

NOCBOR POLICY MANUAL

The Executive Committee will be chaired by the President of the Board and shall consist of all current Officers, the Past President and those individuals selected by the President.

The Executive Committee shall have the authority to approve expenses up to \$2,000 without the prior approval of the Board of Directors. (6/08)

No member of the Executive Committee shall serve on the Professional Standards Committee. (1/82)

The Executive Committee and the immediate past President are responsible for conducting a review of the Executive Vice President on an annual basis. The President is responsible for coordinating and conducting the review process. The review shall take place no earlier than September each year and must be completed no later than prior to the last Board meeting of the calendar year. The review shall be documented using the most recent NOCBOR Executive Vice President Performance Evaluation Process and form. The President-Elect is responsible for having a private meeting with the Executive Vice President to discuss the review. The EVP will have the opportunity to make comment on the review. The review shall be filed in the EVP's personnel file for retention. (6/08)

The President of the Board shall select Chairmen of all Committees.

NOCBOR President and President-Elect be issued an American Express card, with a maximum credit limit of Two Thousand (\$2,000) Dollars, for travel and lodging. (4/07)

Incoming President and President-Elect shall serve as MAR Delegates. (10/99)

The MAR Alternate Delegates shall be the NOCBOR Treasurer and Secretary. (10/99)

NOCBOR MAR Delegates shall attend all MAR Delegate Body meetings. All expenses applicable to said meetings shall be paid by NOCBOR. (12/87)

NOCBOR MAR Delegate Body members shall be allowed to vote for any state Officer and Director as they see fit at the time of election, (according to their knowledge). (7/91)

The President and President-Elect may attend the NAR Washington, D.C. Mid-Year meeting. Registration, room and travel expenses shall be paid by NOCBOR. (10/91)

Expenses of the President and President-Elect to attend the NAR Washington, D.C. Mid-Year meeting are allocated the sum of Two Hundred (\$200) Dollars per day, over and above hotel and travel expenses. (2/12)

The President and President-Elect may attend the NAR annual convention. Registration, room and travel expenses shall be paid by NOCBOR. (1/83) Expenses of the President and President-Elect at the NAR annual convention are allocated the sum of Two Hundred (\$200) Dollars per day, over and above hotel and travel expenses. (2/12)

The President and President-Elect shall attend the Michigan Association of REALTORS®, leadership program and annual meeting. Registration, room and travel shall be an expense of NOCBOR. (12/87) Expenses of the President and President-Elect to the Michigan Association of REALTORS® meetings are allocated the sum of Two Hundred (\$200) Dollars per day, over and above hotel and travel expenses. (2/12)

The MAR Annual Installation and the Awards Banquet shall be paid by NOCBOR for the REALTOR®-Of-The-Year and REALTOR® Active In Politics. (6/08)

NOCBOR will pay the registration fee and lodging at the Annual MAR meeting for NOCBOR REALTOR®-Of-The-Year and REALTOR® Active In Politics. (6/08)

The President-Elect shall serve as Chairman of the Budget & Finance Committee. The Board's Officers, and any other individuals the President selects to serve, shall be a member of the Budget & Finance Committee. (6/08)

The President-Elect shall select Vice Chairmen for all Committees.

The President-Elect shall be required to attend a Spokesperson Training program, when available. Expenses to be paid by NOCBOR. (6/89)

The President-Elect may attend the annual NAR Leadership Conference and shall receive the sum of Two Hundred (\$200) Dollars per day. Any related conference expenses shall be paid by NOCBOR. (2/12)

Neither the President nor the President-Elect, shall serve as Realcomp Governor. (12/03)

The Board of Directors shall nominate and elect two (2) Governors to Realcomp II Ltd., as terms expire. (9/93) Elections shall be by paper ballot. (7/05)

Budget reports, files and documents pertaining to Board business shall be available, with 48 hours written notice to the Executive Vice President during normal working hours, for review to all members at the Board office.(6/08)

Should the immediate Past President fail to attend three consecutive meetings of the Board of Directors, he/she would no longer be a member of the Board of Directors, however, he/she would not lose the status as the immediate Past President. This would create a vacancy on the Board of Directors in the office of the immediate Past President, and there would be one less Director for the remainder of the year.

