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MISSION STATEMENT

To Serve as the Advocate and Resource for Real Estate in Northeast Florida

VISION STATEMENT

To be the Association of Choice for Real Estate Professionals

VALUE STATEMENT

Our Values guiding board and staff include:

- Excellence
- Visionary Leadership
- Costumer Driven
- Diversity
- Ethics and Integrity
1. Influence - The Voice and Advocate of Realtors® - Conducting Government Relations to Protect Real Estate and Private Property Rights

2. Knowledge - The Realtor Knowledge Center – Providing Education, Professional Development, Knowledge and Resources in Real Estate

3. Members - Successful Realtor® Operations – Providing Opportunities, Benefits and Services to Promote Member Growth and Professionalism.

4. Involvement - Community Service and Realtor Awareness - Improving Communities Through the Contributions of Realtors.

5. Leadership - The Model Association – Sustaining the Leadership and Resources to be an Influence in Our Communities.
The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® does not discriminate in hiring practices, membership, or in any other way regarding race, color, creed, sex, age, national origin or familial status.

All matters of a policy nature shall be presented in writing and addressed to the Chief Executive Officer in care of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®’s main office. Such submission shall be forwarded to the Board of Directors for consideration at its next scheduled meeting.

A permanent record of all policy actions shall be maintained at the Association’s office. If approved by the Board of Directors, policy changes or modifications shall be made part of the policy manual of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

HISTORY OF THE NORTHEAST FLORIDA ASSOCIATION OF REALTORS® INC

The NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, Inc. evolved through the following series of events: 1) In 1912 the Jacksonville Board of Realtors® was chartered through the National Association of Realtors® and this Association name remained in effect until 1989.

In 1989, the Jacksonville Association of Realtors was incorporated, as a not for profit, and the name was changed to the Jacksonville Association of Realtors, Inc and continued operation under this name until 1995.

In 1995, four local area Associations, the Jacksonville Association of Realtors®, Inc, the Jacksonville Beaches Board of Realtors, Inc., the Ponte Vedra Beach Association of Realtors®, Inc., and the Clay County Board of Realtors, Inc. voted to merge the four Associations to form the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, Inc. Since the Jacksonville Association of Realtors® held the oldest charter from the National Association, that corporation’s name was changed to the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, Inc. effective January 1, 1996 and continues to operate under the same Federal Tax ID number.

In 1999, the Putnam County Board of Realtors, Inc. and the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, Inc. voted to merge and the existing Putnam County Board of Realtor’s corporation was dissolved.

The current geographic jurisdiction of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, as recognized by the National Association of Realtors®, is all of Duval, Clay, and Putnam counties and the former geographic area of the Ponte Vedra Association of Realtors®.
SECTION 1 - LEADERSHIP

1.1 BOARD OF DIRECTORS AUTHORITY

a. As defined in the Association Bylaws, the Board of Directors is the governing body of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® (NEFAR), and further, according to the Bylaws, the Board of Directors shall have full power to establish appropriate operating rules and regulations governing the conduct of its members as such conduct may relate to the overall interests of the Association.

1.2 COMPOSITION OF THE BOARD OF DIRECTORS

a. The governing body of the Association shall be the Board of Directors consisting of the President, President-elect, Secretary and Treasurer, plus twelve (12) REALTOR® Members, the current MLS President, and the Immediate Past President of the Association. The Chief Executive Officers of NEFAR and NEFMLS shall serve as ex-officio members. All Directors’ term of office shall be three (3) years, with the exception of the current NEFMLS President who shall serve for a term of one (1) year. The immediate Past President of the Association shall always serve the following year as a member of the Board of Directors. In the event, that their Directorship expires in the same year as their presidency, they shall automatically serve an additional year on the Board of Directors.

1.3 BOARD OF DIRECTORS MEETINGS

a. Regular Board of Directors meetings are held at a time and place to be determined by the President. The President may call special meetings as needed. No member of the Association shall be prohibited from attending a Director’s meeting with space permitting and prior approval of the President, except when discussing Professional Standards decisions, Grievance cases or other confidential matters. Members will have no participatory role in the meeting unless formally recognized by the Chair.

1.4 DIRECTORS ATTENDANCE

a. Director’s attendance at every meeting is expected. A Director who misses more than three (3) meetings during their term, without an excused absence, automatically forfeits their Directorship. After the second unexcused absence, written notice of this requirement shall be served to the Director by the Chief Executive Officer or the President. Directors must vote to accept excused absences at each meeting.

b. Excused absences are:

1. Personal or immediate family illness
2. Attendance at FR/NAR meetings
3. Immediate family death
4. Family vacation – one per year
5. Other, as approved by the Board of Directors
1.5 AGENDA FOR BOARD OF DIRECTORS MEETING

a. To have an item placed on the Director’s agenda, contact the current Association President or Chief Executive Officer. All agenda items are subject to approval by the President or Chief Executive Officer.

1.6 BOARD OF DIRECTORS MEETING PROCEDURES

a. Director’s meetings shall follow Robert’s Rules of Order. The President shall rule on the vote and implement the action taken.

1.7 POLLING OF THE DIRECTORS

a. If issues arise requiring action prior to a regularly scheduled Board of Directors meeting, a vote of the Directors may be taken by a facsimile, conference call or e-mail poll, unless objected to by any two Directors. If an objection is raised by at least two Directors, the poll will immediately cease and the President may call a special meeting. The results of the facsimile, conference call or e-mail poll will then be ratified and recorded into the minutes of the next Directors meeting.

1.8 BOARD OF DIRECTORS LEGAL RESPONSIBILITIES

a. NEFAR is incorporated in the State of Florida; therefore, the responsibilities and actions of the Board of Directors fall under the broad scope of corporate law. Corporations, by necessity, must act and take initiatives through individuals in responsible roles, such as Directors.

b. As the representative of the corporation, Directors may authorize the ordinary business of a corporation within the scope of its Articles of Incorporation. The Board of Directors of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® (NEFAR) is responsible for making policy decisions that govern the association within the NEFAR Articles of Incorporation and Bylaws. Among other duties, the Directors have the responsibility to:

1. Approve the association’s annual budget;
2. Establish membership dues;
3. Determine public policy positions as they pertain to the real estate industry
4. Approve governing policies of the Association;
5. Enact necessary amendments to the Articles of Incorporation and Bylaws.

c. Good Faith Effort Required

Directors of the corporation have a fiduciary relationship toward the corporation and are required to use the utmost good faith in the exercise of their power in the interests of the corporation. A Director must perform their duties, as a Director in a manner that they reasonably believe to be in the interest of the corporation, with such care as an ordinarily prudent person in a like position would use under similar circumstances.

d. Contracts

No contract or other transaction between a corporation and one or more of its Directors or any other corporation, firm, association or entity in which one or more of its Directors
are Directors or Officers, or are financially interested in, shall be either void or voidable because of such relationship or interest, because such Director or Directors are present at the meeting of the Board of Directors or a Committee/Task Force/Council thereof which authorizes, approves or ratifies such contract or transaction, or because his or her or their votes are counted for such purpose, if:

1. The fact of such relationship or interest is disclosed or known to the Board of Directors or Committee/Task Force/Council which authorizes, approves or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested Directors;

2. The fact of such relationship or interest is disclosed or known to the members entitled to vote on such contract or transaction, if any, and they authorize, approve or ratify it by vote or written consent; or

3. The contract or transaction is fair and reasonable to the corporation at the time it is authorized by the board, Committee/Task Force/ Council or the members.

4. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a Committee/Task Force/Council thereof, which authorizes approves or ratifies such contract or transaction.

e. Representing NEFAR’s Interest

Under Florida law, once an individual assumes the position of an Officer or a Director, he/she is not representative of the body that elected him/her, but rather is a representative of the parent corporation, and due to this is required to act in the best interest of the corporation. As a member of the Board of Directors, Directors represent all NEFAR members, not only those in their immediate locale or council or Real Estate Company. An Officer or Director cannot be dictated by anyone how to vote, and is not obligated to vote a certain way because his/her constituency has a certain opinion. Officers and Directors are not proxies for the electing group. If they abrogate their right to vote and just follow the wishes of others, they are in breach of their duty.

1.9 OFFICERS AND DIRECTORS

a. As defined by the Association Bylaws, the elective Officers of the Association shall be a President, a President-elect, a Treasurer and a Secretary. The President-elect shall automatically ascend to the office of President for the ensuing year.

1.10 EXECUTIVE COMMITTEE

a. The Board of Directors authorizes the formation of an Executive Committee, which shall consist of the current President, President-elect, Treasurer, Secretary, the immediate Past President and Chief Executive Officer.

b. The Executive Committee shall meet as necessary to review Board business and shall be empowered to act between BOD meetings in the event an emergency arises which requires action prior to the next regularly scheduled BOD meeting. The Executive Committee may vote to spend up to $1,000 between regularly scheduled meetings. An Executive Committee meeting quorum shall be at least three (3) voting members present.
1.11 PRESIDENT’S DUTIES AND QUALIFICATIONS:

   a. Shall serve as the Chair of the Board of Directors and provide leadership and direction for the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

   b. Shall promote and encourage new ideas and new leadership.

   c. Shall be accountable to the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors.

   d. Shall maintain liaison with the FLORIDA REALTORS® and National Association of REALTORS® Directors within the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® jurisdiction.

   e. Shall be responsible for upholding the Bylaws and Policies of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®

   f. Shall serve as ex-officio member to all NORTHEAST FLORIDA ASSOCIATION OF REALTORS® committees, Task Forces, and councils.

   g. Shall appoint Committees and Task Forces as needed.

   h. Shall confer with the Chief Executive Officer of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® in all matters pertaining to Association operations.

   i. Shall encourage input from the Chief Executive Officer and staff of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

   j. Shall serve as an official spokesperson for the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

   k. Shall preside at the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® general meetings and meetings of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors.

   l. Shall represent the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® at National Association of REALTORS® meetings and all FLORIDA REALTORS® meetings.

   m. Shall attend the following National Association of REALTORS® and FLORIDA REALTORS® meetings, if applicable:

      1. FLORIDA REALTORS® Midwinter meeting

      2. NATIONAL ASSOCIATION OF REALTORS® Midwinter meeting

      3. FLORIDA REALTORS® Annual Convention

      4. NATIONAL ASSOCIATION OF REALTORS® Annual Convention

      5. DISTRICT ONE Conference, if applicable

   n. Shall, after attending the above-mentioned meetings, provide a report to the NORTHEAST FLORIDA ASSOCIATION OF REALTORS’s® Board of Directors.

   o. Shall visit the monthly Orientation class to perform the welcome and induct new members into the Association as their personal schedule allows.
p. Shall give an executive briefing to the President-elect of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® at year’s end.

q. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and the spirit of the Code of Ethics of the National Association of REALTORS®.

1.12 MINIMUM QUALIFICATIONS FOR PRESIDENT

a. Must have been a REALTOR® member in good standing for at least five (5) years.

b. Must be a current REALTOR® member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

c. Must be either a current member of the Board of Directors, or have served as a former member of the Board of Directors within the last three (3) years, or have served as a member of the Budget and Finance Committee within the last three years.

1.13 PRESIDENT-ELECT DUTIES AND QUALIFICATIONS

a. Shall prepare to serve as the President/Chair of the Board of Directors of and prepare to provide leadership and direction for the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. Shall assume the duties of the President in the absence of the President.

c. Shall assist the President in promoting and encouraging new ideas and new leadership.

d. Shall be accountable to the President of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

e. Shall serve on the Budget and Finance Committee.

f. Shall assist the President in maintaining liaison with the FLORIDA REALTORS® and NATIONAL ASSOCIATION OF REALTORS® within the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® jurisdiction.

g. Shall preside at the Leadership Changeover meeting.

h. Shall select the Chairs for all association committees, task forces, advisory groups, except Budget and Finance and Nominating, prior to their Leadership Changeover meeting for their year of presidency subject to approval by the Board of Directors. Chairs shall be Realtor members unless otherwise approved by the Board of Directors.

i. Shall appoint FR Directors for their year of presidency subject to approval by the Board of Directors.

j. Shall attend the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors and general meetings.

k. Shall perform all other duties as directed by the President.

l. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and the spirit of the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

m. Shall attend the following meetings:
1. FLORIDA REALTORS® Midwinter Meeting
2. FLORIDA REALTORS® Annual Convention
3. FLORIDA REALTORS® Spokesperson’s Training
4. FLORIDA REALTORS® Chief Executive Officer Symposium
5. NATIONAL ASSOCIATION OF REALTORS Midwinter Meeting
6. NATIONAL ASSOCIATION OF REALTORS Annual Convention
7. NATIONAL ASSOCIATION OF REALTORS Leadership Summit
8. District One Conference, if applicable

n. Shall annually appoint the Chair and Vice Chair of the Grievance and Professional Standards Committees, for their year of presidency, subject to confirmation by the Board of Directors no later than the September meeting of the Board of Directors.

1.14 MINIMUM QUALIFICATIONS FOR PRESIDENT-ELECT

a. Must have been a REALTOR® member in good standing for at least four (4) years.

b. Must be a current REALTOR member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

c. Must be either a current member of the Board of Directors, or have served as a former member of the Board of Directors within the last three (3) years, or have served as a member of the Budget and Finance Committee within the last three years.

1.15 TREASURER DUTIES AND QUALIFICATIONS:

a. Shall serve as Chair of the Budget and Finance Committee of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. Shall supervise the formulation of revisions to the annual budget of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® for the midyear budget review meeting.

c. Shall supervise the formulation of a projected annual budget for the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® for the next fiscal year.

d. Shall assist the President and President-elect in promoting and encouraging new ideas and new leadership

e. Shall be accountable to the President of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

f. Shall attend the NEFAR Leadership Changeover meeting.

g. Shall attend the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors and general meetings.

h. Shall perform all other duties as directed by the President.
i. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and the spirit of the Code of Ethics of the National Association of REALTORS®.

j. Shall monitor NEFAR investments and report monthly to the Board of Directors.

k. Shall periodically spot check the check register, checks and disbursements for compliance with the established policies or guidelines.

l. Shall attend the District One Conference, if applicable.

1.16 MINIMUM QUALIFICATIONS FOR TREASURER

a. Must have been a REALTOR® member in good standing for at least three (3) years.

b. Must be a current REALTOR® member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

c. Must be either a current member of the Board of Directors, or have served as a former member of the Board of Directors within the last three (3) years, or have served as a member of the Budget and Finance Committee within the last three years.

1.17 SECRETARY DUTIES AND QUALIFICATION:

a. Shall be responsible for supervising and signing the official records of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. Shall assist the President and President-elect in promoting and encouraging new ideas and new leadership.

c. Shall be accountable to the President of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

d. Shall attend the Leadership Changeover meeting.

e. Shall attend the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors and general meetings.

f. Shall perform all other duties as directed by the President.

g. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and the spirit of the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

h. Shall attend the DISTRICT ONE Conference if applicable.

1.18 MINIMUM QUALIFICATIONS FOR SECRETARY

a. Must have been a REALTOR member in good standing for at least three (3) years.

b. Must be a current REALTOR® member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

c. Must be either a current member of the Board of Directors, or have served as a former member of the Board of Directors within the last three (3) years, or have served as a member of the Budget and Finance Committee within the last three years.
1.19 NEFAR DIRECTOR DUTIES AND QUALIFICATIONS

a. Shall serve the term of office as elected, appointed, or dictated in the Bylaws of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. Shall, in concert with the other Directors, act as the governing body of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® in accordance with the Bylaws of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

c. Shall, in concert with the other Directors, have full power to establish and enforce appropriate operating rules and regulations governing the conduct of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® and its membership as such conduct may relate to the overall interests of the association.

d. Shall, in concert with the other Directors, be entrusted with the ultimate fiscal and operational responsibility for the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

e. Shall set aside personal bias and fully support the position on issues as voted upon by the Board of Directors of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

f. Shall, at all times, represent the interests of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® membership.

g. Shall keep abreast of issues that may impact the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

h. Shall promote and encourage new ideas and leadership.

i. Shall attend the Leadership Changeover meeting.

j. Shall attend the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors and general meetings and all other special meetings.

k. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and spirit of the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

l. Shall maintain appropriate confidentiality of all confidential association business.

m. Shall disclose any potential or personal conflicts of interest prior to voting on any association business and shall abstain from voting if a true business conflict exists.

1.20 MINIMUM QUALIFICATIONS FOR NEFAR DIRECTOR

a. Must meet the eligibility guidelines as stated in the Bylaws of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. Must have been a REALTOR® in good standing for at least two (2) years.

c. Must be a current REALTOR® member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

1.21 FR DIRECTOR DUTIES AND QUALIFICATIONS:

a. Must attend all regularly scheduled FR Director meetings and District Caucus’ for the year unless excused by the President.
b. Shall be current on all issues pertinent to the FLORIDA REALTORS® and upon receipt of the slate of issues provided by FR, solicit information and opinions from the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Board of Directors.

c. Shall become well informed and vote their best judgment in all matters.

d. Shall provide a consensus report to the Board of Directors of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® after attending the FR meetings.

e. Shall conduct oneself, at all times, in a manner, which exemplifies the letter and spirit of the Code of Ethics.

f. Shall attend the DISTRICT ONE Conference.

1.22 MINIMUM QUALIFICATIONS FOR FR DIRECTOR:

a. Must be a REALTOR® member in good standing of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® for two (2) years.

b. Must be serving or have served as a Director of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

1.23 NAR DIRECTOR DUTIES AND QUALIFICATIONS:

a. Agrees to serve on a minimum of one NAR Committee each year.

b. Agrees to attend the NAR Member Director Forum each meeting.

c. Agrees to attend all regularly scheduled NAR business meetings.

d. Agrees to attend FR/NAR Director's Caucus each meeting.

e. Agrees to attend the Region V Director's Caucus each meeting.

f. Agrees to attend each NAR Board of Director's meeting to its conclusion.

g. Agrees to provide a consensus report to the NEFAR Directors after each NAR meeting attended.

h. Agrees to stay current on all issues pertinent to NAR and upon obtaining slate of issues provided by NAR, solicit information and opinions from NEFAR Directors.

i. Agrees to conduct oneself, at all times, in a manner, which exemplifies the letter and spirit of the Code of Ethics.

j. Agrees to become well informed and vote in the best interest of NAR.

1.24 MINIMUM QUALIFICATIONS FOR NAR DIRECTOR

a. Be a current full time REALTOR® in good standing with NEFAR, FR and NAR.

b. Have served or currently serving as a FR Director in the last two years.

c. Have served or currently serving on a FR Committee in the last two years.
d. Have attended at least two of the FR meetings in the last two years.

e. Have attended at least two of the last three NAR meetings. (FR Requires)

f. Have served or currently serving as a NEFAR Director.

1.25 NAR DIRECTOR’S FINANCIAL REIMBURSEMENT

a. NAR Director shall notify FR and submit to FR for reimbursement of expenses as allowed by FR policy per meeting.

b. NEFAR will reimburse its NAR Director for the balance of reasonable and justified expenses for NAR business meetings.

c. Should the NAR Director, based on their personal actions or other actions, lose the maximum FR reimbursement for their expenses, then the Director shall first personally pay justified expenses equal to an amount that the Director would have received from the FR reimbursement and document same before NEFAR’s Chief Executive Officer or the Executive Committee would consider reimbursing the balance of the Director’s reasonable and justified expenses. NEFAR reserves the right to not reimburse the balance until the Chief Executive Officer and/or the Executive Committee reviews the matter. The Executive Committee will be those NEFAR Officers not acting as a current NAR Director and the Chief Executive Officer. The Executive Committee’s decision will be final with a written appeal process to the full NEFAR Board of Directors.

1.26 VACANCIES OF OFFICE

a. Vacancies among the Officers (except President and President-elect) and the Board of Directors shall be filled by a person appointed by the Association President and approved by the Association’s Board of Directors within 30 days of said vacancy.

b. Upon the vacancy of the office of President, the President-elect shall fill the vacancy as interim President until the Nominating Committee’s recommendation of the new President is approved by the Board of Directors and a vote of the REALTOR® members.

c. Upon the vacancy of the Office of President-elect, the Nominating Committee shall be called to nominate a new President-elect who shall automatically become President in the ensuing year, upon approval of the Board of Directors and subject to approval by the REALTOR® members.

1.27 REMOVAL OF NEFAR OFFICERS OR DIRECTORS

a. In the event, that an Officer or Director is deemed, by the Board of Directors, to be incapable of fulfilling the duties for which elected but will not resign from office voluntarily, the Officer or Director may be removed from office under the following procedures.

b. A petition containing the signatures of not less than fifty (50) REALTORS®, eligible to vote, requesting the removal of an Officer or Director, shall be filed with the President, or if the President is the subject of the petition, with the next ranking Officer, and shall specifically set forth the reasons the individual is deemed to be disqualified from further service.

c. Upon receipt of the said petition and no fewer than 14 days or more than 28 days thereafter, a special meeting of the Board of Directors shall be held with the sole business of the meeting being to consider the charge against the Officer/Director. The
Officer/Director whose ability to serve is in question will be notified of the charges prior to the meeting and will be invited to the meeting to respond to the reasons for dismissal from service and to answer questions about the specific charges. After the Officer/Director’s response has been heard, the Officer/Director shall be excused from the meeting, and the remaining Directors shall render a decision on the request for removal.

d. The special meeting shall be noticed to all Directors, including the Officer/Director whose ability to serve is in question, at least five (5) days prior to the meeting, and shall be conducted by the President unless the President’s continued service in office is being considered at the meeting. In such case, the next ranking Officer will conduct the meeting.

e. Provided a quorum is present, a two-thirds vote of the Directors present (excluding the Officer/Director in question) shall be required for removal from office. The Officer/Director in question shall have the right to have counsel present during the meeting until a call for the vote is issued. If the Officer/Director in question waives the right to attend the meeting or to have counsel present at the meeting, the meeting may proceed and a vote of the Directors may be taken. In all circumstances, the vote of the Directors is final.
SECTION 2 –MEMBERSHIP, DUES AND FEES

2.1 MEMBERSHIP CLASSIFICATIONS

a. The members of the Association shall consist of individual members only. There shall be the following classes of members:

1. Primary REALTOR®
2. Secondary REALTOR®
3. Institute Affiliate
4. Primary Affiliate
5. Secondary Affiliate
6. Administrative Member
7. Honorary
8. Student

2.2 PRIMARY REALTOR® MEMBERSHIP

REALTOR® members, whether primary or secondary, shall be:

a. Individuals duly licensed by the Florida Department of Business and Professional Regulation, who as sole proprietors, partners, corporate officer, managers of a limited liability company or members of a member-managed limited liability company, or branch office managers, are engaged actively in the real estate profession including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, or financing, building, developing or subdividing real estate and who maintain or are associated with an established real estate office in the State of Florida or a state contiguous thereto. All persons who are partners in a partnership or all Officers in a corporation who are actively engaged in the real estate profession within the State of Florida or a state contiguous thereto shall, if qualified, be REALTOR® Members only, and each is required to hold REALTOR® Membership, except as provided in the following paragraph, in a board or association of REALTORS® within the State of Florida or a state contiguous thereto unless otherwise qualified for Institute Affiliate Membership as described herein. In the case of a real estate firm, partnership, or corporation, whose business activity is substantially all commercial, only those principals actively engaged in the real estate business in connection with the same office, or any other offices within the jurisdiction of the association in which one of the firm’s principals holds REALTOR® membership, shall be required to hold REALTOR® membership unless otherwise qualified for Institute Affiliate membership as described herein;

b. Individuals who are engaged in the real estate profession other than as sole proprietors, partners corporate officers, managers of a limited liability company or members of a member-managed limited liability company or branch office managers but who are in positions of management control and who have a valid and current Broker-Salespersons license issued by the Florida Department of Business and Professional Regulation, and meet the qualifications set out in Article V of the Association Bylaws;

c. Franchise Realtor Membership: Corporate Officers (who may be licensed or unlicensed) of a real estate brokerage franchise organization with at least one hundred fifty (150) franchises located within the United States, its insular possessions and the Commonwealth of Puerto Rico, elected to membership pursuant to the provisions in the NAR Constitution and Bylaws. Such individuals shall enjoy all of the rights, privileges and obligations of REALTOR® membership (including compliance with the Code of Ethics) EXCEPT: obligations related to Association mandated education, meeting attendance or orientation classes or other similar requirements; the right to use the term REALTOR® in connection with their franchise organization’s name; the right to hold elective office in the local association, state association and national association.
2.3 PRIMARY AND SECONDARY REALTOR® MEMBERS DEFINED:

   a. An individual is a primary member if the Association pays state and national dues based on such Member. An individual is a secondary member if state and national dues are remitted through another association or board of REALTORS®. One of the principals in a real estate firm must be a Designated REALTOR® member of the Association in order for licensees affiliated with the firm to select the Association as their "primary" Association.

