

North Central Penn Board of REALTORS®

Policy and Procedures Manual

Mission: The mission of the North Central Penn Board of REALTORS® is to unite those engaged in the branches of the real estate profession, to advocate for REALTORS® and private property rights, and to make our members successful while maintaining the high standards of the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics.

Ethics & Professional Standards: We support the Code of Ethics and the Standards of Practice for professional conduct of the National Association of REALTORS®.

Equal Opportunity: We support equal opportunity in housing and are dedicated to fulfilling the requirements of the fair housing laws.

Anti-trust Laws: We support competition and an open marketplace in which fees, commissions, and compensation are fully negotiable.

Association Bylaws: The Bylaws of the North Central Penn Board of REALTORS® will always take precedence over this policy manual.

Amendments: This Policy and Procedure Manual may be amended by a majority vote of the Board of Directors at any meeting provided Directors were notified of proposed changes and a quorum is present.

Board of Directors: The Board of Directors shall consist of the President, President-Elect, Secretary/Treasurer (may be one person or two), Past President, and nine elected Directors. NCPBR will strive to have Directors from as many different offices as possible.

Duties/Qualifications of the Board of Directors:

President Duties:

1. Shall preside at the BOD meetings and any other NCPBR meeting;
2. Shall appoint committee chairperson and/or liaison, with the approval of the BOD, as prescribed in the Bylaws and appoint special committees with the BOD approval;
3. May remove committee members with the approval of the BOD;
4. Shall be an ex-officio member of all committees;
5. Shall represent the Board before other associations or groups when invited;
6. Shall not knowingly take a position contrary to a position of the BOD; and
7. Shall attend all PAR meetings and conventions, whenever possible.

President Qualifications:

1. Must be a member of NCPBR in good standing;
2. Must have served as President-Elect of the NCPBR;
3. May not be serving in any capacity on a board of directors for another local REALTOR® association.

President-Elect Duties:

1. Shall act as presiding officer at such times when the President is absent;
2. Shall represent the Board before other organizations when invited and with the approval of the President or the BOD;
3. Shall not knowingly take a position contrary of the BOD; and
4. Shall attend all PAR meetings and conventions, whenever possible.

President-Elect Qualifications:

1. Must be a member of NCPBR in good standing;
2. Must have served at least one year on the NCP Board of Directors;
3. May not be serving in any capacity on a board of directors for another local REALTOR® association.

Secretary Duties:

1. Shall not knowingly take a position contrary to a position of the BOD;
2. Shall, with the AE, compile all necessary minutes and records for the Board.

Secretary Qualifications:

1. Must be a member of NCPBR in good standing;
2. Must have served at least one year on NCP Board of Directors;
3. May not be serving in any capacity on a board of directors for another local REALTOR® association.

Treasurer Duties:

1. Shall chair the Budget and Finance Committee and with the committee and AE prepare the annual budget for the Association;
2. Shall review Board financial statements with the BOD at regular meetings; and
3. Shall not knowingly take a position contrary to a position of the BOD.

Treasurer Qualifications:

1. Must be a member of NCPBR in good standing;
2. Must have served at least one year on NCP Board of Directors;
3. May not be serving in any capacity on a board of directors for another local REALTOR® association.

Past President Duties:

1. Shall advise the President as requested;
2. Shall not knowingly take a position contrary to a position of the BOD.

Past President Qualifications:

1. Was prior President;
2. Must be a member of NCPBR in good standing;
3. May not be serving in any capacity on a board of directors for another local REALTOR® association.

Director Duties:

1. Shall attend all meetings of the NCP Board of Directors and membership meetings;
2. Shall be prepared for BOD meetings by reviewing the agenda and other items in the packet prior to the meeting;
3. Shall sign the Board's Confidentiality Agreement and Conflict of Interest Policy;
4. Shall be familiar with the Bylaws, Strategic Plan, Policy & Procedures Manual, and other governing documents of NCPBR;
5. Shall support the decisions of the Board regardless of personal opinion;
6. Shall actively encourage participation of members in Board programs and activities;
7. Shall help identify potential new leadership;

Director Qualifications (Includes Officers):

1. Must be a member of NCPBR in good standing;
2. Must be a REALTOR® member of NCPBR for at least one year;
3. Must have served on a Board Committee;
4. May not be serving in any capacity on a board of directors for another local REALTOR® association.

