



Policy Manual

Bastrop County Board of REALTORS® Policy Manual

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Bastrop County Board of REALTORS®

Policy Manual

Introduction

The Bastrop County Board of REALTORS® (BCBOR) is an association of individual members established with the fundamental premise that the value of membership is, and must continue to be, important to them. The Bastrop County Board of REALTORS® and their dues shall continue to be an important element of, and contribution to the operations and its success.

Membership

Application

In order to be considered for membership by BCBOR a completed application form should be completed online at www.BastropRealtors.org:

Texas Realtors (TR) will contact you for payment after approval of application.

Affiliate Member Sponsorship

Only Affiliate Members of the BCBOR can sponsor CE courses for the board and will receive endorsement for their courses, including advertising to the general membership. (*Adopted 3/2019*)

Orientation

(Provided Through TR) An orientation course will be offered for all new members. Individuals who have been outside of the BCBOR membership or belonging to another Board will also be required to attend BCBOR Orientation as a new member. Orientation will be emailed to the address on file with the board membership department. Those new members will be required to complete the orientation course within the first six (6) months of membership.

Appeals to Policy

Appeals concerning refunds of dues, fees, assessments, penalties, etc. paid to TR on behalf of BCBOR: The REALTOR® will be permitted to appear before the Board of Directors or submit your appeal in writing prior to the next Board of Directors meeting.

Involuntary Termination of Membership

Upon involuntary termination of BCBOR membership, the full amount of the Application fee would be due upon re-application.

Refunds

Members who have paid dues will not receive any refund upon becoming inactive with the Board

Late Fees

A \$50 late fee will be assessed to any member who has an unpaid invoice on December 6th.

Termination for Non-Payment

Any member who has an unpaid invoice on January 1st will be terminated.

Reinstatement

In the event of voluntary termination of membership, reinstatement to the board is available without additional fee within 30 days from the termination of membership.

Any application to join the board after 30 days from voluntary termination will require a full payment of the application fee and all other fees associated with new membership.

Board Leadership

Election Qualifications

Board of Directors

1. President:
 - A. Candidate must hold a valid Texas Real Estate License.
 - B. Candidate must have had at least two (2) consecutive years REALTOR® membership in BCBOR.
 - C. Candidate must have served as an officer and/or member of the Board of Directors for a minimum of two (2) years.
2. Vice President:
 - A. Candidate must hold a valid Real Estate License.
 - B. Candidate must have had at least two (2) consecutive years REALTOR® membership in BCBOR.
 - C. Candidate must have served as a Director for at least two (2) years.
3. Secretary/Treasurer:
 - A. Candidate must hold a valid Real Estate License.
 - B. Candidate must have had at least two (2) consecutive years REALTOR® membership in BCBOR.
 - C. Candidate must have served as a Director for at least two (2) years.
4. Director:
 - A. Candidate must hold a valid Real Estate License.
 - B. Directors shall have been a REALTOR® member of the board not less than one (1) year prior to taking office.

BOD Guidelines

No director shall serve for more than two (2) consecutive three (3)-year terms.

No more than three (3) REALTORS® from the same real estate firm may simultaneously serve on the Board of Directors. (BCBOR Bylaws-Article XI, Sections 3a & b)

TR Director

Per state requirement, the TR Director must hold primary membership within the local association represented. The TR Director must have two (2) years' experience on the Board and must have attended at least one (1) of the state meetings within the past two (2) years. The TR Director must attend all Texas Realtor Meetings. If they are unable to attend, they must find a board member to go in their absence. The TR Director is encouraged to be the chair of the Government Affairs Committee.

Officers and Directors

Duties and Responsibilities

It is the duty of all officers to collect and maintain a binder of training materials to help prepare incoming leadership for their new role. Such binder should be passed to the new leader prior to their taking office in the upcoming term.

Binder materials will come from numerous sources including, but not limited to, the Texas REALTORS® Multi-board Management Staff, TREPAC leaders, and the TR Field Representative.

President

This post serves as the chief elected officer of the Board, overseeing the affairs of the association with the assistance of the elected officers and staff. Presides at all meetings of the association, including the board of directors and executive committee; between the sessions of which he/she represents the association and acts in its name, subject to declared policy. Appoints all committees; serves as an ex-officio member of all committees and performs all duties usual to such office.