2.4 DESIGNATED REALTOR® MEMBERS

   a. Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® Member who shall be responsible for all duties and obligations of Membership including the obligation to arbitrate pursuant to the Code of Ethics and the payment of association dues as established in these Bylaws. The "Designated REALTOR®" must be a Sole Proprietor, Principal, Partner, Corporate Officer, or Branch Office Manager who has a Broker, Broker-Associate or Sales-Associate license if there is no other Designated REALTOR® member and who is acting on behalf of the firm's principal(s), and must meet all qualifications for REALTOR® membership established in these Bylaws.

2.5 INSTITUTE AFFILIATE MEMBERSHIP

   a. Institute Affiliate members shall be individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of REALTORS® that addresses a specialty area other than residential brokerage, or individuals who otherwise hold a class of membership in such Institute, Society or Council that confers the right to vote or hold office in such Institute, Society or Council. Any such individual if otherwise eligible may elect to hold REALTOR® membership subject to payment of applicable dues for such membership. Institute Affiliate members may not use the term REALTOR® in any manner and may not serve as an Officer or Director of the Association and may not participate in the Northeast Florida Multiple Listing Service (of which the Association is a stockholder) unless they are otherwise a participant therein, nor may they vote on any Association matters or lease or purchase a lock box or lock box key.

2.6 AFFILIATE MEMBERSHIP

   a. Affiliate Members shall be real estate owners or other individuals who, while not engaged in the real estate profession as defined above, nevertheless have interests requiring information concerning real estate and are in sympathy with the objectives of the Association. Affiliate membership may be granted to individuals licensed or certified to engage in real estate practice who, if otherwise eligible, do not elect to hold REALTOR® membership in the Association, provided the applicant is engaged exclusively in a specialty area of the real estate business other than the brokerage of real property. Each application for Affiliate Membership shall be subject to approval by the Board of Directors. Primary and Secondary Affiliate members have no voting rights.

   b. Primary Membership: Shall be held by an officer of a company or branch office of a company, by a non-officer who is the only Association member from a particular company or branch office.

   c. Secondary Membership: Shall be held by persons of a company or branch office who are Association members in addition to the Primary member.
d. Primary Affiliate Membership is transferable, as long as it is the person assuming the duties/position of the original Primary Affiliate Member within their company or branch office. However, the person who assumes the primary membership must be approved by the Board of Directors and be formally inducted, taking the membership pledge. Secondary affiliate membership is not transferable.

2.7 ADMINISTRATIVE MEMBER

a. Administrative members are full-time unlicensed (including inactive licensees) employees of REALTORS®, Institute Affiliates or Affiliates. Full-time shall be deemed to mean working at least 30 hours a week on a regular basis. Administrative member benefits are limited to participation in NEFAR’S benefits programs, (i.e. health insurance, etc) provided appropriate dues and fees are paid. Administrative members have no other benefits and do not vote.

2.8 HONORARY MEMBERSHIP

a. Honorary Membership shall be granted by the Board of Directors, which retains the right to revoke this status at any time without cause. The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® may grant Honorary Membership to REALTORS®, or individuals not engaged in the real estate profession, who have retired from the active real estate profession, who may still be active but have moved out of the Association’s jurisdiction and have performed notable service and/or contributions to the real estate profession, for the Association, or for the public.

b. Honorary Membership shall confer no rights except the right to attend all meetings except Professional Standards hearings and Grievance meetings, and participate in discussions, and shall impose no obligations, including the paying of NEFAR dues.

2.9 STUDENT MEMBERS

a. Student Members shall be individuals who are seeking an undergraduate or graduate degree with a specialization or major in real estate at institutions of higher learning and who have completed at least two years of college and at least one college level course in real estate, but are not engaged in the real estate profession on their own account or not associated with an established real estate office.

2.10 MEMBERSHIP APPLICATION

a. An application for membership shall be made in such a manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it. The application form shall contain among other things, the statements to be signed by the applicant agrees as a condition to membership to:

1. that applicant agrees as a condition of membership to familiarize himself/herself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® will abide by the Constitution, Bylaws and Rules and Regulations of the Association, FLORIDA REALTORS, and the NATIONAL ASSOCIATION OF REALTORS® including the obligation to arbitrate (or to mediate if required by the Association) controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics and Arbitration Manual of the National Association of REALTORS®, and as further specified as from time to time amended, and

2. the applicant consents that the Association, through its membership department or otherwise, may invite and receive information and comment about applicant
from any member or other persons, and that applicant agrees that all information and comment furnished to the Association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character. The applicant shall, with the form of application, have access to a copy of the Bylaws, Constitution, Rules and Regulations, and Code of Ethics referred to above.

2.11 MEMBERSHIP QUALIFICATIONS AND APPROVAL

a. Membership qualification requirements in addition to those expressed in the Bylaws may be adopted by a majority of the REALTOR® Members of the Association present at any regular meeting provided such requirements do not conflict with the Bylaws or the Constitution and Bylaws of the National Association of REALTORS®. The National Association of REALTORS’ bylaws prohibits Member Associations from knowingly granting REALTOR® membership to any applicant who has an unfilled sanction pending which was imposed by another Association of REALTORS® for violation of the Code of Ethics.

b. An applicant for REALTOR® Membership who is a sole proprietor, partner, corporate officer, managers of a limited liability company or members of a member-managed limited liability company, or branch office manager of a real estate firm shall supply evidence satisfactory to the Association, through its staff, Membership Department or otherwise, that (s)he is actively engaged in the real estate profession, and maintains a current, valid real estate broker’s, broker associate's or sales associate's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the State of Florida or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy, has no record of official sanctions involving unprofessional conduct, agrees to complete a course of instruction covering the Bylaws and Rules and Regulations and Policies of the Association, the Bylaws FLORIDA REALTORS®, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Association, its Membership Department and shall agree that if elected to membership (s)he will abide by such Constitution, Bylaws, Rules and Regulations, Policies and the Code of Ethics.

c. Individuals who are actively engaged in the real estate profession other than as sole proprietors, partners, corporate officers, managers of a limited liability company or members of a member-managed limited liability company or branch office managers in order to qualify for REALTOR® Membership, shall at the time of application be associated either as an employee or an independent contractor with a Designated REALTOR® Member of the Association or a Designated REALTOR® Member of another association (if a secondary member) and must maintain a current, valid real estate broker’s, broker associate's or sales associate's license or be licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has no record of official sanctions involving unprofessional conduct, shall complete a course of instruction covering the Bylaws and Rules and Regulations and Policies of the Association, the Bylaws of the FLORIDA REALTORS®, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Association through its Membership Department or otherwise and shall agree in writing that if elected to membership (s)he will abide by such Constitution, Bylaws, Rules and Regulations, Policies and the Code of Ethics.

d. The Association will also consider the following in determining an applicant’s qualifications for REALTOR® membership:

1. All final findings of Code of Ethics violations and violations of other membership duties in this or any other REALTOR® association within the past three (3) years.
2. Pending ethics complaints (or hearings).
3. Unsatisfied discipline pending.
4. Pending arbitration requests or hearings.
5. Unpaid or pending arbitration awards or unpaid financial obligations to any other association or REALTOR® association multiple listing service.
6. Any misuse of the term REALTOR® or REALTORS® in the name of applicant's firm.

“Provisional” membership may be granted in instances where ethics complaints or arbitration requests (or hearings) are pending in other associations or where the applicant for membership has unsatisfied discipline pending in another association (except for violations of the Code of Ethics) provided all other qualifications for membership have been satisfied. Associations may reconsider the membership status of such individuals when all pending ethics and arbitration matters (and related discipline) have been resolved or if such matters are not resolved within six months from the date that provisional membership is approved. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of REALTOR® membership. If a member resigns from another local association with an ethics complaint or arbitration request pending, NEFAR (the Association) may condition membership on the applicant's certification that (s)he will submit to the pending ethics or arbitration proceeding (in accordance with the established procedures of the association to which the applicant has made application) and will abide by the decision of the hearing panel.

e. If a REALTOR® Member submits an objection, the Committee shall invite the REALTOR Member to appear and substantiate the objection(s). The applicant shall have the opportunity to respond to the objection(s). After all objections and responses have been considered, the Association, its Membership Benefits Committee or otherwise shall submit, with the Committee recommendations, every REALTOR® membership application to the Board of Directors for final action.

f. No recent or pending bankruptcy is intended to mean that the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, corporate officer, managers of a limited liability company or members of a member-managed limited liability company, or branch office manager is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the Association establishes that its best interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash in advance for Association and Northeast Florida Multiple Listing Service, Inc. due/fees for up to one year from the date that membership is approved or from the date the applicant is discharged from bankruptcy (whichever is later). In the event, that an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date bankruptcy is initiated until one year from the date that the member has been discharged from bankruptcy.

g. No record of official sanctions involving unprofessional conduct is intended to mean that the Association may only consider judgments within the past three years of violations of (1) civil rights laws; (2) real estate license laws; (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities. Criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under law under which the applicant was convicted, and (2) no more than (10) years have lapsed since the date of conviction or the release of the applicant from confinement imposed for that conviction, whichever is the later date.

h. Each applicant must make a pledge during the Induction Ceremony, expressing agreement to abide by and comply with the provisions of the Bylaws, Rules and Regulations and policies of the Association, and in the case of REALTOR® Members, with the Code of Ethics of the National Association of REALTORS®.
i. If any non-member salesperson, as defined by the NATIONAL ASSOCIATION OF REALTORS®, applies for REALTOR® status and fails to attend an Orientation class within 90 days after submitting application, or fails to be inducted during one of two consecutively scheduled induction ceremonies, the Applicant's fees shall not be refunded.

j. All applicants for REALTOR® status shall take the orientation program on the Code of Ethics unless waived by the Board of Directors because the applicant has previously taken an Orientation program given by an Association of REALTORS® in Florida within two years, and if approved, shall be inducted within 90 days after submitting application. Until inducted into the Association the applicant may not use the term REALTOR® and unless they are otherwise a Participant or Subscriber therein, the applicant may not use the Northeast Multiple Listing Service, Inc. For those Brokers, Broker Associates, Sales Associates and Florida State Registered, Licensed or Certified Appraisers who are not principals but are affiliated with a principal who is a Participant Subscriber in the Northeast Florida Multiple Listing Service Inc., access to the multiple listing service information through the Participant Subscriber may be provided as soon as that licensee becomes affiliated with the Participant and need not wait until an application for membership in the Association is approved. If the applicant withdraws the application after approval by the Association for membership, the applicant will forfeit the application fee. If the applicant withdraws before approval or denial by the Association, the applicant's full application fee will be refunded.

Either the Board of Directors or the Chief Executive Officer shall have the authority to waive the payment of an application fee if an applicant has previously paid an application fee for the same classification of membership within a two-year period. The application fee shall accompany each application for membership and it shall become the property of the Association upon final approval of the application. The application is in no way part of the membership dues and shall not exceed three times the amount of annual dues for REALTOR® members.

k. All applicants for REALTOR® membership shall be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of membership. Provisional membership is granted subject to subsequent review of the application by the Board of Directors. If the Board of Directors determines that the individual does not meet all of the qualifications for membership as established in the association's bylaws, or, if the individual does not satisfy all of the requirements of membership within 90 days from the Association's receipt of their application, membership may, at the discretion of the Board of Directors, be terminated.

l. All applicant dues shall be computed from the date of application and shall be non-refundable unless the association's Board of Directors terminates the individual's membership in accordance with the subsection above. In such instances, dues shall be returned to the individual less a prorated amount to cover the number of days that the individual received association services and any application fee.

m. The Board of Directors may not terminate any provisional membership without providing the provisional member with advance notice, an opportunity to appear before the Board of Directors, to call witnesses on his behalf, to be represented by counsel, and to make such statements, as he deems relevant. The Board of Directors may also have counsel present. The Board of Directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings.

n. If the Board of Directors determines that provisional membership should be terminated, it shall record its reasons with the Chief Executive Officer. If the Board of Directors believes that termination of provisional membership may become the basis of litigation and a claim of damage by a provisional member, it may specify that termination shall become effective upon entry in a suit by the Association for a declaratory judgment by a court of competent jurisdiction, of a final judgment declaring that the termination violates no rights of the individual.
2.12 STATUS CHANGES.

a. A REALTOR® who changes the conditions, under which (s)he hold membership, shall be required to provide written notification to the Association within 30 days. A REALTOR® (non-principal) who becomes a principal in the firm with which (s)he has been licensed or, alternatively, becomes a principal in a new firm which will be comprised of REALTOR® principals may be required to satisfy any previously unsatisfied membership requirements applicable to REALTOR® (principal) Members, but shall, during the period of transition from one status of membership to another, be subject to all of the privileges and obligations of a REALTOR® (principal). If the REALTOR® (non-principal) does not satisfy the requirements established in these Bylaws for the category of membership to which they have transferred within 30 days of the date they advised the Association of their change in status, their new membership application will terminate automatically unless otherwise so directed by the Board of Directors.

b. A REALTOR® who is transferring their license from one firm comprised of REALTOR® principals to another firm comprised of REALTOR® principals shall be subject to all of the privileges and obligations of membership during the period of transition. If the transfer is not completed within 10 days of the date the Association is advised of the disaffiliation with the current firm, membership will terminate automatically unless otherwise directed by the Board of Directors. The Board of Directors, at its discretion, may waive any qualification, which the applicant has already fulfilled in accordance with the Association’s Bylaws.

c. Any application fee related to a change in membership status shall be reduced by an amount equal to any application fee previously paid by the applicant. Dues shall be prorated from the first day on the month in which the member is notified of election by the Association and shall be based on the new membership status for the remainder of the year.

2.13 CODE OF ETHICS ORIENTATION FOR NEW MEMBERS

a. Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time that meets the learning objectives and minimum criteria established from time to time by the National Association of REALTORS®. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less.

b. Failure to satisfy this requirement within 90 days of the date of application (or, alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of the provisional membership.

NOTE: Orientation programs must meet the learning objectives and minimum criteria established from time to time by the NATIONAL ASSOCIATION OF REALTORS®

2.14 CODE OF ETHICS TRAINING FOR CONTINUING MEMBERS.

a. Effective January 1, 2017, through December 31, 2018, and for successive two-year periods thereafter, each REALTOR® member of the Association (with the exception of REALTOR® members granted REALTOR® EMERITUS status) shall be required to complete ethics training of not less than two hours and thirty minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another or
association, FLORIDA REALTORS®, the NATIONAL ASSOCIATION OF REALTORS®, or any recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time.

b. REALTOR® members who have completed training as a requirement of membership in another board or association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any two-year cycle shall not be required to complete additional ethics training until a new two-year cycle commences. Failure to satisfy this periodic ethics training shall be considered a violation of a membership duty. Failure to meet the requirement for the second (2020-2021) cycle and subsequent (2) year cycles will result in suspension of membership for the first two months (January & February) of the year following the end of any (2) year cycle or until requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

2.15 MEMBERSHIP CLASSIFICATION INTENT

a. It is the intention of NEFAR's Bylaws to require that Members in any classification must at all times have a classification status in agreement with their current real estate license and their relationship with their REALTOR® or employer.

2.16 BROKER’S REPORTING OF LICENSEES

a. All Designated REALTORS® are required to report to the Association all new licensees immediately but not later than 45 days of affiliation with them.

b. If after 45 days the new licensee has not joined the Association, the Designated REALTOR® will be notified (either by telephone, fax, email or letter) and if the dues or a DBPR change of status form have not reached the Association Office within 15 days after notification, the Designated REALTOR® will automatically be fined $100 per unreported licensee, and a notice will be sent informing the Designated REALTOR® of the fine.

c. If all fines and outstanding dues are not paid by the Designated REALTOR® or a DBPR RE11 form has not been received within 10 days of the date of notification of the fine, the Designated REALTOR’S membership shall be suspended for a period of 90 days, subject to approval by the Board of Directors.

2.17 APPLICATION FEES

a. Each applicant for membership in the Association shall present, with a fully executed application, a copy of current license, and an application fee as follows:

   1. REALTOR® Member       $250
   2. Primary Affiliate      $100
   3. Secondary Affiliate    $65
   4. Administrative Member  $0
   5. Secondary REALTOR® Member   $25

b. If for any reason the application is not accepted, the application fee shall be promptly refunded. The Board of Directors shall have the authority to waive the payment of an application fee if an applicant has previously paid an application fee for the same
classification of membership. The application fee is in no way part of the membership dues and shall not exceed three (3) times the amount of the annual dues.

c. Any classification of Association member, including REALTOR, Institute Affiliate, or Affiliate who leaves the Association for over a period of two (2) years and who wishes to rejoin, shall be subject to full application fees appropriate to membership classification applied for.

d. Any REALTOR® member of another Association in the State of Florida, whose local, FR and NAR dues are paid and holds a current Secondary Realtor membership in NEFAR, may transfer from their current Association to the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® with payment of a $225 Association transfer fee and NEFAR local dues.

2.18 ANNUAL DUES

a. Designated REALTOR®: The annual dues for each Designated REALTOR® Member shall be $511 until revised by the Board of Directors (amount includes FR & NAR dues and assessments); plus an amount equal to $511 (amount includes FR & NAR dues and assessments) times the number of Registered Real Estate Sales-Associates or Broker-Associates and licensed or certified appraisers employed by or affiliated with the Designated REALTOR® Member, who are not Members of any Association in Florida or a state contiguous thereto, or Institute Affiliate Members. If two or more REALTORS® are principals in the same firm, partnership, or corporation, then only one REALTOR® as designated from time to time by such firm, partnership or corporation to be known as the Designated REALTOR®, shall be required to pay that portion of the dues which is based on the number of Registered Real Estate Sales-Associates or Broker-Associates and licensed or certified appraisers affiliated with such firm, partnership or corporation. In the case of a Designated REALTOR® Member in a firm, partnership, or corporations whose business or activity is substantially all commercial, any assessments for non-member licensees shall be limited to licensees affiliated with the Designated REALTOR® in the office where the Designated REALTOR® holds membership, and any other offices of the firm located with the jurisdiction of this Association.

b. REALTOR® (other than DR): The annual dues for REALTORS® (other than DR) shall be $511 (amount includes FR and NAR dues and assessments).

c. Institute Affiliate Member: The annual dues for an Institute Affiliate member shall be paid through their NAR Institute, Society or Council in which they are a member.

d. Primary Affiliate Member: The annual dues for a Primary Affiliate member shall be $250.

e. Secondary Affiliate Member: The annual dues for a Secondary Affiliate member shall be $100.

f. Honorary Member: There shall be no annual dues for Honorary members.

g. Secondary REALTOR®: The annual dues for a secondary REALTOR® member shall be $210.

h. Administrative Member: The annual dues for an administrative member shall be $25.
2.19 DUES AND DUES BILLING

a. Dues invoices are normally sent out to all members not later than the last week of November. All dues are due and payable in advance on the first day of January and are considered late if received after January 10 when late fees are required.

b. REALTOR® and Affiliate dues shall begin on the first day of the calendar month in which a member is approved for membership and shall be prorated for the balance of the year for the first year only.

c. Institute Affiliate Member’s dues shall be paid through the Institute, Society or Council in which they are a member.

d. Membership dues owed to FR and NAR shall be paid on or before the due date.

2.20 NON-PAYMENT OF DUES

a. If dues are not paid by the first day of January, the following shall apply:

b. A late charge of $25 shall be assessed to any REALTOR® member whose dues are not paid on or before January 10. A second/final notice shall be sent to each member who has not paid their dues. As of January 31st, if the dues remain unpaid the following procedure will then apply:

c. REALTOR® Member: A REALTOR® member shall be terminated from membership and all privileges and services will be revoked.

d. Reinstatement: If the REALTOR® member wishes to be reinstated, they shall pay a reinstatement fee of $150 prior to February 20 and a $250 reinstatement fee after February 20. On and after March 1, REALTOR® member will be required to pay full application fee, FR processing fee and full-year’s dues just as a new member.

e. Designated REALTOR®: A notice shall be sent to all licensees in the REALTOR’S® office that their membership has lapsed due to non-payment by the Designated REALTOR®. They will have 30 days to place their license with another REALTOR® to remain a member of the Association.

f. The deadlines for payment of member dues will be strictly adhered to by the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, INC.

g. A non-member sales-person is defined as a licensee who is affiliated with a REALTOR® member but who is not a member of the Association. A non-member sales-person does not receive any member benefits or privileges and may not use the NAR REALTOR® trademarks, FR trademarks and REALTOR® services and NEFAR trademarks, forms and lock box key access system. This is not a REALTOR® membership only another option for a Designated REALTOR® to meet their dues obligation under the bylaws of NAR, FR & NEFAR.

2.21 DUES REFUND POLICY

a. **Dues paid by any classification of membership under any circumstances are not refundable at the local, state and national level.**

b. If the applicant should withdraw their application after approval for membership, they will forfeit their application fee. A fifteen (15) day waiting period is required before any refund will be given.
2.22 NON-PAYMENT OF FINANCIAL OBLIGATIONS

a. If fees, fines, deposits or other assessments including amounts owed to the Association are not paid within one (1) month after due date, the non-paying Member is subject to a fine or penalty, which will be added to the second/final notice.

b. Ten (10) days after receipt of the second/final notice, membership of the non-paying Member shall automatically terminate unless within that time the amount due including fines and penalties if any, are paid. However, no action shall be taken to suspend or expel a Member for nonpayment of amounts disputed in writing, prior to the expulsion date, until the Board of Directors has confirmed the accuracy of the amount.

c. A former Member who has had his/her membership terminated for nonpayment of fees, fines, deposits, or other assessments duly levied in accordance with the provisions of the Bylaws or the provisions of other Rules and Regulations of the Association or any of its services, departments, or subsidiaries, may apply for reinstatement in a manner prescribed for new applicants for membership, after making payment in full of all accounts due as of the date of termination. The former Member, in lieu making new application for membership, shall have the option, after making payment in full of all accounts due as of the date of termination, of paying a fine for late payment and attendance at the Association’s Orientation program. This fine shall not exceed one year’s dues as determined on a case-by-case basis by the Board of Directors and the Member may continue active, pending the assessment of the Board of Directors.

