sponsors must abide by the provisions of Section 8 of RESPA (as to all “real estate service providers”) and Section 626.9541(1)(m), Florida Statutes (as to licensed title insurance agents/companies).

Non-Affiliate Sponsorships: Education events exceeding 400 attendees may utilize non-affiliate sponsorship funds.



GLOSSARY

When used in these Policies, unless otherwise defined, the following terms or abbreviations shall have the meanings set forth below:

AE means the Association Executive.

BOD or **Board** means for Board of Directors.

ECAR or **Association** means the Emerald Coast Association of Realtors®.

FR means Florida Realtors®.

NAR means the National Association of Realtors®.

Bylaws are the rules governing the operation of ECAR adopted by the membership. All references to Bylaws are references to the version currently in effect.

Programs are activities relating to ECAR adopted by the BOD.

Policies are the general or fundamental principles set forth in this document relating to ECAR's involvement and adopted by the BOD.

Procedures are detailed explanations, directions or actions to implement adopted bylaws, positions, programs, and policies, applied by staff with the advice and/or recommendation of the BOD. They address specific directions telling how, by whom and when things are to be done. Procedures not stated in these Policies are included in the Procedures Manual.



AMENDMENTS TO POLICY

This Policy Manual has been prepared to assist the Officers, Directors, committees, staff, and members of the Association in achieving the Mission, Vision, and Strategic Plan for the Association. It should be carefully maintained and regularly reviewed by each succeeding BOD with the goal of providing stability and continuity to the Association.

Any proposed amendments to Policy will be reviewed by Association counsel for legal validity and proper purpose prior to presentation to the BOD for adoption.

Approval of any Policy amendment requires an affirmative vote of 65% of the Directors, present and voting at a properly noticed meeting called for, or including, the purpose of considering the proposed Policy amendment, and for which a quorum has been established and is continuing.

