
**SOUTHERN OKLAHOMA BOARD OF REALTORS®
POLICIES/PROCEDURES
MANUAL FOR DAILY USE
NEW AS OF OCTOBER 2021**

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ARTICLE I NAME

- **Good Standing**
Only participants in good standing shall be able to refer to themselves as members of the Southern Oklahoma Board of REALTORS®.
- **The Board is comprised of member firms. Individual membership is granted through the firm's membership in the Board; only those individuals associated with a firm member may become a member of the Board.**
- **Governance**
The Board is governed by a Board of Officers and Directors in accordance with the Bylaws of the Southern Oklahoma Board of REALTORS® as amended from time to time. The Officers and Directors are elected by the membership and serve in volunteer leadership positions.

ARTICLE II OBJECTIVES

- **Code of Ethics**
Follow the Code of Ethics of the National Board of REALTORS® and to work together to promote and maintain high standards of conduct in the real estate profession.
- **Anti-Trust**
To ensure that no anti-trust activities are engaged in, with regards to price fixing, commission fixing, or collectively working against particular firms, by not cooperating with a particular firm.
- **Further Objectives**
Recommendations for action to further the objectives of the Board can initiate from 1) the general membership; 2) Committees; 3) Board of Officers and Directors; 4) Board Executive; and *for* 5) as mandated by committee and job descriptions as stated within the document.

ARTICLE III JURISDICTION

- **Territorial Jurisdiction**
SOBR's territorial jurisdiction of the Board as a Member of the National Board of REALTORS® is: Carter, Murray and Love

counties. All members should ensure they are familiar with these counties.

- **Board Location**

The Board maintains a Central Office at 200 Stanley Ave SW, Ardmore, Ok 73401 1. All activities and the business of the Board are channeled through the Board Office. The Board has one paid employee: The Association Executive, who is the administer and facilitator of Board activity.

ARTICLE IV MEMBERSHIP

- **Types of Membership**

REALTOR® MEMBERS refers to individuals who are licensed in the State of Oklahoma as a real estate professional. (See the Dues, Fees and Charges Schedule attached as the last page of this document.)

Primary – SOBR is their Primary Board. Their dues are based on local, state and national dues. A Licensee’s Designated Broker must be a member of the Board in order for them to have full access to all Board amenities, including MLS and Supra Ekey Lockboxes and IDX. They are a voting member in the annual General Election. They are a voting member in the annual General Election.

Secondary – SOBR is not their Primary Board. Their dues are based on Local Dues and charges for MLS, Supra Ekey and IDX. If they are to have access to the MLS, then their Designated Broker must also be a Member. They are a voting member in the annual General Election.

A Secondary Member is a Primary Member at another Board. (i.e. If someone lives in Kingston and decides they want to be a Member of SOBR Board, but their Designated Broker is in Kingston and is a member of Texoma Board. The Licensee does not have to join the Texoma Board, but in order for them to have access to the SOBR MLS, their Designated Broker would have to join SOBR as a Secondary member, but the rest of his Licensees would not have to join.)

MLS of Choice – this is when a Designated Broker and a Licensee join SOBR, just for the use of the MLS. They do not have access to our lockboxes and SupraEKey except with a one-day code.

Institute Affiliate Members – Designees with NAR

Appraiser Affiliates

Affiliates – Title Company and Lenders

Public Service Members: Licensed Inspectors / Inspection Companies

Honorary Members: REALTOR® EMERITUS

Students / Unlicensed Assistants / Secretaries / Office Managers

ARTICLE V. QUALIFICATION AND ELECTION

- **Application**

The appropriate application for membership must be filled out and given to the Board Office to be submitted to the Membership Committee for review. The following documentation shall be attached to the application:

All required fees (Fees will be prorated to the 1st Day of the Month of Application see Dues, Fees and Charges Schedule)

Completed Application for Type Membership requesting
OREC License

Driver's License or Other Government Issued Photo ID.