2.23 RESIGNATION OF ACTIVE REALTOR® MEMBERS

a. The Chief Executive Officer will be notified of resignations of REALTOR® members and is authorized to inspect or have a member of the Board of Directors inspect the outside of the resigning REALTOR’S office approximately 30 days after resignation to ensure that there is no indication of REALTOR® membership or use of REALTOR® trademarks and copyrighted forms (signs, REALTOR® logo, etc.)

2.24 MANDATORY ORIENTATION

a. Each person applying for REALTOR® membership shall attend the Association Orientation Class and must attend an Association induction ceremony before becoming eligible to use the term “REALTOR®” or to receive any permanent Association services.

b. Orientation classes are normally held monthly provided ten (10) or more approved membership applications are on file. Orientation class may be waived by the Board of Directors or Chief Executive Officer provided that the applicant has successfully completed the course within a two (2) year period prior to filing application for membership.

c. If any non-member salesperson applies for REALTOR® status and fails to attend one of three consecutively scheduled orientation sessions within 90 days after submitting application, or fails to be inducted during one of two consecutively scheduled induction ceremonies, said applicant’s fees shall not be refunded and the applicant’s status remains unchanged. The Designated REALTOR® shall then become responsible for paying the dues of the non-member salesperson. If the Designated REALTOR® does not pay the non-member salesperson’s dues within 30 days of billing date, the Designated REALTOR® will forfeit membership in the Association, as will all of their licensees.
d. All applicants for REALTOR® status shall take the Orientation course unless waived by the Board of Directors or Chief Executive Officer because the applicant has previously taken an Orientation course given by an Association of REALTORS® in the State of Florida within two (2) years, and if approved, shall be inducted within 90 days after submitting application. Until inducted into the Association, the applicant may not use the term “REALTOR®,” and unless they are otherwise a Participant therein, the Applicant may receive provisional “full services” of the Northeast Florida Multiple Listing Service.

e. For those Broker-Associates, Sales-Associates and State Registered, Licensed, or Certified Appraisers who are not principals but are affiliated with a principal who is a Participant in the Northeast Florida Multiple Listing Service, Inc., access to the Multiple Listing Service information through the Participant may be provided as soon as the licensee becomes affiliated with the Participant and need not wait until an application for membership in the Association is approved.
SECTION 3 – COMMITTEES, TASK FORCES AND COUNCILS

THE MOST AUTHORITY EXTENDED TO ANY COMMITTEE, TASK FORCE, AND COUNCIL IS THAT OF A RECOMMENDATION TO THE BOARD OF DIRECTORS FOR ACTION.

REQUIRED DUTIES FOR COMMITTEE, TASK FORCE OR COUNCIL CHAIRS

All Chairs of a Committee, Task Force or Council shall have, but are not limited to, the following duties:

a. To ensure that accurate minutes and attendance records for each meeting are recorded, approved and permanently recorded in a NEFAR public document computer file identified as the Committee’s, Task Force’s or Council’s or in a book. Staff liaison shall handle storage of records.

b. To carry out the objectives and strategic goals of the Association and the President.

c. To ensure all purchases of goods or services from outside vendors by the Committee, Task Force or Council shall be coordinated through and subject to approval by the Chief Executive Officer. This includes, but is not limited to, printing, supplies, novelties, plaques, photography, creative services, event speakers, etc.

d. To ensure any contract or agreement obligating the Association in any manner (financially or otherwise), whether or not within the authorized budget or scope of prior approved funding, must be expressly approved and signed by the Association’s Chief Executive Officer or the current President.

e. To ensure the Committee, Task Force or Council follows the NEFAR Communications Policy as established in this manual.

f. To contact NEFAR’s Communications Director for coordination, creation and dissemination of all announcements and information, including event promotions.

g. To contact the Communications Director as early as possible to coordinate placement of promotional notices about activities, programs and events.

1. The Communications Director will assist in determining the appropriate venues and tactics for dissemination of information and announcements.

2. All information submitted for articles and/or fliers should be edited by the Communications Director for content, writing style and clarity.

h. To ensure that no direct financial contributions are made from a NEFAR Committee, Task Force or Council to any charity or charitable foundation.

i. To ensure any and all charitable contributions are recommended to and made through the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® Charitable Foundation Inc. Disbursement shall be made at the discretion of its Board of Trustees. Contact the Chief Executive Officer for assistance in this matter.

j. To ensure the Committee, Task Force and Council does not conduct fundraisers or solicit funds without the express consent of the Chief Executive Officer or the Board of Directors.
1. The following membership sub-groups are authorized to solicit funds/sponsors:


k. To ensure, with the assistance of their liaison, that all Committee, Task Force or Council programs and events are pre-approved in writing by the Chief Executive Officer for submission on the NEFAR calendar of events. At no time shall a Committee, Task Force or Council event or program directly compete with a NEFAR scheduled event or program. (e.g. Council luncheon within 48 hours of NEFAR general meeting).

l. To ensure all recommendations for funding are submitted in advance to the Chief Executive Officer for submission to and approval of the Board of Directors.

3.1 NEFAR STANDING COMMITTEES

a. A standing committee is a committee designated in the Association bylaws to exist and meet on a regular scheduled basis such as Budget & Finance, Grievance, Legislative, Nominating, Professional Standards, and Member Benefits.

3.2 BUDGET AND FINANCE

a. This committee shall consist of the Chair who is the current Treasurer, current Officers and appointed members. The incoming Treasurer and President shall appoint enough additional members for three-year terms to bring the total number of committee members to at least 12, appointments subject to confirmation by the Board of Directors. It shall be the duty of the committee, under the supervision of the Board of Directors, to supervise the finances of the Association, monitor expenses to insure committee, Task Force and council allocations are maintained within the budget, and prepare an annual budget. The committee has the authorization to invest the Association’s money in an institution according to the investment policy. The committee shall review with the CPA the unaudited financials on a monthly basis and audited financials on an annual basis. Committee members shall have a general knowledge of accounting, financial statements and the budgeting processes.

b. Budget and Finance Operational Rules

1. The Treasurer of the Association will serve as Chair of this Committee

2. Regular meetings will be scheduled by the Chair, in advance, through the Association’s main office.

3. The Committee will consist of at least 12 members, but as many members as the President may deem necessary for efficient operation. Twelve of the members of the Committee shall be appointed by the President, subject to confirmation by the Board of Directors, to serve for terms of three (3) years. The three-year terms shall be staggered so as to insure continuity from year to year. As many members as necessary to fill vacancies shall be appointed annually. The appointed members to the Committee in excess of twelve members will serve one-year terms.

4. The Chair shall conduct the meeting.
5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to take part in the discussion.

6. A majority vote of the members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chief Executive Officer and the Accounting and Information Systems Manager will serve as staff liaisons for this Committee.

10. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each committee meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the committee’s or in a book.

11. The Chair may call special meetings in the last quarter of each year to prepare the upcoming year's budget.

12. A committee member’s attendance at every meeting is expected. A committee member who misses more than 3 meetings during their term, without an excused absence, automatically forfeits their seat. After the second unexcused absence, written notice of this requirement shall be served to the Director by the Chief Executive Officer or the President. Committee members must vote to accept excused absences at each meeting. Excused absences are:
   1. Personal or immediate family illness
   2. Attendance at FR/NAR meetings
   3. Immediate family death
   4. Family Vacation—one per year
   5. Other, as approved by the Board of Directors

3.3 GRIEVANCE COMMITTEE

a. The function of this committee is to make preliminary investigation and evaluation of the complaint as required, determining whether the validity and substance of the complaint warrants further consideration by a hearing panel. To screen complaints and determine jurisdiction of the Association over all complaints of breach of professional standards or ethics, and/or requests for mediation and/or arbitration, and recommend proper action to be taken by the Professional Standards Committee of the Association and to initiate complaints, when appropriate.

b. Grievance Operational Rules

1. The President-elect shall annually appoint the Chair and Vice Chair of the Committee, subject to confirmation by the Board of Directors no later than the September meeting of the Board of Directors.

2. The Committee will consist of at least twelve (12) REALTOR members, or as many members as the President-elect may deem necessary for efficient operation. The Committee member’s terms shall be staggered to insure continuity from year to year.
3. The new members of the Committee shall be appointed for terms of three (3) years.

4. To be considered for Committee membership, the applicant must be a NEFAR member, with a recommended minimum of three (3) years active experience in the real estate industry, and must complete the Committee Application form and present a letter of recommendation with the Application to the Professional Standards Administrator. The Professional Standards Administrator shall log in receipt of all applications for the selection process. If an applicant has been found in violation of the Code of Ethics within the last three (3) years, they will not be eligible to serve on the Grievance Committee.

5. All Applications and letters of recommendations will be reviewed in October or November by the President, President-Elect, the incoming Chair and incoming Vice Chair of the Grievance Committee, and the Professional Standards Administrator. After consultation with the President, the incoming Chair of the Grievance Committee, and the incoming Vice Chair of the Grievance Committee, the President-elect shall appoint the members of the Grievance Committee and four alternates to fill any vacancies during the year, subject to confirmation by the Board of Directors. All applicants shall be advised of their outcome in the selection process by letter from the President-elect.

6. A Grievance Committee member may serve for a maximum of two (2) consecutive three (3) year terms. In the event the member is appointed to fill a vacancy on the Committee that time served shall be counted to the six-year limit.

7. Membership of the Committee shall include at least one member with property management experience and one member with commercial real estate experience.

8. The Chair has the authority to recommend to the Board of Directors that a Committee member be removed, when deemed to be in the best interest of the Association.

9. The Professional Standards Administrator will serve as staff liaison for this Committee.

10. Grievance training shall be held annually at NEFAR. If a new member fails to attend the NEFAR annual Grievance Committee training they will have thirty (30) days to attend another Association's FR grievance training program or they will be replaced by one of the alternates that did attend the annual training.

11. If a Committee member misses a total of four (4) meetings, whether excused and/or unexcused, they shall be deleted from the Committee roster, but given an opportunity to attend the next meeting to explain their excessive absences and make a plea for reinstatement on the Committee. If a Committee member is reinstated, they will enter into a “probation period” for the next 6 meetings. If the reinstated member misses more than one (1) meeting within their “probation period,” they will be deleted from the Committee roster with no further opportunity to be reinstated.

12. If applicable, the Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each committee meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the committee’s or in a book.
3.4 PROFESSIONAL STANDARDS COMMITTEE

a. The function of this committee is to conduct arbitrations, mediations, and ethics hearings resulting from complaints by the public, another member or the Grievance Committee. To coordinate with the Professional Standards Administrator for programs to educate and update Association members. To conduct training sessions for Professional Standards and Grievance Committees.

b. Professional Standards Operational Rules

1. The President-elect shall annually appoint a Chair and a Vice Chair of the Committee, subject to confirmation by the Board of Directors no later than the September meeting of the Board of Directors.

2. The Chair and Vice Chair shall have a Broker or Broker-Associate license for at least three (3) years and shall have served on the Grievance Committee and/or the Professional Standards Committee for a combination of at least three (3) years.

3. The Committee will consist of a least eighteen (18) members of the Association, of whom at least a majority shall be REALTORS®, but as many members as the President-elect may deem necessary for efficient operation. The Committee member’s terms shall be staggered to insure continuity from year to year.

4. The majority of members shall have a Broker or Broker-Associate license and shall be required to have minimum qualifications of having served on the Grievance Committee for at least one (1) year.

5. To be considered for Committee membership, the applicant must be a NEFAR member and must complete the Committee Application form. All Applications will be reviewed in October or November by the President, President-Elect, the incoming Chair and the incoming Vice Chair of the Professional Standards Committee, and the Professional Standards Administrator. After consultation with the President, the incoming Chair of the Professional Standards Committee, and the incoming Vice Chair of the Professional Standards Committee, the President-elect shall appoint the new members of the Professional Standards Committee, subject to confirmation by the Board of Directors. All applicants shall be advised of their outcome in the selection process by letter from the President-elect.

6. The new members of the Committee shall be appointed for terms of three (3) years.

7. The Professional Standards Administrator shall serve as the staff liaison for this Committee.

8. If recommended by the Budget and Finance Committee and approved by the Board of Directors, the Professional Standards Chair, Vice Chair, or appropriate designee(s) may attend the NAR annual ethics training class.

9. Professional Standards training shall be held annually at NEFAR.

10. If applicable, the Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each committee meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the committee’s or in a book.
3.5 NOMINATING COMMITTEE

a. The function of this committee is to meet within the month of July of each year and to nominate a recommended slate of Officers and Directors of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® for the succeeding year and to nominate members of the Association to serve as Directors of the Northeast Florida Multiple Listing Service for a three (3) year term beginning the succeeding year.

b. Nominating Committee Operational Rules

1. The Chair shall be the most immediate past president of the Association willing and able to serve.

2. Meetings will be scheduled by the Chair, in advance through the staff liaison.

3. The Committee will consist of at least (11) REALTOR® members, but as many members as the President may deem necessary for efficient operation. The Committee shall be composed of at least two REALTOR® members, each from the territorial jurisdictions as of December 31, 1995, of the Clay County Association of REALTORS®, Inc., Jacksonville Association of REALTORS®, Inc., Jacksonville Beaches Association of REALTORS®, Inc., and Ponte Vedra Association of REALTORS®, and two Directors from the territorial jurisdiction of the former Putnam Association of REALTORS®, and the most immediate Past President of the Association willing to serve.

4. The Chair will conduct the meeting.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to take part in the discussion.

6. A majority vote of the members present is required to make and approve a slate of officers and directors to be noticed to the general membership.

7. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each committee meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the committee’s or in a book.

8. No one serving on this Committee is eligible for an Officer or Director position in the Northeast Florida Association of Realtors, Inc. nor the Northeast Florida Multiple Listing Service, Inc.

3.6 LEGISLATIVE COMMITTEE

a. The function of this committee is to:

1. To become knowledgeable on current and proposed legislation affecting real estate on local, state and national levels in order to inform and educate the Association members.

2. To recommend the majority of the political positions to be taken by the Association subject to the Board of Director’s approval.
3. To maintain contact with legislators during session and be in a position to advise and assist our lawmakers. Attend council and commission meetings, committee meetings and Great American REALTOR® day

4. To inform the Board of Directors, Chief Executive Officer, and the membership of legislative actions and pending legislation, and obtain their participation for the protection and welfare of the Association, its members, our industry and the public.

5. To promote key contact network on national, state and local level.

6. To invite elected officials to special Association functions that highlights our service to the community.

7. To further the interest of homeowners in taxation matters that pertains to increase in taxes, etc.

8. To encourage involvement in political campaigns by Association members, the public, and coalitions and also encourage voter registration.

9. To monitor the voting records of local, state, and national officials and notify the membership.

10. To work for those candidates who best represent the free enterprise system, private property rights and the real estate industry as described by the Candidate Screening Task Force.

11. To assist in the education of members regarding RPAC and the events currently supporting RPAC.

b. Legislative Committee Operational Rules

1. The President-elect shall annually appoint the Chair of the Committee, subject to confirmation by the Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, through the Association’s main office.

3. The Committee will consist of at least 18 members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to take part in the discussion.

6. A majority vote of the members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fund-raising event must have prior approval of the Board of Directors.
9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each committee meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the committee’s or in a book.

3.7 NEFAR AREA COUNCILS

**THE MOST AUTHORITY EXTENDED TO ANY COUNCIL IS ONLY THAT OF A RECOMMENDATION TO THE BOARD OF DIRECTORS FOR ACTION.**

An area council is a collective group of people in a specific marketplace who come together to network and do business through social and business events such as caravans and luncheons. Area councils were specifically designed in the process of merging the five previous Associations to allow the members in those geographic areas to maintain some local identity through social events, community projects, MLS caravans and many other networking opportunities. All caravans and signups should be handled through signup genius to simplify the process.

**COUNCIL CHAIRS MUST READ REQUIRED DUTIES UNDER SECTION 3 HEADER**

3.8 BEACHES COUNCIL

a. Covers Atlantic, Neptune and Jacksonville Beaches with weekly caravans, social events, and community projects.

3.9 HISTORIC AREA COUNCIL

a. Covers Downtown Jacksonville, Riverside, Avondale and Springfield areas with luncheons, caravans, social events and community projects.

3.10 MANDARIN COUNCIL

a. Covers Mandarin, Beauclerc, and Fruit Cove areas with luncheons, caravans, social events and community projects.

3.11 PONTE VEDRA COUNCIL

a. Covers the Ponte Vedra and Intracoastal area with caravans, luncheons or breakfast meetings, community projects and social events.

3.12 PUTNAM AREA COUNCIL

a. Covers all of Putnam County with luncheons, holiday party, affiliate mixer, support for NEFAR charity bass tournament and networking events.

3.13 ST. JOHNS COUNCIL

a. Covers the St. Johns / St. Augustine area with caravans, with luncheons or breakfast meetings, community projects and social events.

3.14 SOUTHWEST AREA COUNCIL

a. Covers all of Clay County and the Southwest portion of Duval County with caravans, breakfast meetings and many social and networking events.

3.15 OPERATING RULES FOR ALL AREA COUNCILS

a. The incoming President shall annually appoint the Chair, subject to confirmation by the Board of Directors.
b. Meetings will be scheduled by the Chair, in advance, through the staff liaison.

c. The council must consist of at least 12 members, but as many members as the President may deem necessary for efficient operation.

d. The Chair will conduct the meetings.

e. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

f. A majority vote of the members present is required to make a recommendation to the Board of Directors.

g. All programs must be cleared through the staff liaison for inclusion on the master calendar. All area council events and projects are to be submitted to the council’s staff liaison, in advance of committing or scheduling a date, for approval by either the Chief Executive Officer or the Board of Directors.

h. The requested date for the event must be reviewed and approved for placement on the NEFAR master calendar to ensure there are no major conflicts. An area council event may not be scheduled in direct competition/conflict with a major NEFAR event (within 72 hours).

i. While area councils operate much like committees, they are to be totally self-funding with any excess generated funds rolling over to the next year after repayment of all expenses and loans or advances. Excess rollover shall not exceed two thousand dollars. Any funds over $2,000 shall automatically revert to NEFAR’s general operating account. Councils should solicit only those funds needed to cover the expense of their annual events.

j. Area councils may reasonably solicit for sponsorships from existing NEFAR members only or charge fees to cover an event or both upon approval of the event by the Chief Executive Officer or Board of Directors.

k. If an area council ceases operation, then all funds automatically revert to the Association’s general operating account.

l. All monies collected on behalf of an area council must be immediately accounted for and submitted to the NEFAR staff liaison, who shall deliver the monies to the bank for deposit into the NEFAR operating account or to the Systems and Accounting Manager for depositing. Reimbursements require original legible receipts within NEFAR’S reimbursement policy.

m. All council marketing materials, for events and otherwise, must be submitted and approved in advance of distribution by the Chief Executive Officer or the Communications Director. All communications to area council members, whether by fax, email or mail, should always be handled through the staff liaison to maintain continuity, quality and NEFAR branding efforts.

n. All area council event or project contracts or agreements must be approved in advance and executed by either the Chief Executive Officer or the current President on behalf of the NEFAR council. Disobeying this requirement may place personal liability on the person executing an agreement or contract and may affect NEFAR’s insurance coverage for the event.

o. If an area council is holding an event offsite from a NEFAR facility, then the staff liaison must check with NEFAR’s current insurance carrier for coverage needs and order a
certificate of insurance to cover the offsite event. If a certificate of insurance is required for the event, or requested by the Chief Executive Officer for the event, the area council shall pay any and all expenses associated with obtaining the certificate of insurance.

p. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each area council meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the area council’s or in a book. Records to be kept at NEFAR and shall include volunteer attendance and hours.

q. All area councils shall annually hold at least one RPAC fundraiser under the RPAC rules, laws and guidance of the NEFAR Government Affairs Department to assist in meeting our annual RPAC goals.

3.16 GLOBAL BUSINESS COUNCIL (GBC)

THE MOST AUTHORITY EXTENDED TO ANY COUNCIL IS ONLY THAT OF A RECOMMENDATION TO THE BOARD OF DIRECTORS FOR ACTION.

GBC CHAIR MUST READ REQUIRED DUTIES UNDER SECTION 3 HEADER

a. The GBC is a collective group of members who desire to expand the real estate market in Northeast Florida through the support and promotion of direct investment in real estate by non-US investors and potential residents.

b. GBC Key objectives:

1. Market to those non-US investors and potential residents in countries, which have been shown statistically to be likely to invest in Northeast Florida and assist in promoting the enhanced quality of life and advantages of Northeast Florida as a gateway for visiting, living, and investing in order to reinforce a separate regional identity.

2. Develop promotion strategies through complementary partnerships through and with city, county, state, national and social networks, economic development organizations, educational institutions, and trade associations.

3. Support the efforts of builders and financial service providers and NEFAR affiliate members to increase their market share of non-U.S. buyers and leveraged real estate investment.

4. Organize periodic training and outreach activity to NEFAR’s membership in order to facilitate international real estate transactions.

5. Identify resources in order to expand outreach activity in support of the mission.

6. To generate a strategy for the encouragement of direct financial investment into Northeast Florida, identifying it as a destination separate from that of Central Florida (Disney), and Southern Florida (Miami). In the short-term, there will be advantages to an alliance with Northwest Florida, but as their International Airport comes online, a more distinct, separate strategy will be required.

7. To invite membership of the GBR with Amelia Island and St Augustine professional groupings, builders, consular offices, chambers of commerce, and other interested parties, in order to produce a coherent voice on international real estate in Northeast Florida.
8. To seek outside sponsorship for larger-scale outreach activities such as participation in trade missions, leveraging access through groups such as Enterprise Florida and the State-led missions.

9. To periodically train and educate NORTHEAST FLORIDA ASSOCIATION OF REALTORS® on conducting International real estate transactions with a fee-based program.

3.17 GLOBAL BUSINESS COUNCIL OPERATING RULES

1. The incoming President shall annually appoint the Chair, subject to confirmation by the Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, though the staff liaison and the main office.

3. The council will consist of a minimum of 12 members, but as many as the President may deem necessary for efficient operation. The council is open for participation by all NEFAR members.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fund-raising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each council meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the council’s or in a book. Records to be kept at NEFAR and shall include volunteer attendance and hours.

10. The council should be totally self funding with any excess generated funds up to $2,000 rolling over to the next year, unless there has been a request for project funds. All expenses and requested project funds would need to be reimbursed to NEFAR’s operating account prior to any rollover of generated sponsorship funds. The Chair and Staff Liaison shall maintain an accurate accounting of all generated funds and expenditures on behalf of NEFAR.

11. The council may reasonably solicit for sponsorships or charge fees to cover an event or training. If the council ceases operation, then all funds shall automatically revert to the Association’s general operating account.

12. All council events and projects shall be submitted through the staff liaison, in advance of committing to or scheduling an event date, for approval by either the Chief Executive Officer or the Board of Directors.
13. The requested date for an event must be submitted by the staff liaison and reviewed and approved by the Chief Executive Officer for placement on the NEFAR master calendar to ensure there are no major conflicts.