In the event a Director fails to attend a regularly scheduled Directors' meeting, the President shall notify said Director with a letter citing Article XII-Meetings, Section 2. Meetings of the Directors. (6/08)

Should an existing Director be elected to serve as Officer, the vacancy created on the Board of Directors, by his/her election, shall be filled by the Directors for the unexpired term. (9/91)

Members of the Board of Directors shall serve annually on a Committee of the Board. The President shall have the responsibility annually to appoint, if needed, presiding Directors to Committees. (6/08)

The Board of Directors shall receive a monthly report on Board membership and MLS users.

No fundraisers shall be conducted to raise money on behalf of NOCBOR, or any program sponsorship on behalf of NOCBOR, unless prior approval and written consent is given by its Board of Directors. (6/08)

All matters presented to the Directors shall first be referred to the proper Committee and recommendations shall be submitted to the Board of Directors.

Any requested waivers, which have been denied by Committee, may be appealed to the Board of Directors.

NOCBOR Committee application form shall contain Committees' Mission Statements and meeting schedules and be available at each general membership meeting. (5/07)

Committee Chairmen or Committee representatives may be given an opportunity to report to the members during each Membership meeting. (6/08)

All letters with a request to be published in the monthly *IMPACT* shall be provided to the Board of Directors in order that a decision can be made as to whether or not to publish. (6/99)

All funds of the NOCBOR control shall be invested in local insured institutions. (5/96)

Should a member's check be returned by the bank for insufficient funds, only cash, money order, cashier's check, VISA, MasterCard or American Express will be accepted and the member shall pay the bank service fee incurred by the Board. (6/08)

The Directors' room shall be available for rent based on the following basis:

NOCBOR Members

1. One-half (1/2) day (up to 4 hours) \$40
2. Full day (more than 4 hours) 75

Non-Members

1. One-half (1/2) day (up to 4 hours) \$60/\$100 (full day)

Attendance by the Executive Vice President at all NAR, MAR, National and State Executive Officers' meetings, shall be mandatory of the Executive Vice President unless determined otherwise by the Executive Committee. Registration, room and travel expenses shall be paid by NOCBOR. The Executive Vice President shall receive One Hundred (\$100) Dollars per day for expenses. (6/08)

The Executive Vice President may use discretion of either sending flowers, or a cash memorial, in the name of deceased members, (8/97) not to exceed One Hundred (\$100) Dollars. (6/08)

The Executive Vice President shall have the authority to approve up to Five Hundred (\$500), not to exceed the total of One Thousand (\$1,000) Dollars in any given year, without the prior consent of the Executive Committee. (8/81)

Approved the concept of a regional hearing panel pool and notified surrounding Associations/Boards. (4/99)

Mediation shall be available to NOCBOR members prior to individuals proceeding to Arbitration/Interboard hearings.

NOCBOR shall encourage the recipient of an Arbitration award to enforce the award through judicial procedure. The Board shall assist the prevailing recipient with legal enforcement in an amount of fifty (50%) percent of the legal fees, not to exceed One Thousand (\$1,000) Dollars. *(11/04)*

Reprimands involving an ethics or arbitration hearing shall be kept in the member's permanent file.

The synopsis of all Decisions of Ethics hearings shall be published in the Board's monthly newsletter publication, including the recommendation for discipline. *(12/92)*

A filing fee of Two Hundred (\$200) Dollars shall accompany all Requests for Ethics Appeals. *(8/14)*

A filing fee of Two Hundred (\$200) Dollars shall accompany all Requests and Agreements to Arbitrate and all Responses and Agreements to Arbitrate. *(11/03)*

A filing fee of Two Hundred (\$200) Dollars shall accompany all appeal Requests for Arbitration *(8/14)*

Approved a Professional Standard Administrative fee of Two Hundred (\$200) Dollars.

Any proposals for member rebates or employee bonuses shall be developed by the Budget & Finance Committee at the time the budget is prepared and presented to the Board of Directors for their consideration. *(1/93)*

Any Committee member missing three (3) consecutive meetings without an excuse deemed valid shall be construed as resignation.