Copy of Certificate of Recently Completed REALTOR® Code of Ethics course, which qualifies with NAR.

After approval by the Board of Directors, the AE will:

Send a congratulatory email to each approved new member including an email invitation to the next general membership luncheon.

Dues for OAR and NAR will be transmitted accordingly.

A file will be set up for each new member to contain their application, any changes to or from OREC, and any complaints filed against the member. The file is to be placed in the active member drawer in the file cabinet for inactive or active members.

- **Qualifications**

OREC License in good standing

Letter of Good Standing from Primary Board (Secondary, MLS Only)

- Election

Once all documentation and fees have been received, the AE provides the applicant with provisional membership. Provisional members receive the same privileges and obligations as active REALTOR® members. The AE will recommend the provisional member receive active membership to the Board of Directors at the following meeting. The Board of Directors will then vote, and the applicant is notified whether they have been accepted or denied active membership with SOBR.

- New Member Orientation

New members are required to provide proof of completing a NAR Code of Ethics course which lasts no less than 2 hours and 30 minutes of instruction time.

Options to take the course include: From our Board, Educational materials are available on REALTOR.org, video programs available from other associations, Online Continuing Ed Companies (i.e. Charles Barnes or VanEd Just make sure it is NAR Compliant), or NAR Online Course:

<https://www.nar.realtor/orientation/new-member-orientation-videos>

New Members must comply within 60 days of joining the Board.

Failure to complete the required periodic ethics training shall be considered a violation of a membership duty for which REALTOR® membership shall be suspended until such time as the required training is completed.

Continuing REALTOR® Code of Ethics

Training.

All members of the SOBR shall be required to submit to the SOBR, a certificate of completion of the NAR Code of Ethics every three years. Anyone who fails to satisfy this training will be suspended from Membership in the SOBR for the first two months of the following the end of any three-year cycle or until the requirement is met, whichever occurs sooner. As of March 1 of that year, the member will be terminated, if they have still not satisfied this requirement.

- Status Change.

If you change your status, the Board must be notified within 30 days. If you are changing from one firm to another, the transfer must be completed within 10 days of the date the Board is advised. All forms, and fees must be paid and filed with not only the commission, but also with the SOBR AE.

ARTICLE VI PRIVILEGES AND OBLIGATIONS

Definition of privileges and obligations

Compliance

Discipline of REALTOR® Members.

Resignations of Members

Termination Due to Ethics Complaints

Privileges of REALTOR® Members.

Institute Affiliate Members.

Affiliate Members.

Public Service Members.

Honorary Members.

Student Members / Unlicensed Employees / Secretaries / Office Managers

Legal Liability Training.

Harassment.

Certification by REALTOR®

In October of each year, an audit of Designated Brokers and their licensees will be conducted. AE will provide a form to each Designated Broker in each firm. The Designated Broker will confirm on the form, the licensees that are currently active in their firm and return the form to the AE by October 15th. This document will be used for billing purposes.

If a licensee is added after October 15th, and before November 1st, the Designated Broker shall notify the SOBR AE in writing to update the records for their office.

Dues for the following year are to be billed by November 1st. They are due December 31st. Dues are delinquent January 1st. A penalty of \$50 is assessed at that time. A Certified Letter with the new amount owed (Bill plus late penalty) will be sent on January 2nd. The final bill with penalty is due by 4:00 p.m. January 14th. On January 15th, the licensee shall be dropped for non-payment. If, however, the licensee remains with the designated Broker's firm, at that point the Designated Broker of that firm shall be responsible for that licensee's dues calculated from the first day of the fiscal year, plus the penalty and are due by January 31st. (Amended 3/2020)

The Broker will be notified on January 15th that the licensee under their brokerage has not paid their dues. The broker has the option of:

6.13.1 paying the dues with penalty on or before January 31st or

6.13.2 sending the licensee's license back to OREC and informing in writing the AE at SOBR that licensee's license has been returned to OREC and licensee is no longer with their firm. This must be resolved by no later than February 10th. (Amended 3/2020)

ARTICLE VII PROFESSIONAL STANDARDS AND ARBITRATION

- Enforcement of the Code.