14. A GBC event may not be scheduled in direct competition or conflict with a major NEFAR event (within 48 hours).

15. All monies collected on behalf of an area council must be immediately submitted to the NEFAR staff liaison for proper accounting and the staff liaison will then immediately deliver the monies to the bank for deposit into the NEFAR operating account or to the Systems Accounting Manager for depositing.

16. All council marketing materials, websites, etc. shall be submitted in advance of distribution for approval by the Chief Executive Officer or appropriate designee.

17. All mass communications to council members, whether by fax, email or mail, should always be handled through the staff liaison to maintain continuity, quality and NEFAR branding efforts.

18. All contracts and agreements for council events or projects must be approved in advance and executed by the Chief Executive Officer or President on behalf of the council. Disobeying this requirement may place personal liability on the person executing the agreement or contract and may affect NEFAR’s insurance coverage for the event.

19. If the council is holding an event offsite from a NEFAR office then the Chair and or staff liaison must check with our current insurance carrier for insurance coverage needs and, if applicable, order a certificate of insurance to cover the offsite event. If a certificate of insurance is required, the council shall pay any and all expenses associated with obtaining the certificate.

20. All GBC educational courses shall be developed, promoted and operated by NEFAR’s Education Department to ensure the quality of the course and appropriate procedures and guidelines are followed.

3.18 YOUNG PROFESSIONALS NETWORK COUNCIL (YPN)

a. The function of this Council is to:

1. Help young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas:
   • REALTOR® Associations. Attend REALTOR® conferences and pursue leadership roles with their local, state, and national associations.
   • Real Estate Industry. Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.
   • Peers. Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.
   • Community. Become exceptional members of their community by setting a high level of REALTOR® professionalism and volunteering for causes they feel passionate about.

2. To serve as the liaison group between the Association and other young professional organizations in the community.

3. To coordinate and implement YPN events as necessary to increase participation.

3.19 YOUNG PROFESSIONAL NETWORK COUNCIL OPERATIONAL RULES
1. The incoming President shall annually appoint the Chair and Vice Chair of the Council, subject to confirmation of the Board of Directors.
2. Meetings will be scheduled as needed by the Chair, in advance, through the staff liaison and the Association’s main office.
3. The Council will consist of at least seven (7) members, but as many members as the President may deem necessary for efficient operation.
4. The Chair will conduct the meetings.
5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.
6. A majority vote of the Council members present is required to make a recommendation to the Board of Directors.
7. All programs and event must be cleared through the staff liaison for inclusion on the master calendar and approved in advance by the either the Chief Executive Officer or the Board of Directors.
8. Any proposed fundraising events must have prior approval of the Board of Directors or the Chief Executive Officer.
9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Council meeting during the year. Said minutes and attendance records shall be stored in NEFAR’s public document file folder identified as the YPN Council.
10. The Council may reasonably solicit for sponsorships and/or charge fees to cover events or programs.
11. All monies collected on behalf of the YPN Council shall be immediately accounted for by the staff liaison and placed with the NEFAR accounting systems manager for deposit into the NEFAR operating account.
12. The YPN Council is authorized to roll over up to $2,000 of excess generated funds to the next year after repayment of all expenses, loans or advances. Any funds over $2,000 shall automatically revert to NEFAR’s general operating account. The YPN Council should solicit only those funds needed to cover the expenses of their events and programs.
13. If the Council ceases operation, then all funds shall automatically revert to the Association’s general operating account.
14. YPN members must be licensed REALTORS® or an Affiliate Business Partner member of NEFAR and remain in good standing with the local, state, and national association and all requests to join YPN, meeting the criteria, will be accepted.
15. YPN Membership will not require an additional fee for membership and is open to any REALTOR® or any Affiliate Business Partner member of NEFAR member regardless of age.
16. REALTORS® may join the NEFAR’s YPN by attending events and registering their contact information with the YPN Membership Coordinator, or other methods deemed appropriate by the Council.
17. YPN offsite events shall be reviewed in advance by the Chief Executive Officer and NEFAR’s insurance carrier to determine if a separate certificate of liability or additional coverage is needed.

3.20 COMMERCIAL ALLIANCE OF REALTORS® (CAR)

**CAR CHAIR MUST READ REQUIRED DUTIES UNDER SECTION 3 HEADER**

a. CAR is a collective group of commercial Realtor® and affiliate members who desire to expand the commercial and investment real estate market in Northeast Florida.
b. The function of this committee is to:

1. To facilitate marketing, networking and education among its commercial members.

2. To promote the image of the Association.

3. To promote and enhance the identity, image and reputation of the NEFAR, CAR and its members.

4. To unite Realtors and Institute Affiliates who are primarily engaged in leasing, selling, managing, or appraising of real property of commercial and investment character (exclusive of single-family residences) for others for compensation.

5. To establish CAR as the voice of commercial real estate in Northeast Florida.

6. To advance the knowledge, integrity and professional conduct of CAR members through the creation and promotion of approved commercial real estate courses and seminars improving the commercial real estate industry.

7. To provide enhanced convenient technology support through the NEFAR and CAR website.

8. To provide a forum for the exchange of specialized information relating to commercial and investment real estate among the CAR members.

9. To advance the economic growth of Northeast Florida through NEFAR in cooperation with all local, state and federal governments.

10. To advance the economic growth of Northeast Florida by effectively exerting a beneficial influence upon the commercial and investment real estate fields and related business interests.

3.21 COMMERCIAL ALLIANCE OF REALTOR’S® OPERATIONAL RULES

1. The incoming President shall annually appoint the Chair, subject to recommendation and nomination by the CAR members and confirmation by NEFAR’s Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, through the Association’s main office.

3. The Task Force will consist of at least 12 members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.
8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

3.22 NEFAR TASK FORCES

A Task Force generally operates similar to a committee or as a sub-committee and it meets only as needed to carry out specific objectives. Once the objectives have been met the Task Force maintains an idle status and does not meet again until another specific task is assigned.

**THE MOST AUTHORITY EXTENDED TO ANY TASK FORCE IS THAT OF A RECOMMENDATION TO THE BOARD OF DIRECTORS FOR ACTION.**

**TASK FORCE CHAIRS MUST READ REQUIRED DUTIES UNDER SECTION 3 HEADER**

3.23 CANDIDATE SCREENING TASK FORCE

a. The function of this Task Force is to:

1. To interview candidates for public office and make RPAC funding and independent expenditure recommendations to the Board of Directors for candidates best representing the REALTORS® positions. NEFAR believes in the democratic process and actively supports political candidates, regardless of party affiliation, who strongly identify with issues important to the real estate industry, the free enterprise system, the property buying consumer and seller, and the preservation of private property rights. The Task Force shall forward their recommendations to the Board of Directors for approval. The Board of Directors shall forward their approved recommendations to the FR RPAC Trustees for final approval and disbursement. Final RPAC funding approval lies solely with FR's RPAC Trustees.

2. To recommend to the Board of Directors positions the Association should take regarding candidates for office.

3. To convey the Association’s positions on issues to candidates running for office.

b. Candidate Screening Operational Rules

1. The incoming President shall annually appoint the Chair, subject to confirmation by the Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, through the Association’s main office.

3. The Task Force will consist of at least 12 members, but at many as the President may deem necessary for efficient operation. Members should be a current member of the Legislative Committee, must complete the Candidate Screening Task Force membership application annually and must complete candidate screening training prior to initial participation and once every two years thereafter.
4. Only REALTOR® members of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® in good standing and who have contributed at least $99 to the Realtors Political Action Committee within the last twelve months and are registered to vote in the US shall serve on the Candidate Screening Task Force.

5. The Chair or Vice Chair will conduct the meetings.

6. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

7. A majority vote of the members present is required to make a recommendation to the Board of Directors.

8. All programs must be cleared through the staff liaison for inclusion on the master calendar.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

10. For each election cycle, unless otherwise stipulated, any candidate that has received the Association's support for a primary election is considered supported thru a run-off election and/or general election. However, this does not preclude the Association’s board of Directors from rescinding support should they find continued support would result in significant harm or considerable negative impact to the Association.

c. Guidelines for Candidate Interviews

1. The Candidate Screening Task Force shall present recommendations with appended rationale to the Association’s Board of Directors for action.

2. Candidate Screening proceedings are confidential. Results and recommendations are considered confidential until approved by the BOD.

3. All candidate questionnaires and screeners packets, including question sheets, confidentiality statements, disclosures and notes are to remain at the Association.

4. Screenings shall be open to the general membership of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®. However, only those members serving on the candidate screening Task Force shall participate in the discussion and voting on candidates interviewed. The Chairman of the Task Force has the right to remove any member from the meeting whose behavior or whose presence may compromise the candidate screening process. Any member attending the screening interviews will be required to sign a confidentiality statement in order to participate.

5. If possible, screeners for respective county and municipal races should be predominantly members who are voters within the respective jurisdiction.

6. Members of the Candidate Screening Task Force will be required maintain confidentiality. If at any time a member of the Task Force breeches this confidentiality, with approval of the President, they may be removed from any
further screening sessions and considered ineligible to serve on future Candidate Screening Task Forces.

7. NEFAR members serving on the Candidate Screening Task Force must disclose any and all participation, whether it is financial, professional or personal, or any other conflict of interest in any campaign, which is scheduled to be screened by the Task Force.

8. A screener who has any real or perceived conflict of interest with a candidate or campaign may not serve as Chairman or Vice Chairman of the Candidate Screening Task Force for screening sessions for that particular race, unless there is no other Chairman available.

9. No screener will be allowed to participate or vote for a particular race that has been paid for political work performed on behalf of any candidate in that race.

10. No screener will be allowed to participate or vote in any races in a particular municipality if they are a candidate for election in that municipality.

11. No screener who is a candidate for a statewide or national seat will be allowed to participate or vote in any statewide or national elections screenings.

12. Key Contacts serving on the Candidate Screening Task Force for their elected official will be asked to give a brief description of their relationship with the elected official prior to the screening of that race. If a Key Contact is not present, the Chairman may request information from the Key Contact and present it at the screening.

13. In order to vote for a particular race, screeners must be present to screen all candidates running in that race.

14. The Candidate Screening Task Force reserves the right to make decisions regarding the type of recommendation, (with or without funding), if any, they will recommend to the Board of Directors.

15. Any REALTOR® running for office must comply with the NEFAR Candidate Screening Process in order to be considered for support and RPAC funds. All REALTOR® candidates will be rated by the same criteria applied to non-REALTOR® candidates. However, in cases where two or more candidates are deemed qualified, additional consideration shall be given to the REALTOR® candidate.

16. A candidate shall not be recommended to the Board of Directors unless the Candidate Screening Task Force has approved them. If necessary, at the discretion of the president, candidates may be recommended by the Legislative Committee or by a member of the Board of Directors.

17. Biographical questionnaires for each candidate will be mailed to each candidate prior to their scheduled interview and will contain, but is not limited to, the following information:
   a) Name of Candidate
   b) Background/Experience of Candidate
   c) Occupation/Source of Income
   d) Campaign Organizational Information
18. Questions for Candidate Screening will be determined by the Candidate Screening Task Force and/or the Legislative Committee. Questions will be based on Real Estate related concerns and any late breaking issues. The questions will not be sent to the candidates.

19. All candidates in the same race will be asked the same prepared mandatory questions first. Incumbents may be questioned about their voting record. Members of the screening Task Force may ask additional or clarifying questions. However, the Chairman has the right to reject questions not pertaining to real estate or REALTOR® issues and each candidate in that race shall be asked the same follow up question as appropriate.

20. All candidates screening sessions will be conducted at the Association Main Office or an Association Service Center unless approved by the President or Legislative Chairman.

21. Recording devices may not be present during screenings.

22. Candidates, their representatives and/or recording devices may not be present during screenings of other candidates.

23. No candidate/campaign marketing materials or other information shall be brought into the interview by members of the task force and no discussion of candidates or races will occur prior to the scheduled candidate interviews. All collateral or supporting information regarding a candidate, campaign or race shall be brought forth after all scheduled candidates in a race have been interviewed.

24. No campaigning for or against a candidate shall occur prior to or directly after an interview.

25. Task force members shall not engage in discussions about races, candidates or recommendations after motions are approved for presentation to the Board of Directors.

26. Task force members who are RPAC Major Investors will be given priority to ask approved questions during interviews.

27. Prior to the start of each interview session the Chair will review disclosure forms and prior to each candidate discussion period the Chair will ask if anyone has a disclosure or conflict of interest to declare.

3.24 COMMUNITY AFFAIRS TASK FORCE

a. The function of this Task Force is to:

1. To conduct programs of interest and value to the community and that will enhance the REALTOR® image.

2. To serve as the liaison group between the Association and other organizations in the community.

3. To maintain existing projects like Realtors Ramp It Up, Paint the Town, Make a Difference Day and to conceive or produce additional projects that will benefit the community.

4. To encourage membership participation in community activities.
5. To emphasize and encourage real property ownership with projects that will make a contribution to our community and achieve the best public relations for the Association.

b. Community Affairs Operational Rules

1. The incoming President shall annually appoint the Chair, subject to confirmation by the Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, through the Association's main office.

3. The Task Force will consist of at least 12 members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Force or in a book.

3.25 EDUCATION ADVISORY TASK FORCE

a. The function of this Task Force is to:

1. To recommend to the Education Department, programs that are of interest and value to the membership and will enhance the REALTOR® image.

2. To assist in educating Association members and to keep them informed of their duties and requirements under federal equal opportunity laws.

3. To arrange outreach programs with appropriate public and private agencies to further equal opportunity awareness in the community.

4. To provide feedback and work in conjunction with the Education Director to plan, organize and conduct education programs, seminars, workshops, clinics, etc for the benefit of the general membership. Final course selections are made by the Education Director with approval of the Chief Executive Officer.

5. To assist in recruiting, organizing and training a Speakers Bureau to offer educational programs and speakers for the benefit of the community.
6. To encourage and develop curriculum recommendations, with assistance of the Education Director, that will offer educational opportunities and possible continuing education credit for the membership.

7. To recommend Association Orientation programs for all new applicants as set forth in the Association Bylaws and in keeping with the FR and NAR guidelines. The Chief Executive Officer and the Board of Directors must approve any change in the curriculum or the length of the program.

b. Education Advisory Task Force Operational Rules

1. The incoming President shall annually appoint the Chair of the Task Force, subject to confirmation of the Board of Directors.

2. Meetings will be scheduled as needed by the Chair, in advance, through the Association’s Education Department.

3. The Task Force will consist of at least 12 members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussions.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

10. In any educational program that is sponsored by the Education Task Force and is offered for a fee, the fee charged to the member will be recommended by the Task Force and subject to approval by the Chief Executive Officer, per the annual budget.

3.26 FORMS TASK FORCE

a. The function of this Task Force is to:

1. To create new forms as needed and update existing forms when necessary or to comply with changes in the law.

b. Forms Task Force Operational Rules

1. The incoming President shall annually appoint the Chair of the Task Force, subject to confirmation of the Board of Directors.
2. Meetings will be scheduled as needed by the Chair, in advance, through the staff liaison and the Association's main office.

3. The Task Force will consist of at least 12 members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

3.27 LEADERSHIP DEVELOPMENT TASK FORCE

a. The function of this Task Force is to:

1. To create and maintain applications, the interview process and curriculum for the Leadership Academy.

2. To oversee facilitation of the Leadership Academy program and education.

b. Leadership Development Task Force Operational Rules

1. The incoming President shall annually appoint the Chair of the Task Force, subject to confirmation of the Board of Directors.

2. Meetings will be scheduled as needed by the Chair, in advance, through the liaison and the Association's main office.

3. The Task Force will consist of at least twelve (12) members, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.
8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

3.28 MEDIATION TASK FORCE

a. The function of this Task Force is to:

1. To conduct mediations prior to, or in lieu of, arbitrations.

b. Mediation Task Force Operational Rules

1. The President shall annually appoint the Chair of the Task Force, subject to confirmation of the Board of Directors.

2. The Task Force will consist of members that have had Grievance Committee and Professional Standards Committee experience, and have completed NAR’s mediation training program.

3. Meetings and mediations will be scheduled by the Chair, in advance, through the Association’s main office and the Professional Standards Administrator.

4. The Chair will conduct the meetings.

5. The Chief Executive Officer shall be notified of and may attend all mediations.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

10. The Professional Standards Administrator will serve as the staff liaison for this Task Force.

3.29 REALTOR® BUILDER TASK FORCE

a. The function of this Task Force is to:

1. To promote amicable relations between the REALTORS® and builders for their mutual benefit.

2. To coordinate joint participation with builders in programs of mutual interest.
3. To provide a forum for REALTORS® and builders their individual and mutual interests.

4. To coordinate and implement the annual Realtor-Builder Trade Show and Event

b. Realtor® Builder Task Force Operational Rules

1. The President shall annually appoint the Chair, subject to confirmation of the Board of Directors.

2. Meetings will be scheduled as needed by the Chair, in advance, through the staff liaison and the Association’s main office.

3. The Task Force will consist of at least 5 members including the President and Chief Executive Officer, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in the discussion.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaison shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

10. Complimentary event tickets are to be given out in accordance with the trade show guidelines approved by the Task Force and NEFAR’s Chief Executive Officer.

11. At least one member of the NORTHEAST FLORIDA ASSOCIATION OF Builders Association will be asked to serve as their liaison to the event and assist in coordinating the event.

12. The Accounting Systems Manager or the Chief Executive Officer’s designee shall serve as the staff liaison for this Task Force.

3.30 RPAC AWARENESS AND EVENTS TASK FORCE

a. The function of this Task Force is to:

1. To initiate, organize and conduct campaigns for funds for use in contributing to political candidate’s campaigns, in conjunction with the Florida RPAC Committee.
2. To strive to maintain the FLORIDA REALTORS® goal for RPAC in order to achieve a Gold Star Association recognition.

3. To coordinate and implement the annual RPAC Auction, golf tournament or other approved events as necessary to raise money and participation for RPAC.

b. RPAC Awareness and Events Task Force Operational Rules

1. The President shall annually appoint the Chair of the Task Force, subject to confirmation of the Board of Directors.

2. Meetings will be scheduled by the Chair, in advance, through the staff liaison and the Association’s main office.

3. The Task Force will consist of at least twelve (12) members including the President and Chief Executive Officer, but as many members as the President may deem necessary for efficient operation.

4. The Chair will conduct the meetings.

5. The President and Chief Executive Officer shall be notified of all meetings and be allowed to attend and take part in discussions.

6. A majority vote of the Task Force members present is required to make a recommendation to the Board of Directors.

7. All programs must be cleared through the staff liaison for inclusion on the NEFAR master calendar.

8. Any proposed fundraising events must have prior approval of the Board of Directors.

9. The Chair and staff liaisons shall be jointly responsible for maintaining accurate minutes and attendance records for each Task Force meeting during the year. Said minutes and attendance shall preferably be recorded in a NEFAR public document computer file folder identified as the Task Forces or in a book.

10. The Government Affairs Director and Government Affairs Coordinator shall serve as staff liaisons for this Task Force.
SECTION 4 – COMMUNICATIONS AND MEDIA PROCEDURES

4.1 MEDIA SPOKESPERSONS

a. The President, Chief Executive Officer, and Communications Director are the authorized media spokespersons for NEFAR; designated to speak for the Association. The Government Affairs Director is also authorized to speak to the media on behalf of the Association regarding governmental affairs and legislative issues only.

b. The President-elect shall attend Florida Realtors' spokesperson training prior to becoming an authorized NEFAR spokesperson during their year of presidency. If the President-elect fails to attend Florida Realtors' spokesperson training, he/she may not serve as a NEFAR spokesperson until he/she completes such training.

4.2 EMAIL COMMUNICATIONS

a. NEFAR communicates to its members regularly via email. Member email addresses are used by NEFAR staff only to notify members of NEFAR information (events, activities, calls to action, etc.) and are not sold or distributed to any individual, company or organization. NOTE: There are companies in the State of Florida that compile real estate licensee’s email addresses from many sources and sell them for a profit.

4.3 ASSOCIATION PUBLICATIONS AND WEBSITE

a. Except where otherwise indicated, electronic, spoken, printed, broadcast or any other use or reproduction of any copy, material, branding, logos, images, trademarks, sales marks or copyrighted material from NEFAR publications and website is prohibited without the express written consent of NEFAR's Chief Executive Officer, Board of Directors, or Communications Director. When such written approval is granted, all such uses must provide appropriate source credit to the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

b. The Communications Director and/or the Chief Executive Officer are responsible for determining content in NEFAR publications and website and shall determine appropriate venues and tactics for dissemination of all relevant information and announcements.

c. NEFAR’s publications and website are for the distribution of organizational news and information about NEFAR and its wholly owned subsidiary, the Northeast Florida Multiple Listing Service, as well as selected information about Florida Realtors and the National Association of Realtors. NEFAR publications and its website are not intended for dissemination of news, information or promotion for other organizations / groups (including allied industry groups) nor are they for individual member, broker, firm or organization news or announcements. NEFAR does offer an advertising option on its website, NEFAR.com, whereby advertising may be purchased by individual members and non-members alike, as well as other firms, groups and organizations.

4.4 MEDIA RELATIONS / SPOKESPERSONS

a. No NEFAR member, council, task force or committee member shall speak on behalf of the Association nor represent any position of the Association to any member of the media, person or group unless prior authorization has been granted by the NEFAR Chief Executive Officer, the Board of Directors or the Communications Director.

b. Authorized spokespersons for NEFAR are NEFAR's current President, Chief Executive Officer, and Communications Director. An exception to this policy is NEFAR’s
Government Affairs Director, who is an authorized NEFAR media spokesperson on
government affairs and legislative matters only.

4.5 LETTERS TO THE EDITOR

a. Any letter to the editor of any publication or web site on behalf of or representing the
Association or its positions must have the written approval of the Chief Executive Officer.

4.6 NEWS RELEASES

a. All news releases relating to the Association – including business, policies, issues or
events, including NEFAR committee, council or task force events or meetings - must be
issued or approved in writing by NEFAR's Communications Director or the Chief
Executive Officer.

4.7 FLIERS

a. Use and distribution of promotional or informational fliers created by anyone other than
NEFAR’s Communications Director or a professional graphic artist hired by NEFAR's
Communications Director is prohibited, unless pre-approved by NEFAR's Chief
Executive Officer or the Communications Director.

b. Flier requests should be submitted in writing to the Communications Director with as
much advance notice as is possible, but no later than a minimum of five full business
days prior to the time/date needed.

4.8 TIMELINES

Information submitted for publication consideration in NEFAR publications and website
should be both timely and newsworthy. Parties interested in submitting information should
contact NEFAR’s Communications Director as early as possible for coordination, creation
and dissemination of all announcements and information, including event promotion.

a. NEFAR Member Update - Copy only submittals (without fliers) for NEFAR’s Friday e-
news blast is required no later than Thursday at noon. See Fliers section above for
instances in which a flier is requested in addition to copy. All information for
consideration must be submitted to the Communications Director via email (no verbal
submissions).

b. NEFAR.com: Copy for consideration of inclusion on NEFAR.com should be submitted to
NEFAR's Communications Director at least three full business days prior to the date on
which the information should appear.

4.9 EDITING

a. All copy submitted for publication consideration in NEFAR publications and website is
edited by the Communications Director for content, writing style, clarity and spatial
considerations.