Responsibilities - Within the limits of the charter and bylaws of the association and policies established by the Board of Directors, the chief elected officer with appropriate delegations:

1. Presides at all meetings of the association including the Board of Directors and General Membership meeting.
2. Determines the substance of the agenda for meetings of the Board of Directors and the Executive committee.
3. Selects Chairmen for all association committees and task forces. Outlines the purpose and duties of the committees and monitors their progress.
4. Keep the membership and the Board of Directors informed on the conditions and operations of the association and the real estate industry and encourages their involvement in the association.
5. Serves as spokesperson for the association.
6. Oversees presentation of annual budget for approval to Texas REALTORS® in conjunction with Treasurer.
7. Directs the board of directors in formulating policies and programs that will further the goals and objectives of the association.
8. In conjunction with the treasurer, monitors expenditures to assure operation within the annual budget.
9. Ensures that an audit is completed annually through CPA as directed by TR/NAR.
10. The President shall serve as Past President following the end of their elected term.

Vice President

1. The Vice President shall perform the duties of the President in the event of his/her absence or disability and shall have such other powers and the Board of Directors may prescribe duties as.

2. If the office of the President should become vacant between elections, the Vice President shall fill the vacancy and complete the unexpired term.
3. The Vice President schedules the monthly general meeting speakers.
4. The Vice President is the President Elect.

Treasurer

1. Monitors expenditures to assure operations within the annual budget.
2. TR produces and provides monthly financial statements to the Board of Directors for approval.
3. Supervises association savings accounts and investments.
4. Develops and implements investment strategies with approval of board of directors.
5. In conjunction with budget committee, treasurer prepares and presents an annual budget for the board of director's approval to be presented to the membership in October.
6. Receives payments requests, forwards to TR, and monitors payments of financial obligations.
7. Signs checks in emergency situations.

Secretary

1. Takes a written record of the minutes for the board and general meetings and sends them within five (5) business days to TR for approval.
2. Sends correspondence as needed.
3. Sends out agenda and any pre-reading material five (5) days in advance of the Board meetings.

Director

1. Directors shall attend monthly board meetings, general membership meeting and other board activities.
2. Directors will be required to actively participate in at least one (1) committee.

Committees

Standing Committees

See Bastrop County Board of REALTORS® Bylaws, Article XIII

Nominating Committee

At least three (3) months before the annual election, a Nominating Committee of three (3) REALTOR® Members shall be appointed by the President with the approval of the Board of Directors.

The Nominating Committee shall recruit and qualify a minimum of one candidate for each officer position and a minimum of one candidate for each director position to be filled on the Board of Directors. The report of the Nominating Committee shall be distributed to each Member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 30% of the REALTOR® Members eligible to vote.

The petition shall be filed with the Secretary at least three (3) weeks before the election. The Secretary shall send notice of such additional nominations to all Members eligible to vote before the election. (BCBOR Bylaws – Article XI, Section 4)

The Nominating Committee shall be responsible for actively recruiting new leadership to ensure the growth of the Bastrop County Board of REALTORS®

Government Affairs Committee

ensures that the general membership is keenly aware of all legislation affecting the real estate profession and promotes individual and association issues in the legislative process. Committee members are expected to attend as many political functions as possible, monitor speeches of local, state, and national candidates, and incumbent local, state, and national officials to determine their position on matters affecting the real estate industry. Monitor and inform the board of directors and membership on local, state, and national issues affecting the membership, the industry, and private property rights. On legislative years, the chair is to plan for members to attend visitation with legislators in Austin on *REALTOR® Day at the Capitol*. The chair is encouraged to attend the TR conventions to participate in committee meetings or session for legislative and political affairs issues.

Membership Recruitment Task Force

recruits new REALTOR applicants through emailed invitations (which include a recruitment packet detailing the benefits of being part of a local board, FAQs, and steps to take), fields any questions about the process of becoming a member and follows up on the status of applications as necessary.

Budget & Finance Committee

monitors all functions, procedures, and expenditures that affect organizational income and expenses, making appropriate recommendations to the Board of Directors and to develop a proposed annual budget to be presented to the Board of Directors for approval at the September Board meeting. The committee will receive and consider requests and proposals relating to the annual budget or to any policies affecting the financial condition of the Board, to receive from the Board of Directors any adjustments in the budget. To receive and review reports on investment policies. The committee will review anticipated future income or expense and obtain and review audits of the Board's financial condition as required by Policy and Procedures.