Interpretation of an Affiliate member is to be determined by the application and the terms of payment of dues, i.e., if the applicant submits a personal check, the application should be in the individual's name, indicating the company he/she is representing at the time the application is submitted. Upon request of the individual Affiliate member, he/she may transfer membership, indicating the company representing. A copy of the check is to be attached to the application form upon receipt from individual or company making application for Affiliate membership.

Affiliate members shall be allowed to serve on Committees, act as Chairmen, and vote as Committee members. *(7/00)*

The Bylaws Committee members shall serve staggered three (3) year terms. *(2/91)*

All recommendations to amend the NOCBOR Bylaws shall be referred to the Bylaws Committee before adoption.

The Government Affairs Chairman may attend the NAR MidYear Legislative Meeting, held in Washington, D.C., and shall receive Two Hundred (\$200) Dollars per day for expenses. Registration, room and travel shall be an expense of NOCBOR. (2/12)

The members of the NOCBOR Government Affairs Committee are encouraged to attend, when available, the MAR Governmental Affairs Conference and the registration fee and overnight lodging shall be reimbursed by the Board. (6/08)

Support a regional MLS. (8/01)

Authorized Realcomp to register the copyright of multiple listing services data on behalf of North Oakland County Board of REALTORS®. (10/00)

Approved the MAR Annual Professional Standards Training program, the NAR online training and any other approved program to satisfy the NAR mandated REALTORS® quadrennial ethics training, and to reciprocate with all Michigan Associations/Boards. (6/08)

NOCBOR shall provide interest-free loans to Primary members desiring to attend GRI, CRB, CRS, Law I & II, ABR, SRES and CIPS courses and all NAR Certification programs, as well as the Broker Prep Course offered by NCI Associates at NOCBOR, provided all other loans have been paid in full. Should the loan not be paid within the specified time period of one (1) year, a late fee of Twenty-Five (\$25) Dollars shall be assessed. (6/08)

NOCBOR shall pay its continuing education instructors the sum of Two Hundred Fifty (\$250) Dollars for 6 hours of instruction. (5/02)

The Directors' room shall not be rented for the purpose of conducting the 6 hour continuing education program. (9/92)

A "letter of good standing" shall be acquired from all Primary Boards, whose members apply for NOCBOR Secondary membership. (9/04)

Application for Board membership must be accompanied with application fee, plus an amount equal to any MAR and NAR application fees.

New applicants applying for REALTOR® membership shall pay an application fee of One Hundred Sixty (\$160) Dollars, of which Twenty (\$20) Dollars is forwarded to MAR.
NOCBOR Policy Manual

Copies of the applicant's license and pocket card shall be submitted with membership application and applicable fees.

Applications for membership shall be submitted to the Membership Services Committee after NOCBOR staff has: *(5/96)*

1. Reviewed a fully completed application;
2. Verification of license;
3. Applicable fees and dues.

The Designated REALTOR® member is not responsible for the new member application fee.

A licensee affiliated with a Designated REALTOR® member office shall submit the proper membership application form and fee with thirty (30) days of such affiliation. If said licensee fails or refuses to submit proper application and/or membership fees, Article X, Section 3 of the NOCBOR Bylaws shall be applicable.

Primary/Secondary Designated REALTOR® shall be mailed a letter requesting payment of dues. Designated REALTOR® shall be given ten (10) days to respond to request. Should dues not be paid within thirty (30) days a fine of Fifty (\$50) Dollars shall be assessed per license. Failure to pay dues and fines within sixty (60) days will result in suspension of Board services, including MLS. *(10/97)*

The transfer fee shall be waived for any REALTOR® affiliated with a NOCBOR Primary or Secondary office, who select NOCBOR as their Board of Choice. *(1/95)*

The application fee shall be waived of any REALTOR® affiliated with a NOCBOR Primary or Secondary office, who select NOCBOR as their Board of Choice. *(1/95)*

REALTORS® transferring from another Board/Association to a NOCBOR Primary or Secondary office shall pay a transfer fee of Forty (\$40) Dollars. *(1/95)*

An applicant requesting waiver of the new member application fee must submit a letter to the Membership Services Committee stating the reason(s) for the waiver. The Membership Services Committee shall review said request(s) and make their recommendations to the Board of Directors. The Board of Directors shall make the final determination.