4.10 PHOTOGRAPHES

NEFAR posts photos of organizational events and happenings on NEFAR.com and its social
media sites. Digital photos taken at NEFAR events may be submitted to NEFAR's
Communications Director for posting consideration. Submission of photos does not
guarantee use. To be considered, photos must be of good quality and clarity. To maintain an
image of NEFAR members as professional business persons, photos that include alcoholic
beverages and/or consumption, whether taken on or off NEFAR premises, are used sparingly. Photos that depict or include: revealing clothing or nudity; risqué behavior; illegal acts or subjects; abusive, demeaning, profane, crude or racist language, behavior, signage or imagery; or anything of a sexual or provocative nature will not be used. Images are very subjective: what is acceptable to one person may be objectionable to another.

4.11 DEATH/ILLNESS PUBLICATION POLICY

With more than 6,000 members, NEFAR receives frequent requests asking the Association to publicize notices regarding deaths and/or illness. As a result, the following publication policy is established:

a. Illness: NEFAR does not publish any information regarding member or non-member illness.

b. Death: applicable to current and former NEFAR members - Upon written request from an immediate family member or a member of the deceased’s NEFAR affiliated firm, the Communications Director will place a small obituary notice on NEFAR.com and/or Facebook page to alert NEFAR members of the funeral/celebration of life services. If such request is received after the funeral/services but within a month of the death, a small notice may be placed on NEFAR.com and/or NEFAR's Facebook page.

4.12 WEBSITE / ELECTRONIC MEDIA POLICY

NEFAR's website, NEFAR.com, has been established to provide access to member services and information as well as information to the general public. The Web site is updated on a regular basis. Information and updates are posted solely by NEFAR staff.

a. Privacy: NEFAR respects the privacy of each visitor to NEFAR.com. NEFAR may use cookies. Any personal information provided by a visitor will be used solely by NEFAR for internal purposes and, where appropriate, to contact individuals directly. Personal information is not be sold and is shared only with third-party service providers who perform functions on NEFAR's behalf, including processing credit card payments, providing technical support, analyzing data, or providing website assistance.

b. Copyright: The contents of all materials contained on NEFAR’s website are owned by the organization (except where otherwise indicated) and are protected by U.S. and international copyright laws. All rights are reserved by NEFAR, and visitors may not copy, reproduce, download, upload, republish, disseminate, post, distribute, or transmit by any means the contents of the website, except with the prior express written permission of NEFAR or except as otherwise indicated on the site itself (as in the case with Market Statistics, for which specific usage guidelines are included on the site). Copyright infringement is a violation of U.S. federal law, and violators are subject to criminal and civil penalties.

c. The information contained on NEFAR.com is provided by the organization for general informational purposes only. None of the information on NEFAR.com is intended or should be construed to be legal advice or a legal opinion. While every effort has been made to ensure that the information contained on NEFAR.com is as accurate as possible, omissions and errors may occur. Also, because of the nature of website development, maintenance, and updating, the information contained on NEFAR.com may not reflect the most current developments. NEFAR and its contributing authors expressly disclaim all liability to any person with respect to the consequences of any act or omission committed based upon reliance, in whole or in part, on any of the contents of NEFAR.com.
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e. NEFAR.com and NEFAR publications are provided for use at the users own discretion and risk. Users assume full responsibility for all costs that arise out of its use. Neither NEFAR nor any of its officers, directors, partners, employees, affiliates, subsidiaries, agents, representatives, or licensees shall be liable to you or any third party for any compensatory, direct, indirect, incidental, special, exemplary, punitive, or consequential damages, or attorneys’ fees, arising out of your use of NEFAR.com or NEFAR publications, nor for inability to gain access to or use NEFAR.com or NEFAR publications, nor out of any breach of any warranty, even if such parties have been advised of the possibility of such damages or such damages were foreseeable.

4.13 EMAIL PRIVACY POLICY

a. Through membership in NEFAR, members are establishing a business relationship with NEFAR and authorizing use of the email addresses provided to the organization.

b. NEFAR may use email addresses provided by its members for communication and promotion of NEFAR events, meetings, education programs, products, and services, or other business uses unless specifically instructed otherwise by an individual member.

c. NEFAR shall provide recipients of all mass email communications the opportunity to unsubscribe from email distribution lists.

4.14 FAX PRIVACY POLICY

a. Through membership in NEFAR, members are establishing a business relationship with NEFAR and authorizing use of the fax numbers provided to the organization.

b. NEFAR may use the fax numbers provided by its members for communication and promotion of NEFAR events, meetings, education programs, products and services, or other business uses unless specifically instructed otherwise by an individual member.

4.15 OPT-OUT POLICY

a. NEFAR will provide each member equal opportunity to opt out of any communication method used by NEFAR. Members are notified regarding these opt out policies via each individual communication channel.
4.16 SOCIAL MEDIA POLICY

a. Purpose, Policy, Principles and Privacy

1. Purpose
The NORTHEAST FLORIDA ASSOCIATION OF ASSOCIATION OF REALTORS® (NEFAR) recognizes that the Internet provides a variety of opportunities to participate in interactive discussions and promote and share information and imagery using various social media outlets. However, use of social media can pose risks to NEFAR's confidential and proprietary information, reputation and brands, and can jeopardize the Association's compliance with the law, NEFAR's bylaws and policies, and adherence to the National Association of Realtors (NAR) Code of Ethics. This policy applies to NEFAR staff (employees), the Board of Directors, contractors, volunteers, members of NEFAR or any third party who participates in social media activities with or on behalf of NEFAR.

2. Policy for authorized NEFAR staff and members posting to NEFAR sites
If you are an employee, member, contractor, or volunteer of NEFAR or are contributing to blogs, wikis, social media outlets, networks, platforms, virtual worlds, video channels such as YouTube or any other kind of social media both on and off NEFAR’s website(s), these guidelines are for you. NEFAR expects all who participate in social media on behalf of the Association to understand and follow these guidelines. These guidelines will continue to evolve as new technologies and social networking tools emerge, so check back occasionally to make sure you are up to date.

3. Principles
   a. Be professional. Remember that you are an ambassador for our organization both on and off the job. Wherever possible, disclose your position as a representative of NEFAR.
   b. Be responsible and honest at all times.
   c. Be credible, accurate, fair, and thorough.
   d. Post meaningful, respectful comments. Do not post spam or remarks that are off-topic or offensive.
   e. Respect proprietary information and confidentiality of our members and of our internal operations.
   f. When disagreeing with others' opinions, be objective and respectful.
   g. Remember that your online comments create permanent records and may be republished in other media.
   h. Stay within the legal framework and be aware that antitrust, libel, copyright and data protection laws apply. Do not plagiarize copy from any source. Do not copy and/or download any logo, graphic, icon, photo, design element, video, music, art work, verbiage, comment, name, title, opinion, chart, statistics, or any other item from any source without explicit, written permission directly from the owner of the source. Important: copyright issues are the largest source of intellectual property lawsuits. If NEFAR does not own it or have written permission from the owner to use it, DO NOT USE IT. When written permission is obtained for any item, appropriate source credit must still be attributed.
   i. Do not disclose sensitive or “insider” information, make commitments or engage in activities on behalf of NEFAR unless you are authorized to do so. If in doubt, avoid any contribution until you have received express permission from NEFAR’s Communications Director Melanie Green or NEFAR CEO Glenn East. If in doubt, leave it out.
   j. Even in your private communications, don’t forget your day job and/or alliance with NEFAR. You are a representative of NEFAR.
4. Privacy
All contents of NEFAR’s website, networks, email system, databases, hard copy or digital files, and all other resources and communications systems are the property of NEFAR. Staff and/or representatives can have no expectation of privacy whatsoever in any message, file, data, document, facsimile, social media post, or any other kind of information or communication transmitted, received, printed, stored or recorded on NEFAR’s print and/or electronic information and communications systems.

b. Honesty, transparency, corrections, fairness and value

1. Honesty, Transparency and Corrections
Social media is no place to hide. Use your real name to identify yourself if you are commenting about NEFAR or its programs, products, services, etc. If you make a mistake, admit it. Be upfront and be quick with your correction. For example, if you are posting to a blog, you may choose to modify an earlier post - just make it clear that you have done so.

2. Fairness
There can be a fine line between healthy debate and hysterical reaction. Do not make derogatory posts regarding NEFAR, any other Association, or Association staff, leaders, members, and / or the profession in general, nor of consumers, clients or customers. Invite differing points of view without inflaming others. Once your words are online, you cannot recall them. Once an inflammatory discussion gets going, it is hard to stop.

3. Add Value
Social media sites receive heavy traffic. The goal of NEFAR’s social media efforts is to add value to NEFAR members by providing news and information on subjects that are of interest primarily to NEFAR members. Whether the information is thought-provoking, builds a sense of community, helps people improve knowledge or skills, build their businesses or solve problems, or helps them understand NEFAR better, then it is adding value. Although called social media, when you are using NEFAR channels or posting as a representative of NEFAR, please limit posts to those that directly relate to NEFAR business matters. If you are tempted to post about your child’s antics, a new local restaurant or any of your personal endeavors that you think readers would love to know, please refrain. When it comes to posting non-NEFAR business information / photos/videos, etc. on NEFAR channels or on behalf of NEFAR, just don’t.

- Be conversational. Social media is conversational, so write posts in a fashion that mimic conversations you would conduct with people in professional situations.

- Perception is reality. In online social networks, the lines between public and private, personal and professional are blurred. When you are posting as a NEFAR staff member or representative of NEFAR, you are creating a perception about NEFAR by our members and by the public. Avoid any language, image, topic or situation that could result in a negative perception of NEFAR. When in doubt about any content you are considering posting, contact NEFAR Communications Director Melanie Green or NEFAR CEO Glenn East.

- Write what you know. Make sure you post within your area(s) of authorization and expertise only. Each NEFAR staff member and / or social media representative is authorized by NEFAR to post content regarding specific business segments or areas of NEFAR only. There are additional guidelines to consider as well: please respect brand, NEFAR’s and/or the Realtor logo and trademarks, copyright, antitrust, confidentiality and financial disclosure laws. If you have any questions about any of these, contact NEFAR CEO Glenn East or
c. Posting Guidelines for Authorized NEFAR Social Media Poster

The authority to post on NEFAR’s social media sites that is conveyed to selected NEFAR staff and authorized social media representatives includes the adherence to all other sections of this NEFAR Policy Manual. Specific issues of note are that NEFAR’s policy manual states that use of the NEFAR logo or name is expressly prohibited without written authorization from NEFAR’s CEO or Communications Director. In addition, the limited authorization by NEFAR to permit postings on social media sites by NEFAR staff and authorized representatives does not alter the restriction on NEFAR’s media spokesperson’s policy. With the exception of the authority conveyed to NEFAR staff and authorized NEFAR representatives within this social media policy to post on social media sites only, media spokespersons for NEFAR are limited to NEFAR Communications Director Melanie Green, the current NEFAR president, and NEFAR CEO Glenn East. Government Affairs Director Nancy Garcia is also an authorized NEFAR spokesperson regarding matters or government / legislative affairs only. As a NEFAR staff member or authorized social media representative poster, if you are contacted for input or comment about NEFAR from any media outlet, including any social media outlet, direct the inquiry to NEFAR Communications Director Melanie Green.

d. Images, Videos, Music – Use and Subject Matter

Use: Reminder - copying/downloading/using any image, video or music that is not personally created or owned by you, or by NEFAR, or that is owned by someone from whom NEFAR does not have written permission to use, should not be posted to a NEFAR social media site – no exceptions.

Subject Matter: Please exercise caution when uploading images (photos, clip art, graphics, etc.), video or music even when you have personally created/own the items, or they are owned by NEFAR, or when NEFAR has received written permission to use them. To maintain an image of NEFAR members as professional business persons, please limit the number of images or videos that include alcoholic beverages, whether they are taken on or off NEFAR premises. Additionally, please do not post images or videos that depict or include: revealing clothing or nudity; risqué behavior; illegal acts or subjects; abusive, demeaning, profane, crude or racist language, behavior, signage or imagery; or anything of a sexual or provocative nature. Images are very subjective: what is acceptable to one person may be objectionable to another. Please err on the conservative side so that postings can pass muster with a “PG” rating.

e. Negative Postings and Inappropriate Comments

Although negative comments can provide an opportunity to discuss and respond to issues, it is very important to develop response guidelines and policies to deal with negative comments that are unproductive. In general, negative comments fall in two categories:

1. Constructive criticism.

If the comment is constructive criticism, then you should respond as follows:

a. Establish whether the problem or complaint is legitimate.
b. Acknowledge the problem.
c. Assure the poster that they have been heard.
d. Your response to the negative poster should be positive and respectful and maintain a friendly voice of authority.
2. Unwarranted attack, commonly referred to as trolling or spam. If the comment is
trolling or spam, then you should respond as follows:

   a. In many cases, it is best to ignore the poster. But, if a response is warranted,
      then politely and respectfully respond to the poster and then leave it alone.
   b. For sustained attacks, especially unwarranted attacks, often other community
      members will step in, making your response unnecessary.
   c. In response to unwarranted attacks, it is often most effective to ignore the
      commenter, which takes away the fuel for their fire.
   d. More often than not, deleting negative comments is not a good practice and will
      risk creating a larger backlash. Exception will be made for obviously abusive,
      obscene or socially unacceptable comments.

3. Inappropriate Comments
   If you have a comment or would like to report an inappropriate comment for NEFAR to
   review, send an email to MGreen@NEFAR.org.

f. Rogue Pages | Sites | Groups | Handles, Etc.

It is against NEFAR’s Policy Manual for anyone other than NEFAR’s
Communications Director or NEFAR’s CEO to create any website, social media site,
page, group, handle, etc. on behalf of any NEFAR committee, council, task force, or
any NEFAR sub-group. NEFAR’s staff, Board of Directors members, committee /
council / task force chairpersons and any NEFAR authorized social media
representative that becomes aware of an unauthorized website, social media site,
page, group, handle or social media post of any type depicting, using or containing
NEFAR information or its brand should immediately report it to Communications
Director Melanie Green at MGreen@NEFAR.org or NEFAR CEO Glenn East at
GlennEast@NEFAR.org. NEFAR will contact the party responsible for the
unauthorized site, page, group, or post to request the immediate removal of
NEFAR’s information or brand using the Cease and Desist template / letter. (See
Exhibit A below.)

g. Specifics: Facebook

NEFAR’s social media outlets, current and future, are provided specifically for NEFAR
members to enhance their knowledge of NEFAR programs, products and services and to
engage in meaningful discourse regarding NEFAR business and activities. All content
posted to NEFAR’s Facebook groups and / or pages is subject to review and removal by
either the group / page administrator, NEFAR Communications Director Melanie Green or
NEFAR CEO Glenn East. The intent of this policy is not to keep any negative or critical
information from being posted, but to protect the privacy and rights of NEFAR staff and
members. Discussing NEFAR staff or members in a negative way will not be allowed. Group
administrators are responsible for reviewing all postings to ensure they do not run afoul of
the rules or practices.

NEFAR’S authorized social media representatives are required to use the official NEFAR
Facebook group / page for NEFAR business postings only. NO personal, individual or
company promotion is allowed. Each NEFAR Facebook group is authorized by NEFAR’s
Communications Director for a maximum of two persons to serve as administrators for their
respective group, as outlined below:
   1) the NEFAR staff liaison for the respective group
   2) the NEFAR chairperson of the respective group or a NEFAR designated
      representative if the chairperson is unable or unwilling to post on the group’s page
NEFAR welcomes your thoughts and comments and aims to publish all submitted content unless it:

- Contains language that NEFAR, in its sole discretion, considers offensive or inappropriate for any reason. This includes, but is not limited to, remarks that are racist, homophobic and/or sexist as well as those that contain obscenities or are sexually explicit.
- Infringes on the logos, trademarks or copyrights of NEFAR, other Realtor associations, or any third parties.
- Breaks the law or encourages others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else’s work, reference that work or the person, and where possible include a link.
- Easily identifies members and / or staff of NEFAR in defamatory, abusive, or negative terms. Derogatory, vulgar or offensive comments and statements that are targeted at other organizations or individuals are also prohibited.
- Does not show proper consideration for others’ privacy or are considered likely to offend or provoke.
- Is not relevant to the site or a post that is being responded to.
- Is a commercial endorsement, advertorial, self- or non-NEFAR related promotional post, or spam.

The page administrator(s) reserves the right to:

- Keep discussion comments positive and productive.
- Remove comments at any time, for any reason.
- Acknowledge criticism that is legitimate and respond respectfully.
- Post photographs and videos from NEFAR programs and / or events.

h. Specifics: LinkedIn, Twitter, YouTube, Pinterest, And All Other Social Media Outlets

Currently, NEFAR does not authorize any staff member or authorized social media representative to post to any social media outlet other than to Facebook (as outlined above) on NEFAR’s behalf, with the exception of, NEFAR Communications Director Melanie Green, NEFAR CEO Glenn East, or NEFAR Government Affairs Director Nancy Garcia. This policy is subject to change. All such changes to this policy will be promptly amended and therefore noticed in this Social Media Policy, with the most current version being posted to NEFAR.com at all times.

i. Specifics: On NEFAR's Behalf

Throughout this Social Media Policy, the statement “on NEFAR’s behalf” is used in many instances. NEFAR’s Social Media Policy is not an attempt to impinge upon any individual’s rights or preclude any NEFAR member from exercising free speech in social media posts by posting generalized information about NEFAR events, classes or other activities. Example: tweeting “Heading to NEFAR’s May 10 general meeting – see you there!” is perfectly acceptable. Conversely, announcing, giving specific official details, or otherwise suggesting by any manner that such posts are an official post from an authorized NEFAR representative is not acceptable. All such posts referencing NEFAR that are not made by an authorized NEFAR poster are the sole responsibility of the individual posting and should not be construed to be authorized by, for, or on behalf of NEFAR. NEFAR assumes no responsibility for their accuracy, timeliness or any other facet of such posts. All official NEFAR posts are authorized by NEFAR only through the methods and channels as outlined above.
j. NEFAR Social Media Policy Acknowledgement of Receipt and Review

By my signature below, I affirm that I have received, read and understand all contents contained within NEFAR’s Social Media Policy. I understand that NEFAR expressly reserves the right to change, modify, update, or delete its provisions without immediate notice.

I am aware that NEFAR’s official social media sites/pages/groups, etc. are designed to provide NEFAR members with the ability to share information about the business affairs of the NEFAR group, not for personal posts. Examples of valid group posts are about upcoming meetings, events, socials, photos and/or videos from same, agendas, minutes, etc.

As a NEFAR authorized representative participating in NEFAR’s social media efforts, I understand that my role is not extended to nor is it delegable to any other individual or group. I further understand that I may not provide my password for a NEFAR social media page or group to any other person, including NEFAR staff members, personal assistants, family members, team members or other.

Should an authorized member representative participating in NEFAR’s Social Media provide their login password to anyone, their authorization to participate in NEFAR’s Social Media shall be terminated.

____________________________________________________________________

[FULL NAME - PRINTED]
NEFAR Staff Liaison or Authorized Member Representative participating in NEFAR’s Social Media

[Signature]
NEFAR Staff Liaison or Authorized Member Representative participating in NEFAR’s Social Media

[Date]
k. EXHIBIT A - Cease and Desist Letter

{DATE}

{NAME}
{ADDRESS}
{CITY, ST ZIP}

Dear {NAME}:

It has come to the attention of the NORTHEAST FLORIDA ASSOCIATION OF ASSOCIATION OF REALTORS® (NEFAR) that you have created a (Facebook / LinkedIn group / Twitter account, etc.) using the NEFAR name and/or logo.

We would like to make sure you are aware of the rules for using the Realtor trademark and/or the NEFAR logo and brand identity so that you can make the necessary changes to this established group.

NEFAR policy, Section 4 states that the use of the NEFAR logo, name or brand is expressly prohibited without written authorization. Further, NEFAR's NEFAR Policy Manual, Section 4 states that authorized spokespersons for NEFAR are limited to the current President, NEFAR's CEO, NEFAR's Communications Director, and NEFAR's Government Affairs Director in certain instances.

NEFAR’s Social Media Policy further stipulates that posting to, any and all, social media outlets on NEFAR’s behalf or using any implied affiliation to NEFAR is limited to NEFAR staff and authorized representatives of NEFAR.

While we appreciate your initiative to create the group, page or posting, we respectfully ask that you delete the group and/or page that you have created, as it is an incorrect use of the Realtor trademark and a violation of NEFAR's Bylaws, Policy Manual and Social Media Policy.

Your cooperation with this request allows NEFAR to continue its efforts to promote to our members and the general public the distinction and importance of being a Realtor and / or member of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®.

Thank you in advance for your cooperation.

Sincerely,

William “Glenn” East, NEFAR CEO
SECTION 5 – GENERAL OPERATIONAL POLICIES

5.1 OPERATING HOURS FOR MAIN OFFICE

a. The main NEFAR office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

5.2 OPERATING HOURS FOR SATELLITE SERVICE CENTERS

a. The satellite service center office hours are 8:30 a.m. to 5:00 p.m. and are normally closed for lunch between the hours of 12:30 and 1:30 each day. The Putnam service center is open Tuesday and Thursday and the St John's service center is open Monday, Wednesday and Friday.

b. Scheduled appointments have priority over walk-ins and will assure the staff member is in the satellite office. Appointments will ultimately provide faster customer service.

c. If you do not have an appointment it is advisable to call ahead to confirm the satellite office is open and to schedule an appointment.

d. The satellite offices are normally manned by one staff member and the offices may be closed without advance notice due to staff assisting with council events, education classes, illness, emergencies, vacations, etc.

5.3 OFFICE KEYS

a. Keys and security cards to the main office are held by the Chief Executive Officer, NEFAR staff members and NEFMLS staff members only. Keys and cards are not to be loaned or duplicated in any manner. If keys or security cards are lost it should be reported to the Chief Executive Officer or the Systems and Accounting Manager immediately. At no time shall a key or security reader card to any of the offices be given to anyone other than a staff member of NEFAR or NEFMLS.

b. If one of the meeting spaces is rented by a member, the public access will be handled through the rental agreement.

5.4 MEETING AND CONFERENCE ROOMS

a. NEFAR Committees, Task Forces, Councils, FR and NAR may use the Association’s facilities at no additional charge subject to availability. NEFAR has priority in scheduling and use of the facility. NEFAR/NEFMLS personnel may personally use the rentable area of the main office facility once during the year by covering the breakdown/setup fees and the janitorial fees subject to availability and prior written approval of the Chief Executive Officer.

5.5 PARKING LOT

a. Parking spaces in the NEFAR main office parking lot are not for lease.

b. Main office parking lot may be used for events subject to approval by the Chief Executive Officer.

c. Vehicles left in the parking lot unattended after hours or overnight are subject to being towed and the vehicle owner will be liable for all towing and storage charges. Cars may be found at Abe’s Wrecker Company, 3261 Phillips Highway, Jacksonville, FL., (904) 398-6229.
5.6 NO SMOKING POLICY

a. In keeping with the Clean Air Act, NEFAR has mandated and implemented a “No Smoking Policy”, including electronic cigarettes, on its premises, including all interior and most exterior areas. All smoking shall be done either off of the NEFAR premises or only in designated areas. Smoking shall not be within 50 feet of the front door of any NEFAR facility.

b. Any person found to be smoking in violation of this policy, on a NEFAR premise or in a facility or designated non-smoking area shall be requested to immediately leave the premises. Refusal to abide by the NEFAR “No Smoking Policy” shall be grounds for disciplinary actions by the Board of Directors.

c. If a person/member violates the NEFAR “No Smoking Policy”, and smokes inside a NEFAR facility, they will be held responsible for their act, be subject to disciplinary actions by the Board of Directors, and be held personally liable for any and all maintenance / cleaning of the facility, carpets and its HVAC and ventilation systems affected by their smoking.