Engagement Committee

helps all members, both new and existing, feel welcome and a part of our BCBOR community and encourages their participation in committees and events, , , and works with the Affiliate Committee to plan Meet & Greet events for Affiliate and Realtor Members. Provides new membership packet and holds a Membership 101 once a quarter. Will secure TR education program and facilitate to general membership.

FUNDing Committee

responsible for raising funds yearly and enlisting membership participation in events, as well as engaging sponsors to cover expenses.

Events Committee

will be responsible for choosing the theme, venue, food/drink decisions, the decorations and any entertainment if decided. They will work with the (BLANK)committee to raise additional funds and be given the BCBOR budgeted funds three (3) months prior to the event. The committee will send invitations, collect RSVP's and coordinate the set-up and tear down of the event. A survey will be sent out after the event for feedback to future banquets. Will work with the Vice President to secure location and speaker for the monthly general membership meeting.

TREPAC Committee

will plan the TREPAC events necessary to reach or exceed the TREPAC yearly goal. The committee will educate members on what TREPAC is and how TREPAC supports our industry. The committee encourages event attendance and coordinates TREPAC Trustee at all events.

Community Involvement Committee

will plan advocacy efforts to show our community that we as REALTORS® are invested in our

communities and show the community that we are the voice of real estate within our communities. Activities can include charitable events, as well as activities such as publishing articles that would give buyers and sellers information to improve their purchase or sale.

Public Relations Committee

Will handle communications to the targeted audiences of the organization, who are generally prioritized in the order of: (1) members, (2) prospects, (3) allied organizations, (4) government, and (5) general public. It may be responsible for reviewing and updating publications and acquiring meaningful articles for the newsletter.

Scholarship Committee

REALTOR® and public scholarships are available annually, apportioned as funding allows. The Financial Assistance scholarship is open to students whose parents/guardians are not REALTORS®. Committee duties include notifications of scholarship events; reviewing scholarship applications for eligibility; selection and notification of recipients; planning the scholarship distribution event; other scholarship activities as required to satisfy the committee's mission; and work with the fundraising committee to ensure sufficient funds for scholarship needs. *See page 25 for more Scholarship information*

Committee Requirements:

Committee chairs are responsible for picking committee vice chairs. Members must apply to the committee chairman to volunteer.

Meetings and Events

Meeting dates and Places:

Boards of Directors Meetings are to be held monthly on the 2nd Thursday, subject to change by vote of the board of directors.

Board of Directors Attendance:

Absence from three (3) regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. Excused absences shall be granted by majority vote of the Board of Directors. (BCBOR Bylaws-Article XII, Section 2)

General Membership Meetings:

Board meetings will be held on the 2nd Thursday of every month at noon at a location set forth by the board of directors and subject to change by a majority vote of the board of directors. The fee charged to the membership shall cover the cost of the meal.

Committee meetings:

Committee meetings will be held at a time and location designated by the committee chairman or the President of BCBOR. The committee chairman shall select a committee member to take minutes of the meeting. Any committee shall have all facts and materials made available to them.

Annual Installation Meeting:

Occurs at the December General Membership meeting.

The Annual Business Meeting:

Will be held each September at a time and location set forth by the board of directors and subject to change by a majority vote of the board of directors. (BCBOR Bylaw-Article XII,

Section 1)

Board of Directors Orientation and Planning Retreat:

Will be held each November. All incoming Board of Directors must attend. There will be no General Membership meeting or Board of Directors meeting in November.

Travel and Conventions

TR Convention: Room will be reimbursed at a maximum of 3 nights not to exceed \$1000. \$75 per diem per day and mileage based on the IRS annual allowance will be reimbursed to all officers and the TR Director attending the TR convention. If a director would like to attend, the request must be made to the board of directors for approval before the registration deadline.

Any member performing Board business on a state level will be reimbursed the same as above for attending a state function as approved by a vote of the Board of Directors in advance of the registration deadline.

All requests for reimbursement must be submitted on TR Reimbursement Form within fourteen (14) days from the end of the event with all receipts attached.