Board of Director Meetings: Board of Director meetings are open to all members in good standing. Any non-director member may be asked to leave if the board goes into executive to discuss confidential information.

Attendance at meetings is a major part of serving on the NCP Board. All Board members will receive the meeting schedule by the first meeting of the year. Absence from three regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. Absences may be excused if the Director notifies the President as soon as possible and

1. the Director has a medical appointment; or
2. the Director has a medical emergency; or
3. the Director has a family emergency; or
4. at the discretion of the Board.

Association Executive: The Association Executive is responsible to the Board of Directors for the effective administration of the North Central Penn Board of REALTORS®. The AE participates with the NCP Board of Directors in formulating the Board's mission, goals, objectives, and related policies.

AE Duties:

1. Serves as an ex-facto, nonvoting member of the Board of Directors;
2. Ensures the Board of Directors receives all recommendations and mandates from the National Association of REALTORS® so that NCPBR stays compliant with the State and National Associations;
3. Ensures the Organization is operated in accordance with the published Bylaws, Policy & Procedure, and MLS Rules & Regulations;
4. Ensures that proper files and membership records are maintained and secured;
5. Maintains and updates the NAR NRDS database with regard to the Board's members, education, and transfers;
6. Processes new applicant applications and provides copies to the BOD.
7. Works with Finance Committee/Treasurer and Board of Directors to provide overall financial viability of the Board;

8. Manages accounts receivable/payable;
9. Ensures that the Board operates in accordance with all laws and regulations;
10. Ensures policies, programs, and activities of the Board are communicated to members;
11. Gives reports from PAR and NAR meetings.

Membership Lists: The AE shall verify the North Central Penn Board of REALTORS® membership two times per year. This list will include member name, office affiliation, contact information, and membership status (Primary, Secondary, Affiliate, etc.). This will be completed in January and July of each year and will be sent to the Directors.

AIM Liaison: Each year the Board will elect an AIM Liaison to communicate with the AE. The Liaison can be the President-Elect or any other Director that the Board appoints.

Dues Billing: Dues Invoices will be distributed to the membership in October of every year. Members may pay by sending check to NCP, 500 N 12th Street, Suite 100, Lemoyne, PA 17043 or by logging into the payment portal and paying online.

MLS: The MLS is an entity separate from the Board. North Central Penn is associated with the Northern Mountains of Pennsylvania MLS. North Central Penn Board of REALTORS® has three representatives on the board. The representatives are approved by the BOD.

Conflict of Interest Policy: Conflict of interest may be defined as a situation in which a person has an actual or potential interest that may influence or appear to influence the conduct of their duties. Any duality of interest or possible conflict of interest on the part of any Director should be disclosed to the entire Board of Directors and made a matter of record. If any Director or Officer has a conflict of interest relating to any matter under consideration for a decision by the Board of Directors, he shall abstain from any vote, discussion, or any attempt to influence the decision of the BOD. He should also not be counted in determining a quorum for the meetings. The meeting minutes shall reflect the disclosure of conflict, the abstention from voting, and the quorum. This policy does not prevent the Director from briefly stating his position or answering pertinent questions.

Expenses: Directors acting as voting Directors at PAR will receive \$150/day for attending and voting at PAR Business Meetings. NCP has two voting Directors.

Charity Donation/Cheer Policy: Every year the Board will donate moneys collected at the Holiday Party to the food banks in Potter and Tioga (PA) Counties.

If a Board member or immediate family member (father, mother, spouse, child) passed away, the Board will send up to \$75 of flowers or a donation to charity in the deceased's name.

Other charity/cheer spending is at the discretion of the Board.

Orientation: All new members shall take the online orientation course sent from PAR. New members must also take the in-person local orientation within one year of becoming a member or as soon after as the class is provided.