5.7 USE OF VENDORS

a. Any purchases of goods or services from outside vendors by Association Chairs or members shall be coordinated through the staff liaison and subject to approval by the Chief Executive Officer. This includes, but is not limited to, printing, supplies, novelties, plaques, photography, creative services, event speakers, etc.

5.8 SIGNING OF BINDING CONTRACTS OR AGREEMENTS

a. Any contract obligating the Association in any manner (financially or otherwise), whether or not within the authorized budget or scope of prior approved funding, must be signed or expressly approved by the Association’s Chief Executive Officer or the current President. If executed by the President a fully executed copy shall be sent to the Chief Executive Officer.

5.9 ASSOCIATION NOTICES/PROMOTION: PUBLICATIONS, WEB SITE, FLYERS

b. Chairs of NEFAR’s Councils, Task Forces and Committees should contact NEFAR’s Communications Director for creation, coordination, and dissemination of all information, announcements and event promotions.

c. The Communications Director shall determine appropriate venues and tactics for dissemination of all information and announcements. All information submitted for articles and/or flyers is edited by the Communications Director for content, writing style and clarity. Chairs should contact the Communications Director as early as possible to coordinate placement of promotional notices about activities, programs and events.

5.10 CHARITABLE CONTRIBUTIONS

a. The Association should not financially contribute directly to charities or charitable causes. All NEFAR charitable contributions should be made through the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® CHARITABLE FOUNDATION INC. All requests for disbursement of recommended donations are at the discretion of its Board of Trustees.
5.11 PERSONNEL POLICIES

a. All policies made for members regarding employees shall be recorded in the NEFAR Policy Manual, which shall be updated annually by the Board of Directors. All policies for employees shall be recorded in the “NEFAR Employee Handbook” or an “Internal Operations Manual” which shall be updated annually by the Chief Executive Officer and legal counsel.

5.12 RECORD RETENTION AND DESTRUCTION POLICY

a. NEFAR'S Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of NEFAR’S documents and records.

b. The Organization’s staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements) shall be required to honor these rules:

1) paper or electronic documents indicated under the terms for retention below will be transferred and maintained accordingly;

2) all other paper documents will be destroyed after three years;

3) all other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year; and

4) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

c. Terms for retention.

1. Monthly Directors agendas, minutes and financial statements 7 years
2. Accounting, billing records and invoices 7 years
3. Checks and bank statements 7 years
4. Employee Records (if terminated) 6 years
5. NEFAR Publications 5 years
6. Company files 5 years
7. Contracts 7 years
8. Member Applications and files 7 years
9. Arbitration Decision/Award only Permanent*
10. Code of Ethics Decision only Permanent*
11. Committee/Task Force/Council files 3 years
12. Tax returns 7 years

* Denotes decisions should be maintain permanently, preferably electronically, for future reference but files should be destroyed after appeal process has passed.

5.13 FLOWERS, MEMORIALS AND DONATIONS

a. If timely notified, flowers or a memorial may be sent to the funerals of current and former long-term REALTOR® members, and immediate families of Association staff, not normally exceeding $125.00 plus delivery.
5.14 MAILING LIST

a. It is the policy of NEFAR to sell its membership mailing labels as long as the product or service is of interest or related to the membership. A discount will apply if the purchaser is a member of the Association. If requesting labels on a disk or electronically the list must be sent directly to the mail house and may not be duplicated or shared.

b. It is the policy of the Association not to provide or sell its memberships’ email addresses.

5.15 MEMBERSHIP LABELS

a. The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® (NEFAR) reserves the right to refuse to sell its membership list or membership address labels to any person or entity, which, in the sole opinion of NEFAR’s Chief Executive Officer, or on advice of legal counsel, may use the same for discriminatory, illegal or unethical purposes, or for any purpose which is counterproductive to NEFAR’s objectives, purposes or which is competitive with NEFAR.

b. A label agreement shall be signed by the requesting party which acknowledges among other things that:

1. NEFAR’s CEO shall review and approve in writing all information or material to be mailed.

2. The label list shall only be used one time by the requesting party unless additional and appropriate fees are paid.

c. Membership Label Price List:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Membership</td>
<td>$200 + tax</td>
</tr>
<tr>
<td>REALTOR® (DR’s included)</td>
<td>$175 + tax</td>
</tr>
<tr>
<td>Affiliate members (Primary and Secondary)</td>
<td>$50 + tax</td>
</tr>
<tr>
<td>DR’s and Office Managers only</td>
<td>$50 + tax</td>
</tr>
<tr>
<td>CAR members</td>
<td>$40 + tax</td>
</tr>
</tbody>
</table>

FR/NAR Member Price List:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Membership</td>
<td>$300 + tax</td>
</tr>
<tr>
<td>REALTOR® (DR’s included)</td>
<td>$275 + tax</td>
</tr>
<tr>
<td>Affiliate members (Primary and Secondary)</td>
<td>$75 + tax</td>
</tr>
<tr>
<td>DR’s and Office Managers Only</td>
<td>$100 + tax</td>
</tr>
<tr>
<td>CAR members</td>
<td>$80 + tax</td>
</tr>
</tbody>
</table>

Non-Association Member Price List:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Membership</td>
<td>$400 + tax</td>
</tr>
<tr>
<td>REALTOR® (DR’s included)</td>
<td>$375 + tax</td>
</tr>
<tr>
<td>Affiliate members (Primary and Secondary)</td>
<td>$100 + tax</td>
</tr>
<tr>
<td>DR’s and Office Managers only</td>
<td>$150 + tax</td>
</tr>
<tr>
<td>CAR members</td>
<td>$200 + tax</td>
</tr>
</tbody>
</table>

Price list subject to change without notice. Last revised 09/08.
a. All meetings of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® and its committees, Task Forces and Councils shall operate under the Robert’s Rules of Order. The following are fundamentals of the parliamentary procedures to be followed:

1. Obtaining the Floor
   a) Before you may address an assembly, the presiding officer must recognize you.
   b) You must speak from a standing position; and address yourself to the Chairman.

2. Making Motions
   a) Before a proposal or subject matter may be discussed by the group, you must make a formal motion, which requires a “second.’
   b) The purpose of the requirement of a “second” is to assure the assembly that more than one person is interested in the proposal.
   c) If there are no objections to the consideration of this proposal, the entire assembly will discuss it and make a determination.
   d) In making a motion, you begin by saying, “Mr. Chairman (or Madame Chairman), I move that……….” And then state your proposal clearly either in writing or orally.

3. Amending the Motion
   a) This technique is used when one wishes to add to, subtract from or alter a motion that another has made.
   b) In most instances, a “second” is required when offering an amendment.
   c) Another may rise to amend the amendment. This technique is in order.
   d) It should be remembered that there are only primary and seconded amendments.
   e) A motion can be amended only to the second degree. One may offer an amendment to a pending amendment and that is all that is permissible at one time.
   f) In other words, more than two amendments to a motion may not be pending at one time.

4. Point Of Information
   a) If an issue becomes too involved, one may seek a clarification by means of a motion called “a point of information.”

5. Division of The Question
   a) It is quite possible that a proposal may entail two or more subjects. As a member of the assembly, you can ask that each part be considered separately.
6. **Point of Order**
   
a) This motion is used when there is a violation in parliamentary procedure. You simply rise and address the Chair with the words, “I rise to a point of order.” (Then you state your point.) The Chairman will recognize you.

7. **Orders of The Day**
   
a) This is a privileged motion and is used when there is a digression from the agenda. When a meeting goes off on a tangent simply rise and make a “call for the orders of the day.” The Chairman will then recognize you.

8. **An Appeal from The Decision of The Chair**
   
a) If you as a member of the assembly disagree with a decision of the presiding officer, you can appeal this decision when seconded.

b) You simply rise and move to appeal the decision of the Chair.

c) The presiding officer then puts the question to the assembly whether to sustain or overrule his decision.

9. **Motion to Limit Debate**
   
a) To prevent a discussion from dragging on endlessly, one can make a motion to limit each speaker's time, or to limit the number of speakers, or the length of the debate.

b) A two-thirds vote of the membership is necessary to approve this motion.

c) The converse motion is to extend debate. The same requirements prevail.

10. **Motion to Refer**
   
a) When a member of the assembly believes that further study to a proposal is advisable, he moves that the pending question be referred to an appropriate committee for review.

11. **Ending Debate**
   
a) Where a member of the assembly feels that the pending motion has been thoroughly discussed, he may move to terminate debate by a motion called “the previous question.”

b) He simply rises and addresses the Chair and says, “I call for the previous question.”

c) A second is required for this motion.

d) A two-thirds vote is necessary for its adoption.

12. **Motion to Table**
   
a) This motion means to temporarily put aside the pending motion to consider other business.
b) The member rises and addresses the Chair by saying, “I move that the motion be laid on the table.”

c) A second is required for this motion.

d) The converse motion is to “take from the table.”

e) These two motions are not debatable.

13. Motion to Postpone Definitely

a) A member of the assembly can propose that a pending motion, report, or resolution be postponed to a fixed future time, or until the next meeting.

b) A motion to postpone indefinitely is the converse motion. Such a motion generally is employed to “kill” the main motion.

14. Division of The House

a) If a member doubts the accuracy of a “voice vote” (viva voce), he may call for a “Division of the house.”

b) The vote is then taken by asking the members to stand, or raise their hands.

c) Polling the House.

15. Motion to Adjourn

a) This motion is used to terminate the deliberations.

b) This motion may be offered at any time.

c) The time and place of the next meeting should be specified in the motion.

5.17 RIGHT TO INSPECT:

a. It is the policy of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® that the last three years Tax Form 990 and Form 1024 and any other records required by State or Federal law are to be available for public review in the main office.

5.18 RECORDS EXEMPT FROM INSPECTION

a. It is the policy of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, a Florida not-for-profit organization (501c6) not to provide public access to the following:

b. Any documents not required by law to be available for public review including but not limited to:

1. Form 990-T, Exempt Organization Income Tax Return
2. Form 1120-POL, U.S. Income Tax Return for Certain Political Organizations
3. Unaudited Financial Statements and Budget
4. Names and Addresses of Members or Contributors in the Association
5.19  PLACE OF INSPECTION
a. It is the policy of NEFAR to have the information for public view onsite at the main office. Please call the Chief Executive Officer to preview the information.

5.20  ALCOHOLIC BEVERAGE POLICY
a. NEFAR shall comply with appropriate Florida laws and contracts with hotels concerning alcoholic beverages.

5.21  AFFINITY PROGRAMS POLICY
a. It is the policy of NEFAR to consider affinity programs on an individual basis as follows:
b. The organization’s Chief Executive Officer will have authority to disapprove such arrangements at his or her sole discretion on a staff level. This decision is final and cannot be protested.
c. With regard to possible affinity programs that may benefit NEFAR members, the Chief Executive Officer will apprise the board of directors of such programs, and the board has authority to approve or deny affinity program relationships accordingly.

5.22  ANTI-TRUST POLICY
a. It is the policy of NEFAR to abide by all laws with regard to antitrust issues at all times. Appropriate legal counsel will be retained when establishing by-laws and policies that include, but are not limited to:
   1. Membership requirements

5.23  MUSIC LICENSING
a. It is the policy of the organization to comply with all permissions and licensing requirements to use prerecorded music at meetings and so forth. Organizations that will be contacted with regard to these licenses include:
   1. American Society of Composers, Authors, and Publishers (ASCAP)
   2. Broadcast Music, Inc. (BMI)

5.24 USE OR RENTAL OF ASSOCIATION FACILITIES
a. Members of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® are authorized to lease the NEFAR facilities listed below at the rate posted, plus staff costs, if applicable, for that member's company real estate related meetings and seminars only which shall at no time be open to NEFAR's general membership. All use is subject to availability, prior scheduling, and at the discretion of the Chief Executive Officer.

b. An Association conference room may be rented to or used by members for non-company real estate related meetings, or to individuals or organizations who are not members, at the discretion of the Chief Executive Officer.

c. A Room Rental Agreement must be completed and signed prior to rental of a conference room (see next page for example). When a conference room is in use after normal working hours, at least one staff person must be present. Lessee shall pay a charge of
$24/hour per staff person; FR/NAR members shall pay a charge of $26/hour per staff person; non-members shall pay a charge of $30/hour per staff person.

d. Satellite offices may only be rented during normal working hours due to limited staff being available after hours.

<table>
<thead>
<tr>
<th>SATELLITE SERVICE CENTERS RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEFAR Member</strong></td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Beach location</td>
</tr>
<tr>
<td>Jacksonville Beach</td>
</tr>
<tr>
<td>Putnam location</td>
</tr>
<tr>
<td>Palatka</td>
</tr>
<tr>
<td>St John’s location</td>
</tr>
<tr>
<td>25'x25'' Conference Room Availability Classroom style – seats 30 - 35</td>
</tr>
<tr>
<td>Southwest location</td>
</tr>
<tr>
<td>Suite 12</td>
</tr>
</tbody>
</table>
NEFAR MAIN OFFICE ROOM RENTAL INFORMATION

Room Rental Fee:

<table>
<thead>
<tr>
<th>Room</th>
<th>NEFAR Member</th>
<th>Non-Member</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Auditorium</td>
<td>37.50/hour</td>
<td>62.50/hour</td>
<td>Classroom</td>
</tr>
<tr>
<td>Entire Auditorium</td>
<td>56.25/hour</td>
<td>112.50/hour</td>
<td>75</td>
</tr>
<tr>
<td>Conference Room</td>
<td>35.00/hour</td>
<td>68.75/hour</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Equipment Rental Fee:

- Data Imager with VCR/DVD: 100.00/day
- Wireless Lapel Microphone: 15.00/day

Coffee Fee: 15.00/100 cups

Security/Clean-Up Deposit:

- 250.00
- 500.00

Non-Refundable Janitorial Fee:

- 37.50
- 75.00

Staff Hourly Rate:

- 22.00
- 22.00

Rental Fee Includes: Sound system with handheld wireless microphone, internet access for instructor, tables and chairs, projection screen, and kitchen (if applicable)

5.25 COMPLIMENTARY TICKETS TO NON-FUND-RAISING EVENTS

- Complimentary tickets will not be given to anyone other than those noted. Members of the NEFAR staff are encouraged to attend Association events, and therefore, will be issued one (1) complimentary ticket each. Local political leaders will be encouraged to attend events as established on an annual basis by the Board of Directors. Committee, Task Force and Council members will be responsible for purchasing their own ticket(s).

Guidelines are as follows:

3. Annual Installation Event. Complimentary tickets will be given to the FR President (2), FR District One Vice President (2), Association President (6), Association President-elect (4), Chief Executive Officer (2), guest speaker (2), NEFAR's Legislator of the Year (2), NEFAR staff (1), members of the invited media and event sponsors (if established in advance).

4. REALTOR®-Builder Luncheon. Complimentary tickets will be given to NEFAR and NEFBA leadership as determined and approved by the Realtor®-Builder task force members.

5. Any exceptions must be cleared and approved by the NEFAR Chief Executive Officer or President.
5.26 NEFAR LICENSING AGREEMENT

a. In order for NEFAR to endorse or allow a company to promote a benefit/service to NEFAR members, they must be Affiliate Members of NEFAR and may be required to sign a NEFAR approved licensing agreement. Exclusivity will only be considered based on signing of a licensing agreement and payment of a licensing fee. Licensing fee shall be determined on an individual basis.
SECTION 6 - FINANCIAL POLICIES

6.1  RETURNED AND INSUFFICIENT CHECKS

a. There will be at minimum, a $25 service charge on all member checks returned and marked by the bank as insufficient funds or account closed.

b. If an individual has two checks (either personal, company or both) returned to NEFAR by the bank, marked insufficient funds or account closed, the member may be required to make all future payments to NEFAR by official check, cashier’s check, credit card, or money order for the balance of the current year.

c. Checks marked either insufficient funds or account closed and, which are not made good within 14 days, shall be either turned over to the State Attorney or a collection agency for payment, or both. Check endorser will pay all costs associated with NEFAR’s collection of payment for the check marked insufficient funds or account closed.

d. Check Velocity: Check Velocity is used by NEFAR and NEFMLS to collect checks electronically.

NOTICE: IF YOUR CHECK IS RETURNED FOR NON-SUFFICIENT FUNDS, YOU EXPRESSLY AUTHORIZE YOUR ACCOUNT TO BE ELECTRONICALLY DEBITED OR BANK DRAFTED FOR THE AMOUNT OF THE CHECK PLUS ANY APPLICABLE FEES. THE USE OF A CHECK FOR PAYMENT IS YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS POLICY AND ITS TERMS AND CONDITIONS.

Should a check be returned as NSF the check writer’s account is charged with the state regulated NSF fee to cover the cost of collection. If the check writer’s account is charged Check Velocity will carry this bad check information for a minimum period of one year and may affect future check writing capabilities.

6.2  PAYMENTS BY CREDIT CARD

a. For the convenience of its members, NEFAR accepts the following credit cards for payment of annual dues, application fees, events, luncheons, or other expenditures. NEFAR accepts:

1. VISA
2. MasterCard
3. American Express
4. Discover

b. For security purposes, credit card payments for dues will not be taken over the phone by NEFAR staff members.

c. Member credit card information shall not be stored in the membership database system.

d. All Association related charges will appear on your credit card statement as “E-commerce”
6.3 REFUNDS

a. *Dues, fees and assessments paid for any classification of membership are not refundable at the local, state and national level under any circumstances.* The established bylaws and/or policies of the National Association of REALTORS®, FLORIDA REALTORS®, and the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® have a no refund policy on all dues, fees and assessments.

6.4 CONTRACTS AND BINDING AGREEMENTS

a. Only the Chief Executive Officer and the current President are authorized to negotiate and execute agreements or contracts, that financially or otherwise, obligates and/or creates potential liability for the Association. All agreements and contracts must be presented to the Chief Executive Officer or President for signature.

6.5 TRANSFER OF MONIES AND FUNDS

a. The Board of Directors extends authority to the Chief Executive Officer and the Systems Accounting Manager for electronically or otherwise transferring Association monies between the Money Market, Savings Account, and the Operating Account as needed or directed by the Board of Directors to maximize interest and protect the Association’s assets. The Chief Executive Officer shall be a signatory on all accounts and all requests for transfers shall require advance approval and signatures of two account signors.

6.6 SIGNATORIES

a. The signatories for NEFAR’s financial and investment accounts shall be the current President, President Elect, Secretary, Treasurer, the Chief Executive Officer and three additional staff members designated by the Chief Executive Officer, excluding the Systems and Accounting Manager or Accounting Administrative Assistant.

6.7 RESALE POLICY

a. All NEFAR programs, products and services shall include a NEFAR member, FR member and Non-member price structure, when applicable.

6.8 DUES BILLING

a. In November, the annual Realtor® dues billing invoice, with a due date of January 1, will be mailed to each individual member at their most current preferred mail address on file in the NEFAR membership database.

b. At that time, Realtor® and Affiliate member due billing invoices will also be posted online for payment by credit card. Credit card is NEFAR’s preferred payment method. While paying online you may print an invoice and a copy of your receipt of payment. All payments to NEFAR will show as “E-Commerce” on your bill.

c. For your personal security NEFAR uses a Bank Lock Box Service to collect all mailed payments made by check. To ensure your security, please mail all payments made by check to the NEFAR Lock Box Service.

d. Checks are payable to the “NORTHEAST FLORIDA ASSOCIATION OF REALTORS®” and for security purposes should be mailed to the Bank Lock Box address below. MAIL ALL CHECKS TO: NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, P. O. Box 24620, West Palm Beach, Florida, 33416. Client ID 600087

PLEASE DO NOT MAIL CHECK PAYMENTS TO ANY OF THE NEFAR OFFICES
e. NEFAR is not responsible for lost or untimely delivered payments by mail or other deliveries unless there is a receipt of or proof of delivery, (e.g. certified mail return receipt requested or a courier service receipt marked dues payment delivery).

6.9 REQUESTS FOR CHECKS, PAYMENTS OR REIMBURSEMENTS

a. A check, payment or reimbursement request must be accompanied by and include a “Check Request Form” available on www.nefar.com and either an invoice or appropriate documentation such as agreement, statement, etc. and must have prior approval by the Chief Executive Officer or the Chief Executive Officer’s designee.

6.10 TRAVEL POLICIES AND PROCEDURES

This policy outlines reimbursable expenditures for members traveling on behalf of the Association. The NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, Inc. will not reimburse expenses submitted which are not in compliance with the NEFAR Travel Policy. The Chief Executive Officer shall review and approve all reasonable member requests for reimbursement and if in doubt about a reimbursable may request the Treasurer to review same for discretionary approval.

a. The Following Are Required to Receive Travel Reimbursement:

1. Dated Request Form & Date of Event
2. Signature on Request
3. Departure and Arrival Locations
4. Purpose and Details of Trip
5. Submission Within 30 Days from Date of Travel
6. Original Receipts
   a) All cash and credit expenditures greater than $15.00 must be verified with original receipts attached to the expense form.
   b) NEFAR requires receipts for all expenses and they should be stapled to your expense report upon submission.
7. Photocopies and Faxed Receipts
   a) Photocopies and faxed receipts are not normally accepted, however scanning receipts and sending via email is acceptable.
   b) In the event of a lost receipt, Members have the option of submitting a separate explanation for expenditures which NEFAR may or may not accept. These occurrences will be monitored so that the policy will not be abused.
   c) Expenditures submitted for reimbursement which are outside the current reimbursement policies will be adjusted and an explanation provided.
8. Air Fare

a) Reimbursed only with original receipt issued by the Airline at coach class rate with date of travel listed on receipt.

Electronic ticket purchasers have two options:
1) Request a receipt from the Airline at check in; or
2) Submit the boarding pass with a photocopy of the credit card charge.
3) Itineraries and receipts from Travel Agents or On-line Travel Agencies are not acceptable. Frequent flier miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel at coach rates.

b) Members and staff must

1) Reserve coach class, unless you personally pay the difference in advance to fly business or first class, upon which coach class shall be quoted and verified in writing at time of purchase.
2) Purchase tickets as FR in advance as possible to take advantage of the lowest cost airfares.
3) Departure should be the day before the event or meeting and return the day after it ends. If you choose to drive to a meeting in lieu of flying, reimbursement shall be based on reasonable costs, but in no case shall you be reimbursed for costs, which in total, exceed the applicable coach airfare.

9. Lodging

a) Reimbursement for lodging will be the actual cost of room plus taxes (single room rate) at host hotel or at a comparable hotel with same reasonable rate for the area. Original hotel bill must be submitted for reimbursement.