TR Winter Meeting: \$75 per diem per day and mileage based on the IRS annual allowance will be reimbursed to all officers and the TR Director attending the TR Winter Meeting. If a director would like to attend, the request must be made to the board of directors for approval before the registration deadline.

Any member performing Board business on a state level will be reimbursed the same as above for attending a state function as approved by a vote of the Board of Directors in advance of the registration deadline.

All requests for reimbursement must be submitted on TR Reimbursement Form within fourteen (14) days from the end of the event with all receipts attached.

Region 8 Meeting/360 Meeting: \$75 per diem per day and mileage based on the IRS annual allowance will be reimbursed to all officers and the TR Director attending the TR 360 Meeting. If a director would like to attend, the request must be made to the board of directors for approval before the registration deadline.

Any member performing Board business on a state level will be reimbursed the same as above for attending a state function as approved by a vote of the Board of Directors in advance of the registration deadline.

All requests for reimbursement must be submitted on TR Reimbursement Form within fourteen (14) days from the end of the event with all receipts attached.

TR BOLC/MBM Training:

Room will be reimbursed at a maximum of 3 nights not to exceed \$1000. \$75 per diem per day and mileage based on the IRS annual allowance will be reimbursed to all officers and the TR Director attending the TR MBM Training. If a director would like to attend, the request must be made to the board of directors for approval before the registration deadline.

Any member performing Board business on a state level will be reimbursed the same as above for attending a state function as approved by a vote of the Board of Directors in advance of the registration deadline.

All requests for reimbursement must be submitted on TR Reimbursement Form within fourteen (14) days from the end of the event with all receipts attached.

Awards

The Board of Directors may designate awards as they deem appropriate as recommended by the committee.

Professional Standards & Arbitration

See Article VII of the Bastrop County Board of REALTORS® Bylaws.

TREPAC (Texas REALTORS® Political Action Committee)

TREPAC Reporting Guidelines :

Transmittal time limits - All contributions shall be made by check, money order, cashier's check, or online.

All TREPAC funds must go directly to TREPAC Trustee.

Financial/Contractual

Fees and charges shall be as established by the Board of Directors. The dues level will be reviewed by the Budget and Finance Committee annually with specific recommendations made to the Board of Directors.

Audit:

As directed by TR.

Non-Sufficient Funds/Returned Check Policy: Any checks that are returned to us for insufficient funds will be assessed an additional \$50.00 service fee. The payee will be notified by phone or mail. The payee will have ten (10) days to cover the original check amount plus the \$50.00 NSF fee. The payee must be pay by certified check, money order or cash, or to call and possibly make other payment arrangements. If restitution is not made within ten (10) days the Board will file with the County Attorney's Office.

Check Signatures:

Any BCBOR checks written shall require the signature of the Treasurer or other signer as designated by TR listed as an authorized signer with the financial institution.

Association Bank Accounts

- The BCBOR shall maintain the following bank accounts:
 - General Fund Account
 - Scholarship Account
 - Savings Account

Expense Review:

Any expense exceeding \$500.00 not previously budgeted shall require review by the Budget and Finance Committee and must be approved by the Board of Directors.

Condolence Policy

The BCBOR Treasurer is authorized to send a plant, flowers, memorial donation, or provide a meal for a Primary BCBOR member who experiences the death of an immediate family member in an amount not to exceed \$100.00.

Investment

Objectives:

1. The objectives of the BCBOR investment program are to obtain the maximum possible return on surplus funds while assuring adequate protection of invested assets.
2. Investments must be made in such a manner as to ensure sufficient liquidity to meet operating and contingency expenses.
3. Upon Board of Director's approval, the Treasurer shall be permitted to invest short term cash surpluses in FDIC insured money market funds and certificates of deposit at local commercial banks or savings and loans institutions.
BCBOR Executive Officer shall report on the status of all investments on a monthly basis to the Budget and Finance Committee and Board of Directors

This policy manual is intended to help you understand and enjoy your experience with the Board. Please feel free to discuss any aspect of it with the Board President. The manual serves as a basic guideline for member relations and is subject to revision from time to time. Each revision supersedes any conflicting portions of the manual.

See - *Finance Division Principles of Operation* - for additional Association Policies