Permit new REALTOR® applicants ninety (90) days from the date of acceptance to complete the mandated Fair Housing Training program. *(4/06)*

The mandatory Fair Housing program shall be replaced with the NAR Fair Housing program. (6/08)

New Member Development program shall be available upon acceptance of application.

Applicant must complete, either in person or online, the New Member Development program within ninety (90) days of application to continue to receive Board services. (6/08)

Applicants not completing the New Member Development program, having received three (3) notifications, with proper notification to the Primary/Secondary Designated REALTOR®, shall be given an inactive status by the Board.

Applicants, who have been approved by the Board of Directors, shall be administered the REALTOR® oath immediately following the completion of the New Member Orientation program.

Procedures for administering the REALTOR® oath:

- At the New Member Development program;
- At a General Membership meeting, with proper notification;
- Privately with the Executive Vice President or member of the Executive Committee within sixty (60) days after meeting all membership requirements.

The Education Committee may, at its discretion, elect to provide a New Member Development program at an off-site location.

A Fifty (\$50) Dollar reinstatement fee shall be charged to any member whose dues are current and voluntarily terminates membership. (6/08))

The Designated REALTOR® member shall be responsible to notify NOCBOR immediately, in writing, of individuals who have terminated or transferred with copies of documentation as submitted to the Licensing Division of the state of Michigan. (1/94)

There shall be a license transfer fee of Fifteen (\$15) Dollars. (3/92)

Members' annual dues (National, State and local) shall be invoiced directly to the member. Ultimately, the responsibility for payment is that of the Primary/Secondary REALTORS®, however, the two (2) mandated notices for payment will be sent directly to both Primary/Secondary Designated REALTORS® and to the individual member for payment. (6/08)

Approved sending first notice for annual dues billing in mid-October. (10/02)
NOCBOR Policy Manual

The following procedure will be implemented in 2008 by the staff of the North Oakland County Board of REALTORS® as it relates to the annual billing of National, State and local membership dues: (6/08)

1) On or about the 15th of October, the first notice of annual dues shall be sent to both the Primary/Secondary Designated REALTORS®, as well as the individual member;

2) On or about the 30th of November, the second notice of annual dues shall be sent to both the Primary/Secondary Designated REALTORS®, as well as the individual member.

3) On or about the 15th of December, a final notice of annual dues shall be sent to both the Primary/Secondary Designated REALTORS®, as well as the individual member. The final notice will contain language notifying the Primary/Secondary Designated REALTORS® that he/she will be responsible for the annual dues of all licensees affiliated with the company after December 31, including a \$50 reinstatement fee per licensee. In addition, the Primary/Secondary Designated REALTORS® shall receive notification that failure to pay by the last working day in January, shall result in termination of all related services.

A reinstatement fee of Fifty (\$50) Dollars shall be assessed to a member who has not paid annual dues by the last working day of January, in addition to any unpaid dues or fees. (10/97)

All inactive or transferred licenses affiliated with the NOCBOR Designated REALTOR® must be reported, in writing, to NOCBOR no later than December 31st to avoid paying annual membership dues. (1/94)

Teams with known professional golfer(s) participating in NOCBOR annual golf outing are not qualified to win prizes, nor are professional golfers qualified to win individual prizes. (1/00)

Political signs may be placed in front of NOCBOR by those candidates who have been endorsed and recommended for election by NOCBOR and/or MAR, and the signage is within the bounds of state law and township ordinances. (11/06)

Nominating Committee Guidelines

1. The Chairman may schedule a meeting within the first four months of the year to plan the criteria and give instructions to the Committee as to their responsibilities on selection of Board of Directors and Officer candidates, as well as candidates for the REALTOR® Of The Year and Outstanding Service Award. (7/00)
NOCBOR Policy Manual

2. The Nominating Committee has the authority to develop procedure for the candidate interview and the policy for candidate introduction to the general membership. (5/96)

3. Any member serving on the Nominating Committee shall be required to be a Primary member of the Board for a period not less than three (3) years. (1/83)

4. Should a vacancy occur on the Nominating Committee, the Board of Directors shall be responsible to fill said vacancy. (6/08)