10. Meals and Incidentals

a) When traveling on NEFAR business, reimbursement for meals, including tips, shall not exceed $125.00 per day. Original receipts are required for reimbursement.

b) When dining with other reimbursed members or staff, record amount under meals and list guests on the receipt or expense form. Remember that each reimbursed guest is still limited to $125.00 per day maximum in their meals section.

c) Incidentals of a personal nature, (i.e., toiletries, snacks and mini-bar) are reimbursable but only to the extent they are included in the $125 per day maximum in the above meals section. Receipts are required.

11. Parking and Tolls

a) Reasonable parking, tolls, and valet parking (for security reasons) are reimbursed at actual cost with receipts (parking meters only exception)
12. Personal Auto Mileage Reimbursement
   a) The owner of the vehicle used is to be reimbursed at the IRS allowable rate for actual mileage traveled, which must be indicated. Clearly indicate departure and arrival locations.
   b) If mileage is questionable, NEFAR reserves the right to review MapQuest to determine reasonable mileage and use the MapQuest mileage for calculating reimbursement.
   c) If two persons ride together, to or from an event, only the vehicle owner may request reimbursement for mileage.

13. Airport Limo/Taxi/Shuttle/Bus
   a) If applicable and business related, NEFAR will reasonably reimburse you actual costs for airport transport, limo, taxi, bus, shuttle plus tips up to 15% plus up to $1.00 per bag for unusual number of bags.

14. Telephone
   a) All NEFAR related and reasonable business calls are reimbursable. It is requested that all calls from a hotel room be kept to an absolute minimum due to large surcharges added by the hotel to the phone bill. It is recommended that you use your cell phone when making calls.

15. Tipping Allowances
   a) room service – up to 15% (only if it is not automatically added to the bill)
   b) room maid - up to $2.00 per day per room
   c) bellhop/porter – up to $2.00 per bag
   d) Skycap – up to $2.00 per bag

16. Reimbursement Timeframe
   a) Travel reimbursement requests shall normally be processed within 14 days of receipt by the Association, given there are no additional research requirements.

17. Rental Vehicle
   a) When feasible, the President and/or Chief Executive Officer are authorized to rent a vehicle at the NAR conventions or NAR AE Institute for actual costs of rental car, all insurance coverage options to protect NEFAR, plus gasoline costs incurred with rental car usage during the rental period. Said rental period shall not exceed four days. Mileage cannot be claimed along with car rental expenditures. Parking costs and tolls will be reimbursed as incurred and receipts should be kept.
18. Cash Advances for Travel

a) NEFAR may upon request, provide to members and staff, a cash advance up to $50 a day for the business portion of the meeting if necessary. Said request shall be approved by the Chief Executive Officer and all advances must be accounted for as per policy and any unused or excess monies shall be refunded.

b) If Chief Executive Officer requests a cash advance it shall be acknowledged and the check signed by two signatories on the checking account.

19. NON-REIMBURSABLE EXPENDITURES:

The Following Miscellaneous Items Are Not Reimbursable

a) Telephone calls not related to Association Business

b) Pitchers, cases or kegs of beer and/or bottles of liquor or wine

c) Personal entertainment (in-room movies, health club fees)

d) In-room serve-bars unless included in the maximum daily allowance or per diem

e) Babysitting fees

f) Laundry (unless business stay exceeds five business days then $ 35.00 allowance)

g) Purchase of books or magazines

h) Personal attire for banquets

i) Barber or beautician fees

j) Kennel fees

20. REWARDS, POINTS AND INCENTIVES:

a) Any and all hotel, airline, travel, event and credit card rewards, points and/or incentives personally received from use of credit cards, airlines, travel agencies, events and hotel stays shall remain the sole property of the individual whose personal name appears on the rewards or incentive account whether the charges, services, travel, events or other items were initially paid for by the Association or the individual was reimbursed by the Association. This policy extends to all NEFAR members and the Chief Executive Officer.

6.11 TRAVEL FUNDING FOR OFFICERS, DIRECTORS AND STAFF

a. NAR Meetings

1. NEFAR shall allocate funds (mileage, lodging, food, parking, transportation, airfare, registration fees and limited entertainment) for the President, President-elect, Chief Executive Officer, and NEFAR's NAR Directors to attend the NAR Mid-Winter Meeting, the NAR Annual Meeting & Convention and the NAR Leadership Conference.
2. NEFAR shall allocate funds (mileage, lodging, food, parking, transportation, airfare, registration fees and limited entertainment) to send the Government Affairs Director and the Accounting Systems Manager to the NAR Mid-Winter Meeting and to the NAR Annual Meeting & Convention.

   a) The Systems Accounting Manager, when financially feasible, shall attend the MMSI database user’s group meeting, technology meetings, direct vendor relationship meetings, NRDS trainings and preview all trade show vendors for possible new software or product solutions.

   b) The Government Affairs Director, when financially feasible, shall be responsible for coordinating NEFAR’s Congressional visits in Washington D.C., and attending all NAR legislative, RPAC, RPAC fund raising, and public policy meetings or events.

3. NEFAR shall allocate funds, when financially feasible, (mileage, lodging, food, parking, transportation, airfare, and registration fees) to send the Professional Standards Administrator, the incoming Professional Standards Chair and/or the Chief Executive Officer to the annual NAR Professional Standards training.

b. FR Meetings

1. The Association shall allocate funds (mileage, lodging, food, parking, transportation, airfare, registration fees and limited entertainment) for the Association President, President-elect and Chief Executive Officer to attend the FR Mid-Winter and Annual Convention meetings.

2. The Association shall allocate funds (mileage, lodging, food, parking, transportation, airfare, registration fees and limited entertainment) for the President-elect and Chief Executive Officer to attend the FR Chief Elected Officer Symposium.

3. NEFAR shall allocate funds (mileage, lodging, food, parking, transportation, airfare, registration fees) for the Education Director, Education Chair-elect and the Chief Executive Officer to attend the FR Annual Education Workshop; and for the Chief Executive Officer and Education Director to participate in the FR Instructor Audition Panel and GRI selection committee.

4. NEFAR shall allocate, when feasible, funds (mileage, lodging, food, parking, transportation, airfare, registration fees) for the Accounting Systems Manager, Government Affairs Director, Education Director, Compliance Administrator and Communication Director to attend the FR Mid-Winter and Annual Convention. Attendance at FR meetings by staff members is subject to budget and at the sole discretion and approval of the Chief Executive Officer.

5. NEFAR shall allocate funds (one night’s lodging at the FR meeting hotel or a comparable hotel nearby with similar rate, up to a $125 food per diem, and either mileage or airfare) for NEFAR’s annually appointed FR Directors to attend the FR Director’s caucus and Director’s meetings at the FR Mid-Winter and FR Annual Convention meetings.

c. Staff Development

1. The Association shall, when feasible, allocate (mileage, lodging, food, parking, airfare, transportation or rental vehicle, if applicable, registration fees and limited
entertainment) to send the Chief Executive Officer to NAR’s Annual Association Executive’s Institute; the Florida Society of Association Executives Annual Conference; and attendance at NAR and FR meetings and seminars which contribute to maintaining the CAE and RCE designations. Additional funds may be allocated for the Chief Executive Officer's service on FR and NAR committees during the year.

2. NEFAR shall, when feasible, allocate staff development funds (mileage, lodging, food, parking, airfare, transportation, registration fees) to send the Systems and Accounting Manager to the NAR AE Institute and FSAE Annual meeting; to send the Professional Standards Administrator, the Education Director and up to two additional staff members to the NAR AE Institute subject to the sole discretion and approval of the Chief Executive Officer; and to send the Government Affairs Director to NAR’s Annual GAD Institute.

6.12 PRESIDENTIAL REIMBURSEMENT

a. NEFAR shall allocate $100 per month payable to the President and report same with a 1099 at the end of the year. This money is to offset some of the additional mileage and trips incurred as a result of service as NEFAR's President.

6.13 MEETING ATTENDANCE POLICY

a. The NEFAR President, President-elect, Chief Executive Officer and reimbursed members and staff are expected to attend the majority of the meetings and trade show, if applicable, during the business portion of the trip. A report shall be given to the Chief Executive Officer or Board of Directors on significant items or issues, when applicable.

6.14 AUTOMOBILE INSURANCE

a. It is the policy of NEFAR to periodically evaluate its exposure due to employees operating automobiles in conducting organization business, and the Board of Directors may maintain automobile insurance accordingly. In addition, the referenced automobile insurance policy may extend to rentals.

6.15 ANNUAL AUDIT AND MONTHLY FINANCIALS

a. An annual audit of NEFAR’s finances shall be made by an external CPA firm, conducted at approximately the same time every year (spring/summer). The annual audit shall be conducted according to generally accepted accounting practices. The CPA firm shall timely file all appropriate tax returns for NEFAR.

b. The monthly balance sheet and income statement shall be prepared and presented by the CPA firm at the monthly Budget & Finance Committee meeting.

6.16 AUDIT FIRM QUALIFICATIONS

a. NEFAR auditors shall be certified public accountants. The qualifications of an audit firm shall include a verifiable number of clients and experience commensurate with the needs of the association and adequate resources to perform said audit.

6.17 CPA FIRM

a. The same CPA should not conduct the annual audit for more than three consecutive years unless re-authorized by the CEO or Board of Directors.
b. The same CPA should not prepare and present the monthly financials for more than three consecutive years unless re-authorized by the CEO or Board of Directors.

6.18 CASH TRANSACTIONS

a. It is the policy of NORTHEAST FLORIDA ASSOCIATION OF REALTORS® not to accept cash payments.

6.19 CASH MANAGEMENT & INVESTMENT POLICY

a. The Budget and Finance Committee is responsible for implementation and managing of Investment Policies as approved by the Board of Directors including establishing guidelines to create operating and capital reserves.

b. NEFAR shall maintain safety of principal for the operating account through use of a sweep account or similar method of protection while providing sufficient liquidity to meet its cash needs.

c. Changes in the investment institution(s) used for the operating account shall be made at the request and direction of the Chief Executive Officer subject to approval by the current Executive Committee or the Board of Directors. Changes shall be reported at the next scheduled Budget and Finance and Board of Directors meeting.

6.20 INVESTMENT OBJECTIVES AND GUIDELINES

OVERVIEW
This document sets forth the objectives, responsibilities, strategies, and guidelines for the management of the Association’s operational and reserve investment funds.

Operational Funds consist of undesignated assets that are available for support of the Association’s ongoing current activities.

Reserve Funds consist of long term and current assets designated to fulfill funding requirements for two specific purposes: (1) authorized Association activities that exceed revenue sources and (2) the expansion, addition, replacement or repair of major fixed assets of the Association (i.e. building mechanical components, computer systems, phone systems, etc.). The fundamental objective of the Reserve Fund is to amass in reserves sufficient assets to maintain the services of the Association through periods of economic downturn, to address issues of critical concerns of the real estate industry and fund the sinking fund set-a-side program for major fixed asset expenditures.

Objectives

- use sound investment vehicles that are adequately diversified to limit exposure to changing economic conditions while combining that with timely market decisions and a reasonable rate of return
- maintain sufficient liquidity to meet daily and projected cash needs of the fund
- Assess and establish the association’s investment risk posture as described below.

Investment market return data suggests that, over long periods of time, there is a relationship between the levels of risk (i.e., volatility of investment returns) assumed and the level of returns that can be expected in an investment program. In general, higher risk is associated with higher expected returns.

Given this relationship between risk and return, a fundamental step in developing investment objectives and guidelines for NEFAR is the determination of the association’s risk posture. The
Investment and Treasury Management Task Force has examined both the association’s risk tolerance, the ability to take on investment risk, and its risk preference, the willingness to take on investment risk.

The association’s overall risk posture is balanced. The ability of NEFAR to assume risk is balanced because there is a stable level of funds to invest, yet market conditions and membership levels could affect that stability. The willingness of NEFAR to assume risk is also balanced. There is a desire to obtain the best possible return, yet safely maintain the association’s investments on behalf of the members.

**RESPONSIBILITIES**

**Investment and Treasury Management Task Force**
- implementation of investment objectives and guidelines
- monitor performance of investments assuring that objectives are being met while adhering to the guidelines
- annually review investment objectives and guidelines
- selection and monitoring the performance of Investment Management Firms
  - a minimum of two firms will be used to reduce institutional risk
  - at a minimum, every three to five years the Task Force will undertake a review and/or search that results in a specific recommendation to the Leadership Team as to which firms will be utilized
  - the primary judgment criteria will be the performance of the Investment Firm as compared to the approved benchmark indices over the course of a full market cycle (three to five years), or as needed depending on performance versus indexes or peer groups.
  - violations of the investment objectives and guidelines could be grounds for more immediate termination of services
- monitor the association’s operational funds set aside for investment.
- provide direction on rebalancing suggestions made by the Investment Management Firms

**Investment Authorization**

Dual signatures from any two out of three of the President, Treasurer, and Chief Executive Officer of the association are required on any authorizations or documents necessary to be executed in establishing, maintaining or closing account relationships.

Transfers of cash between NEFAR internally established Funds (Operating Fund, Reserve Fund, etc.) shall be reported to the Investment and Treasury Management Task Force, as well as the Treasurer of the association, or in their absence to the President of the Association.

Investment Managers shall communicate proposed investment reallocations to the Chief Executive Officer and the Investment and Treasury Management Task Force for the Task Force to approve.

**Investment Management Firms**
- report on at least a quarterly basis the performance of the total fund investments they are managing
- Provide monthly portfolio, as well as market reports, that keep the Task Force informed of any material changes in personnel, investment strategies, or other pertinent information that would potentially affect the performance of the fund investments they are managing
- adhere to the NEFAR Investment Guidelines
- rebalance the investment portfolio as needed
INVESTMENT STRATEGIES AND GUIDELINES

Asset Allocation Targets

The asset allocation will be diversified across growth strategies and income strategies. The objective of the growth strategies is to provide a rate of return that will grow the purchasing power of the investments. The objective of the income strategies is to minimize the principle risk and maximize current income. There are two kinds of risk to minimize. Institutional Risk relates to the capacity of the institution to preserve the assets of an investor. Investment Risk relates to the degree to which an investment’s principle can fluctuate in value based on market changes.

Asset Categories

- Investment Options will be made from the following list of categories:

Domestic Equity Investments

Domestic equity investments should primarily provide appreciation of principal as well as current dividend income and growth of income, with the recognition that this requires the assumption of greater market volatility and risk. Industry and company investments shall be based upon demonstrable analysis of prospects for above average returns based upon each Investment Managers objectives. Investments shall be primarily in well-seasoned, quality companies whose securities enjoy marketability adequate for the portfolio. U.S. domestic investments shall be chosen from the New York Stock Exchange, the American Stock Exchange, regional exchanges, and the National over-the-counter market that continually provide liquidity and are of good standing in the investment community.

International Equity Investments

International equity investments should be invested in portfolios of common stock that are listed on national securities exchanges. Most if not all of these stocks will be domiciled in the 27 defined Developed countries and the rest of the Emerging countries. However, managers may choose to invest in companies listed on the domestic exchanges as outlined above. Investments may be made in stocks that trade over-the-counter and in other equity-related securities and private placements as limited in the Investment Managers guidelines. It is understood that investments in Non-U.S. developed and emerging countries exposes additional risks including but not be limited to currency, political, industry, economical and social.

Fixed Income Investments

Domestic fixed income investments should provide a highly predictable and dependable source of income and reduce volatility of the market value of the total portfolio. The investments shall be limited to government (Federal, State and Local) securities, government agencies, mortgage backed pass-through’s (government agencies), corporate bonds, and other asset-backed securities deemed by the Investment Manager(s) and the Finance Task Force to be appropriate. The maximum duration and maturity should be plus or minus 20% of the representative benchmark for the Investment Manager(s). The credit rating of all fixed income investments must be at least BBB by Standard and Poor’s or Baa2 by Moodys. An average rating of AA should be maintained, however, this average by be lower or higher at times. Rating restrictions do not apply to Alternative and High Yield Investment Managers; their guidelines supersede these restrictions as those investments are defined as any that are not investment grade.
International fixed income investments are acquired from outside the United States and may provide additional diversification while still contributing an additional source of dependable income. It should be noted that investments made outside the United States contain additional risks and volatility. It is at the discretion of the professional Investment Manager(s) to select prudent fixed income investments regarding country, credit, and industry.

Alternative Investments & Real Assets

Generally, alternatives may include managed futures, hedge funds, and absolute return strategies. Real Assets can be defined as a Real Estate Investment Trusts and Commodity Funds. Alternative investments offer risk/return profiles that may differ from traditional investments such as publicly traded stocks, bonds, and cash. Additionally, alternative investments may offer low to no correlation to traditional investments and can have risk adjusted returns that by themselves exceed the risk parameters of this policy.

Associated Risk Definitions

- Investment options will fall within the following risk categories:

  **CASH EQUIVALENT**
  - Secured Risk – Instruments maturing in less than 12 months, such as U.S. Government Treasury bills and CD’s, Money Markets, and other accounts established with a financial institution that are fully insured by FDIC, NCUA, FSLIC, SIPC or other US government organizations. Short-term securities that are backed by the full faith and credit of the U.S. Government or its agencies (Fannie Mae, Freddie Mac, etc.) CD’s, Money Markets, All assets held within a trust company.
  - Minimal Risk - Commercial paper rated P1; as well as mutual funds or other pooled securities that invest in those cash equivalents listed above and other accounts established with a financial institution that are not fully insured by US Government organizations, but for which the institution has obtained additional insurance or a letter of credit.

  **FIXED INCOME**
  - Secured Risk – None
  - Minimal Risk – Due to investment risk, U.S. Government Treasuries and mutual funds or other pooled securities that invest in those notes and bonds. Notes or bonds, which are backed by the full faith and credit of U.S. government agencies as well as mutual funds or other pooled securities that invest in those notes and bonds.(Fannie Mae, Freddie Mac, etc.)
  - Low Risk – Corporate bonds that have at least an “A” rating, as well as mutual funds or other pooled securities, which meet such parameters; with the Managed Fund or Portfolio needing to have an average quality of at least AA.

  Securities are 12 months or less in duration to maturity.
  Notes are one to five years in duration to maturity.
  Bonds are six years or greater in duration to maturity.

Recommended Allocation Guidelines, Targets & Benchmark Indices

The Board of Directors expects the asset allocation guidelines to reflect and be consistent with the investment objectives and risk tolerances expressed throughout the policy. These guidelines, developed after examining the historical and future capital market relationships of risk and return among asset classes, are designed to provide the highest probability of meeting or exceeding the return objectives at the lowest possible risk.

The following table outlines the asset allocation guidelines with regard to acceptable asset classes, the overall Target Asset Mix (and ranges), and the representative indices that will be used to evaluate the performance of each asset class:
Per the NEFAR® General Policies, the Investment Task Force, with the majority of the Leadership Team’s approval, has the authority to temporarily act outside of the NEFAR® Investment Policy in order to preserve and protect NEFAR® assets.

Prohibited Investments

The following categories of securities and investment activity are not permitted for investment without the prior written approval of the Board. Investment Manager’s specific investment objectives and prospectuses do not apply.

- Unregistered or restricted stock
- Initial Public Offerings.
- Individual futures trading
- Individual margin trading
- Private placements
- Individually traded options
- Individual short sales
SECTION 7 – EDUCATION AND REAL ESTATE SCHOOL

7.1 REAL ESTATE SCHOOL

a. The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® has authorized the Chief Executive Officer, under his personal broker's license, to form a school of real estate and further authorized the Chief Executive Officer to use the name of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® School of Real Estate as long as the school is licensed and operating. The Chief Executive Officer shall be the licensed Broker of the school and shall at all times maintain sole ownership, control and decision-making authority for said school. The NEFAR Education Director shall serve as the school Chief Administrator and is to maintain timely course renewals; submit newly developed courses for approval; and electronically report all class attendance for CE credit to the Department of Business & Professional Regulation, in a timely fashion.

7.2 EDUCATION REFUND POLICY

a. A full refund will be given to a student who provided a written (no verbal) cancellation request at least four days in advance of the class start date and time. Registrations paid via check will be refunded via check within 14 days of the requested refund and registrations paid via credit card will be refunded via a credit on the credit card account. At minimum, a $25 fee will be charged for checks returned for insufficient funds or account closed.

7.3 EDUCATION NO SHOW AND RESCHEDULING POLICY

a. No-shows and cancellations made with less than 48 hours notice will not be refunded the class fee. Classes may be rescheduled, but only before they occur.

7.4 EDUCATION PRICING

a. There shall be three levels of pricing for all NEFAR education courses, a NEFAR member price, a FLORIDA REALTORS® member price, and a Non-Member price. Designation course pricing shall be as agreed by NEFAR and REBAC or the Institute, Society or Council sponsoring the designation course. At all times, the Education Department, through the Chief Executive Officer, shall maintain the authority and flexibility for the selection and pricing of all educational courses.

b. NEFAR offers many CE & non-CE education courses as a member service at no additional cost. The only member requirement is to make an advance reservation.

7.5 CANCELLATIONS / INCLEMENT WEATHER POLICIES

a. NEFAR reserves the right to cancel any courses for any reason it deems necessary. A minimum number of students must be enrolled in order for a course to be held. In case of a course cancellation, every effort will be made to contact all registered students through their current email address or phone numbers on file in their NEFAR membership record.

b. Classes will be cancelled when the Public Schools and/or city governments are closed due to inclement weather or storms or an instructor is ill and a replacement cannot be found in a timely manner. Classes cancelled due to inclement weather or illness of an instructor will be rescheduled subject to meeting space and instructor availability.
7.6 ATTENDANCE AND CERTIFICATE OF COMPLETION

a. All students shall be required to meet the current DBPR class attendance guidelines and sign in / sign out procedures for CE classes so PLEASE BE PROMPT! If a question arises concerning a student’s required attendance or sign in / sign out procedures the concern shall immediately be directed to the Chief Executive Officer for review. After reviewing all information and documentation, should the Chief Executive Officer deem the student as failing to meet the DBPR class attendance guidelines or sign in sign out procedures for a CE class, the student shall not receive CE credit. The Chief Executive Officer’s decision shall be final without appeal. THERE SHALL BE NO EXCEPTIONS TO THIS CE POLICY REQUIREMENT FOR ANY REASON!

b. At the end of a CE course you will receive a signed certificate of completion provided you have met all DBPR class attendance requirements and sign in sign out procedures. A certificate of completion will not be issued if the requirements are not fully met. If a certificate is misplaced or damaged, a new one will be issued at a cost of $10 per certificate.

7.7 GENERAL EDUCATION INFORMATION

a. The Department of Business & Professional Regulation sets the continuing education requirement for licensure of Sales-Associates. For those new Sales-Associates the continuing education requirement is to complete an approved 45 hr post-licensing course prior to the end of the first licensing period (18-24 months depending on time licensed) and pass an exam. If this requirement is not timely met, the license will automatically become null and void.

b. NEFAR offers the following that qualify for the Sales-Associates 45 hr post-licensing requirement:
   1. 45-hour post licensing course, in classroom format.
   2. GRI -1 course which qualifies for 45-hour post licensing and completes one of three required classes for a GRI Designation.
   3. 45- hour post licensing online.

c. After their first licensing period, the DBPR continuing education requirement for all real estate licensees is completion of fourteen (14) hours of continuing education credits (CEU’s) every two years, three of which must be core law.

NEFAR offers the following courses that qualify toward the 14-hour requirement:

   1. Individual 3 hr CE courses at NEFAR classroom and online
   2. 3 HR Core Law Course at NEFAR classroom and online.
   3. 14 hr course online includes Core Law
   4. GRI -1 Course which qualifies for 45 hr post licensing and completes one of three required classes for a GRI Designation.
   5. 45 hr post licensing online.

The online version at www.nefar.com requires a licensee/member to complete and pass an online exam to receive the credit.
7.8 EDUCATION REGISTRATION PROCESS

a. A member may register for an education course online, by fax, mail, or e-mail. Payment must accompany the registration form in order to be processed. Make checks payable to NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, AMEX, Visa, MasterCard, and Discover are also accepted.

7.9 MEMBER SPECIAL NEEDS

a. The member shall notify the association of any special needs or requirements not later than three days in advance of the class date and preferably at time of registration. The NEFAR School of Real Estate and NEFAR shall attempt to meet all reasonable requests for a student to attend.
SECTION 8 - PROFESSIONAL STANDARDS & GRIEVANCE

8.1 ARBITRATION FILING

a. The fee to file for arbitration with NEFAR is five hundred dollars $500. A portion of this fee may pay for administrative overhead and Association Attorney fees.

b. The Professional Standards Committee will offer mediation in lieu of arbitration should the parties request and agree to mediate.

c. The Grievance Committee normally meets monthly to review arbitration requests and ethics complaints.

d. In the event, the respondent fails or refuses to sign the Response and Agreement form, fails or refuses to make the required deposit, or fails or refuses to take part in the arbitration hearing, the arbitration hearing may be scheduled and conducted in the absence of the respondent.

e. If the parties settle before the arbitration hearing, two hundred and fifty dollars ($250.00) of each party’s arbitration deposit shall be retained by the Association to cover the costs incurred up to the point of settlement of the dispute.

f. NEFAR does not offer an opportunity for the parties to an arbitration to settle prior their dispute, after adjournment of the arbitration, but prior to the panel’s executive session.

g. If the parties settle their dispute, after adjournment of the arbitration, but prior to the panel’s executive session, half of each party’s deposit should be retained by the Association to cover the costs incurred up to that point of settlement.

h. The Association will return the arbitration deposit to any party that is 100% prevailing, after an arbitration has been conducted.

8.2 ATTORNEY REPRESENTATION DURING ARBITRATION

a. If any party to an arbitration hearing or professional standards hearing is represented by legal counsel then NEFAR may have legal counsel present at the arbitration or professional standards hearing. NEFAR’s legal counsel shall review all professional standards decisions and findings of fact prior to dissemination by NEFAR to the parties. If no appeal is filed, the decision will be final and binding once ratified by the Board of Directors. The award of arbitrators is valid and binding once rendered, executed, and served on the parties, and is not subject to review or appeal.

8.3 REQUESTS FOR PROCEDURAL REVIEW OF AN ARBITRATION HEARING.

a. The appealing party, after official notice shall have 20 days in which to file a written request for procedural review, accompanied by a deposit in the sum of five hundred dollars ($500.00).

b. The amount of the deposit a request for a procedural review of an arbitration hearing is five hundred dollars ($500).

c. Parties may not audio tape, video or record or have a court reporter at a hearing.

d. The Association’s taping of hearings is reserved for internal Association purposes. A copy can be purchased by a party after execution of a memorandum outlining certain terms and conditions.
e. NEFAR does not provide transcription or court reporting services.

8.4 AWARDS

a. If an award has been rendered, the non-prevailing party must, within the prescribed number of days following receipt of the award, pay the award to the prevailing party(s) named in the award.

b. If a request for a procedural review is received within twenty (20) days, the funds deposited with the Association shall be retained until the review is completed.

8.5 HEARINGS

a. A Hearing Panel shall have access to review copies of complaint/reply and arbitration request/response at least five (5) working days prior to the hearing.

b. The Professional Standards Administrator shall attend all Grievance Committee meetings, and Professional Standards Hearings and Appeals. The Chief Executive Officer may attend all Grievance Committee meetings and Professional Standards Hearings and Appeals.

8.6 MEDIATION

a. The Professional Standards Committee will provide mediation to members free of charge, for arbitrable matters.

b. Parties are offered mediation service after their arbitration request is reviewed by the Grievance Committee, and the matter is considered arbitrable.

c. NEFAR does not offer mediation services for non-arbitrable issues.

8.7 TRAINING

a. A training program will be available each year to educate the Professional Standards and Grievance Committees.

8.8 RESPONSE

a. A reply to ethics complaint and/or arbitration request is solicited prior to the Grievance Committee meeting. The respondent will be notified that an ethics complaint or request to arbitrate complaint has been filed and a reply or response is expected before the Grievance Committee makes its determination to forward the ethics complaint or arbitration request.

b. The number of days for a reply or response to an ethics complaint or request for arbitration to be filed will be 15 days.

c. All Ethics hearing files shall be shredded after all appellate rights have been exhausted and any discipline imposed complied with - saving only the final decisions for the participant's files. Said final decisions to be saved in a participant file on the Association's internal server. If password protected the Professional Standards Administrator shall provide the passwords and immediately provide any updated passwords to the Chief Executive Officer and to the Accounting and Systems Manager. At no time shall passwords or access be withheld from either.
8.9 INTERBOARD ARBITRATIONS

a. Should a NEFAR member desire to initiate Interboard arbitration with a Realtor® member of another board in Florida, the written request must be initiated in writing to the NEFAR Professional Standards Administrator who shall arrange Interboard arbitration with the other board. Procedures are outlined in the Code of Ethics and Arbitration manual, which may be purchased from the National Association of Realtors®.

8.10 OMBUDSMAN PROGRAM

a. In September 2013, NEFAR updated its Strategic Plan noting the importance of member communication with the public as well as knowledge and application of the REALTOR® Code of Ethics.

b. The National Association of REALTORS® has provided local and state associations with the ability to adopt an Ombudsman Program.

c. In February 2015, NEFAR’s 2015 Board of Directors approved the development of an Ombudsman Program for use by NEFAR members and the public, to be in place no later than January 1, 2016.

8.11 CHARACTERISTICS AND DUTIES OF THE OMBUDSMAN

a. Ombudsman will serve on an annual term with that year’s Professional Standards Committee. Cases will be assigned to Ombudsman participant(s) during the term on a rotating basis with each individual service period not to exceed one month (“Individual Service Block”).

b. An Ombudsman should expect up to eight (8) calls during the Individual Service Block.
   1. An Ombudsman should check his/her e-mail several times a day during his/her Individual Service Block for receipt of new requests.

c. An Ombudsman
   1. Keeps all information confidential.
   2. Provides service for the participants.
   3. Is an active, experienced REALTOR®
   4. Should have a minimum of 3 years experience in the Professional Standards process of NEFAR.
   5. Is a volunteer – not paid staff.
   6. Must be impartial – cannot take sides or determine who is right or wrong.

d. The Ombudsman
   1. Listens to the complainant’s concerns.
   2. Ascertains complainant’s desired outcome (revocation of license, sanctions, apology, money, etc.)
   3. Explains possible avenues that might resolve the issue or reach the desired outcome.
   4. Answers general questions and/or procedural questions.
   5. Contacts the potential respondent to explain the complainant’s concerns and desired outcome.
   6. Tries to bring resolution.
   7. Reports back to the complainant.
   8. Explains the complainant’s rights after the completion of the Ombudsman process.
e. If the Ombudsman process is unsuccessful, the complainant has several options.
   1. The complainant may file an ethics complaint with NEFAR.
   2. The complainant may obtain legal advice.
   3. The complainant may file a formal complaint with Florida’s Department of Business and Professional Regulation – Division of Real Estate.
   4. The complainant may be offered mediation after a Request and Agreement to Arbitrate is filed.
   5. The complainant may seek outside mediation services and/or civil remedy.

f. The Ombudsman service works in conjunction with our REALTOR® Professional Standards process.
   1. Once the Ombudsman service commences as to a particular matter, the 180-day filing deadline set forth in the COEAM for the filing of ethics complaints or arbitration requests is suspended until the Ombudsman service has concluded.

g. The Ombudsman’s responsibilities to NEFAR.
   1. Attempt to call the complainant within 48 hours.
   2. After two or three attempts to call the complainants and no response is forthcoming, discontinue the call.
   3. Notify NEFAR’s Professional Standards Administrator (“PSA”) immediately if complainant cannot be reached.
   4. Email completed Ombudsman Log to the PSA within 48 hours of closing the file.
   5. After all materials related to this matter are emailed to the PSA, shred these materials or return them to the PSA for proper disposal.

8.12 CITATION PROGRAM

a. The Board of Directors approved a NEFAR citation policy for Grievance and Professional Standards adhering to the guidelines of the National Association of Realtors’ model citation policy to be implemented January 1, 2017 as follows:
   1. if an ethics complaint is reviewed by the grievance committee and found to include an allegation of possible violation of article 12 of the code of ethics, the case will be reviewed by a citation panel, which would be a three-person subset of the grievance committee;
   2. if the citation panel determines that the complaint only cites an article 12 violation, they would issue a citation to the respondent. The citation would provide the respondent with an option to "accept" the citation, by paying a reduced administrative fee of $100 and a fine, within 20 days of the date of the citation, or the respondent cannot accept the citation, thereby requesting an ethics hearing be conducted, by filing their challenge forms and a reply;
   3. the fine would be escalating: $100 for a 1st offense; $500 for a 2nd offense; and $1000 for a 3rd offense; and
   4. a copy of the ethics complaint, as received, would be provided to the respondent, along with the citation.
SECTION 9 – LOCK BOX AND KEY ACCESS

9.1 LOCK BOX POLICY

a. It is the policy of NEFAR to provide a lock box system, as an Association member service, that is compliant with and meets all security measures and requirements as specified by the National Association of Realtors®. The Vendor/Association may sell lock boxes and lease a lock box key access software to all REALTOR® members in a local association in any state under universal access to services rights. At no time shall there be more than one approved vendor or active lock box system.

Designated REALTOR® applicants may lease the electronic key access software and may purchase electronic lock boxes on a provisional basis until their Membership is approved by the Board of Directors and they are duly inducted into the Association. If the Designated REALTOR® is not approved for membership the Designated REALTOR®'s electronic key access shall immediately be terminated.

b. NEFAR has contracted with GE Supra to provide and maintain the Supra I-box lock box system for the convenience and use of its Realtor® members. The Supra I-Box lock box system is the only approved lock box system of the NORTHEAST FLORIDA ASSOCIATION OF REALTORS®. Use of any other lock box may increase personal liability for the Broker and Sales Associate using a non-approved lock box. The Supra I-Box system is provided as a Realtor® Association service and is available to Realtor® members only.

c. NEFAR does, however, provide affiliate access for its affiliate members who are properly licensed for home inspections and pest control reports. Said affiliate access is provisional and subject to periodic background checks. NEFAR provides system access by leasing E-Key software for approved electronic devices.

d. It is NEFAR policy that the lease agreement shall be executed by all parties leasing an E-Key access. The lease agreement stipulates the terms and conditions under which the key or key access is leased and penalties that may be imposed by not timely returning.

e. It is policy that:

1. Keyholder may not loan their assigned key or key access to anyone. This is strictly prohibited for security reasons and is grounds for immediate termination of Keyholder’s service without notice.

2. Keyholder may only possess one key or key access at any given time.

3. Keyholder acknowledges and understands any outstanding debts or payments to NEFAR will be handled by a collection agency and reported to all credit reporting services.

4. Keyholder must pay a $25 reactivation fee to reactivate their service if it has been interrupted due to Keyholder’s default or non-payment of fees.

5. Keyholder’s lease agreement remains in full effect, whether service has been terminated or not, until all monies owed by keyholder have been paid.

6. Keyholder acknowledges terms of the lease agreement may be modified by NEFAR/Supra as needed and those changes shall be binding on all current Keyholders.
9.2  E-KEY ACCESS
   a. Members shall sign a lease agreement and provide a current credit card account, which shall be debited monthly, in advance, by Supra for the monthly E-Key lease fee.
   b. Should an E-Key account be delinquent, or a credit card declined, the account shall be suspended for non-payment. A reactivation fee as designated by Supra shall be required to have the account reinstated.

9.3  SYSTEM FEE INCREASE
   a. The system fee for E-Key shall increase two percent annually on October 27 per the operating agreement.

9.5  LOANING OF KEY, KEY ACCESS AND KEY POSSESSION
   a. KEYHOLDER shall not loan their assigned Key or Key access as it is strictly prohibited under the lease terms. Loaning of Keys or Key accesses shall be grounds for immediate termination of the Keyholder’s service without any further notice from NEFAR.
   b. Keyholder shall not possess more than one Key or Key access at any given time. If a Key is lost or requires replacement for any reason, the replacement cost for the Key shall be as set forth in the Lease.

9.6  AFFILIATE E-KEY ACCESS
   a. Affiliate E-KEY access is available only to Primary and Secondary Affiliate members, joining under their Primary Affiliate member, who are licensed through DBPR as a Home Inspector or licensed under the State of Florida as a Pest Control operator or employee (WDO). Either request, for Home Inspector or WDO Inspector KEY access requires a non-refundable payment of $25 for a preliminary background check through the Florida Department of Law Enforcement (FDLE). Should such background check reveal any felonies, and/or misdemeanors on the Affiliate applicant, the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® has the right to deny the Affiliate application for key access without recourse.
   b. Affiliate Keyholder understands this is a provisional lease and may be terminated at any time if the NORTHEAST FLORIDA ASSOCIATION OF REALTORS® finds any derogatory information and/or inappropriate actions through a future background check or any other source available.
   c. Affiliate E-key access is provisional upon Keyholder having at all times a general liability insurance policy in effect and shall provide a copy upon NEFAR's request.

9.7  SUSPENSION OF LOCK BOX KEY ACCESS
   a. In addition to the foregoing, NEFAR may suspend the right of a member to use the Supra I-Box lock box system following a member’s arrest for or conviction of a crime that relates to the real estate business or puts clients, customers or other real estate professionals, or property at risk.
SECTION 10 - INDEMNIFICATION & LEGAL POLICY

10.1 HARASSMENT

a. Any member of NEFAR may be reprimanded, placed on probation, suspended or expelled for harassment of an NEFAR employee or NEFAR officer or director after a hearing in accordance with the procedures established by the Association. Disciplinary action may consist of any sanction authorized in the NAR Code of Ethics and Arbitration Manual. As used in this section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, action including strikes, shoves, kicks or other similar physical contacts, or threats to do the same, or any other conduct with the purpose or effect or unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision to the appropriate disciplinary action to be taken shall be made by an investigatory team comprised of the President, President Elect and/or Secretary and one member of the board of directors selected by the highest-ranking officer not named in the complaint, upon consultation with NEFAR legal counsel. If the complaint involves the President, President Elect or Secretary, they may not participate in the proceedings and shall be replaced by the immediate past president or, alternatively, by another member of the board of directors selected by the highest-ranking officer not named in the complaint.

10.2 DEFENSE AND INDEMNIFICATION OF OFFICERS AND DIRECTORS

a. In the event of suits or claims in which one or more current or past officers or directors or employees of the Association are named as a result of their status as such, or decisions or actions taken in good faith and reasonably understood to be within the scope of their authority or employment during their term as such, NEFAR shall, directly or through insurance secured for the benefit of such officers and directors and employees, secure counsel to act on behalf of and provide a defense for such officers, directors and employees; pay reasonable defense expenses incurred in advance of final disposition of such case; and indemnify such officers, directors and employees with respect to any liability assessed or incurred as a result of any such claim, suit or action. The above stated defense and indemnification of officers, directors and employees shall extend to those individuals when serving at the request of NEFAR as a director, officer or employee of another entity, but only after indemnification and insurance coverage from such other entity has been exhausted.

10.3 CONFLICT OF INTEREST

NEFAR’S Conflict of Interest Policy: (a) defines conflicts of interest; (b) identifies classes of individuals within NEFAR covered by this policy; (c) facilitates disclosure of information that may help identify conflicts of interest; and (d) specifies procedures to be followed in managing conflicts of interest.

a. Definition of conflict of interest: A conflict of interest arises when a person in a position of authority over NEFAR may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

b. Individuals covered. Persons covered by this policy are NEFAR’S Officers, Directors, Chief Executive Officer and Exempt Employees.

c. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the President as Chair of the Board of Directors on a form provided by NEFAR their
interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

d. Procedures to manage conflicts: For each interest disclosed to the Chairman of the Board of Directors, the Chairman will determine whether to: 1) take no action; 2) assure full disclosure to the Board of Directors and other individuals covered by this policy; 3) ask the person to recuse from participation in related discussions or decisions within NEFAR; or 4) ask the person to resign from his or her position in NEFAR or, if the person refuses to resign, become subject to possible removal in accordance with NEFAR’S removal procedures. NEFAR’S Chief Executive Officer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President to deal with the potential or actual conflicts, whether discovered before or after the transaction has occurred.

10.4 WHISTLEBLOWER POLICY

NEFAR’S Whistleblower Policy: (a) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of NEFAR; (b) specifies that NEFAR will protect the person from retaliation; and (c) identifies where such information can be reported.

a. Encouragement of reporting: NEFAR encourages complaints, reports or inquiries about illegal practices or serious violations of NEFAR’S policies, including illegal or improper conduct by NEFAR itself, by its leadership, or by others on its behalf. Appropriate subjects to rise 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 NEFAR has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Chief Executive Officer, unless implicated in the wrongdoing then it shall be addressed by NEFAR’S legal counsel. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

b. Protection from retaliation: NEFAR prohibits retaliation by or on behalf of the NEFAR against staff or volunteers 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. NEFAR reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

c. 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 Chief Executive Officer or NEFAR’S President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to NEFAR’S legal counsel. NEFAR will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that NEFAR may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

10.5 JOINT VENTURE POLICY

NEFAR’S Joint Venture Policy requires NEFAR to evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard NEFAR’s exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.
a. Joint ventures or similar arrangements with taxable entities: For purposes of this policy, a joint venture or similar arrangement (or a “venture or arrangement”) means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to:

(1) whether NEFAR controls the venture or arrangement;

(2) the legal structure of the venture or arrangement; or

(3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

(a) 95% or more of the venture’s or arrangement’s income for its tax year ending within NEFAR’S tax year is excluded from unrelated business income taxation [including but not limited to:
(i) dividends, interest, and annuities;
(ii) royalties;
(iii) rent from real property and incidental related personal property except to the extent of debt-financing; and
(iv) gains or losses from the sale of property]; and

(b) the primary purpose of NEFAR’S contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

b. Safeguards to ensure exempt status protection. NEFAR will:

(1) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that NEFAR’S exempt status is protected; and

(2) take steps to safeguard NEFAR’S exempt status with respect to the venture or arrangement. Some examples of safeguards include:

(a) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of NEFAR;
(b) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
(c) that the venture or arrangement not engage in activities that would jeopardize NEFAR’S exemption; and
(d) that all contracts entered into with NEFAR be on terms that are arm’s length or more favorable to NEFAR.

10.6 POLICY FOR DETERMINING COMPENSATION

The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® policy on the process for determining compensation applies to the chief executive officer, officers or key employees employed by the Organization.

The compensation process includes all of these elements: (1) review and approval by the executive committee or the board of directors of the Organization; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.
1. Review and approval. The compensation of the person is reviewed and approved by the executive committee or the board of directors of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

2. Use of data as to comparable compensation. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

3. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.
SECTION 11 – GOVERNMENT AFFAIRS POLICY

11.1 CANDIDATE SUPPORT

a. The NORTHEAST FLORIDA ASSOCIATION OF REALTORS® shall encourage all members to vote and to actively support candidates of their choice.

11.2 LEGISLATIVE SPOKESPERSON

a. The Government Affairs Director may act as an official NEFAR media spokesperson for legislative issues. The President, Chief Executive Officer and Communications Director remain as official spokespersons on all NEFAR matters.

b. It is policy that no NEFAR member may represent themselves as presenting the NEFAR opinion or position on any legislative issue in public testimony, written or oral communication, with any governmental agency or representative or any segment of the media without prior approval of the Board of Directors.

11.3 LEGISLATIVE ISSUES

a. It is policy that NEFAR opposes any and all legislation which prohibits, diminishes or discourages private property rights, or creates barriers or hardships on the ability to own property.

11.4 EARLY FUNDING FOR LOCAL CANDIDATES

a. It is policy that the Association may, in very limited situations, provide early support and RPAC funding to a local candidate in Northeast Florida without the normal screening process. Such candidate should meet some of the following criteria:
   1. An elected official who strongly supported legislation or an ordinance which was important to the real estate industry.
   2. An elected official who strongly supported the real estate industry during their tenure and made extraordinary efforts to maintain a positive working relationship with the Association and its leadership.
   3. An elected official who has been an exceptional public servant during their tenure in office and has been open and accessible to the Association members and staff.
   4. A NEFAR member who has a demonstrable record of being a successful, productive, working Realtor over a period of years, and who is a strong, viable candidate for public office, as well as a positive reflection on the Realtor Association.
   5. A candidate that clearly demonstrates viability by having earned broad-based support from within the community, including the real estate industry.
   6. A candidate that has raised a considerable amount of money and should receive at least tacit support from their political party leadership.

11.5 POLITICAL SIGNS

a. It is policy that NEFAR does not allow political signs on its properties whether or not the candidate is endorsed by the Association.
11.6 RPAC REPORTING PROCEDURE
a. REALTORS® Political Action Campaign (RPAC) contributions require all contributions to be recorded separately for personal and corporate contributions. In such cases, when a check is submitted to State and National Associations, it must be accompanied by a detailed report and breakdown of all deposits showing personal and corporate contributions separately and listing the names of all contributors with amounts given plus a copy of the original check and contribution form(s) if any.

11.7 CALLS TO ACTION
a. It is policy that NEFAR email NAR, FR and local calls to action to all members at their current email address in the membership database.

11.8 KEY CONTACTS
a. It is policy that NEFAR maintain key contacts with the state legislators and local elected officials.

11.9 LOBBYING EXPENDITURES
a. NEFAR engages in limited lobbying to advance its mission. It is NEFAR policy to adhere strictly to any limitations on lobbying expenditures imposed by the Internal Revenue Service. Lobbying expenditures are reported annually to the IRS on Form 990.

b. To ensure adherence to this policy, lobbying expenditures must be included in the annual NEFAR budget or authorized in advance by the Board of Directors.

c. Both expenditures and staff time must be allocated for lobbying activities as defined by the IRS.

11.10 DEFINITION OF LOBBYING
a. Lobbying is generally defined as communicating, directly or indirectly, with policymakers for the purpose of trying to influence legislation, whether federal, state, local, or foreign (non-U.S.).

b. U.S. law divides lobbying into two principal categories: “direct” lobbying and “grass-roots” lobbying.

   1. Direct lobbying involves communications that
      a) Are directed towards government officials;
      b) Refer to specific legislation; and
      c) State or strongly imply a position on it.

   2. Grass-roots lobbying involves communications that
      a) Are directed to segments of the general public;
      b) Refer to specific legislation;
      c) State or strongly imply a position on the legislation; and
      d) Encourage the recipient of the communication to contact government officials with respect to the specific legislation. (This is called a “call to action.”)

c. In order to be considered lobbying, an activity must generally meet all the parts of either one definition or the other. In addition, there are certain exceptions to the definitions of lobbying that may apply.