Try to Work it Out Locally.

All Designated Brokers should first try to work together to resolve any complaints brought by themselves or their licensees regarding another Designated Broker or licensee.

Report to OAR

Failing to resolve issues locally, a written complaint should be filed with OAR's Professional Standards Committee. Please go to <http://okrealtors.com/members/professional-standards/> Ensure this is a complaint with a REALTOR®. If you have a question about whether to file a complaint, contact OAR at 405-848-9944 or email them at: prostandards@okrealtors.com. If it is against a non-REALTOR®, then it should go to the Oklahoma Real Estate Commission. The complaint form for OAR Complaints is located at <https://oklahoma.gov/orec.html>.

It is now mandated that complaints go to MEDIATION between

REALTORS® in the State of Oklahoma.

If the issue is not resolved in MEDIATION, then it is referred to ARBITRATION.

- Obligation of REALTOR® Members.

ARTICLE VIII USE OF THE TERMS REALTOR® REALTORS®

- REALTOR® Trademark
- Trademark Use at Place of Business
- Trademark Use if All are REALTOR® Members
- Institute Affiliate Members Excluded from Use of Trademark

ARTICLE IX STATE AND NATIONAL MEMBERSHIPS

- Board Memberships

The Board shall be a Member of the National Board of REALTORS® and the Oklahoma Board of REALTORS® and shall pay dues to those Boards as required by those organizations. See the fees, dues and charges schedule attached to this document.

- Right to Use Trademark

As a member of the National Board of REALTORS® and the Oklahoma Board of REALTORS®, we are entitled to use the trademark REALTOR® and REALTORS®. If we should withdraw from those Boards, we would no longer be entitled to use the trademark.

- Enforcement of Code of Ethics

The Board agrees to enforce the Code of Ethics of the National Board of REALTORS® and to abide by the Constitution, Bylaws, Rules and Regulations, and policies of the National Board.

ARTICLE X DUES AND ASSESSMENTS

- Application Fee.

Application fees can be found on the Dues, Fees and Charges Schedule attached on the last page of this document and the last page of the MLS Rules and Regulations.

- Designated REALTOR® Members' Dues

Application fees can be found on the Dues, Fees and Charges Schedule. The fees are figured on a formula as provided in our Bylaws. The Designated Broker is responsible for keeping the Board updated with licensees information and status. Designated Broker is responsible for paying any unpaid dues by their licensees, or notifying the Board that the licensee is no longer with their firm and returning their license to OREC within 10 days of the change.

- Dues Payable.

All Dues for Members shall be payable annually through the eCommerce by logging in to the NAR.REALTOR® website and your account or at the SOBR office. All annual dues are due by January 1st of that year. New members shall be computed from the first day of the month in which the proposed member is joining and shall be prorated for the remainder of the year.

- Nonpayment of Financial Obligations.

Nonpayment of Financial Obligations would subject the member to termination from the Board as set forth in the Bylaws.

- Deposit and Expenditures.

Any capital expenditures under \$200.00 may be made without Board approval. Any capital expenditures over \$200.00 must have a majority approval by the Board of Directors as set forth in the Bylaws.

- REALTOR® Emeritus Dues

Any REALTOR® Emeritus Members dues shall be set by the Board at their discretion. Dues for these members due to the National Board and State Board shall still be in force and due with the Designated Broker's annual dues.

- Notice of Members Financial Obligations

When Dues, Fees, Fines, Assessments and Other Financial Obligations arise, the Board of Directors will ask the AE to issue a notice to the members in writing outlining the charges and the due date.

ARTICLE XI OFFICERS AND DIRECTORS

- **Officer Qualification**

Prerequisites for holding a position on the Southern Oklahoma Board of REALTORS® BOARD OF DIRECTORS:

Member in good standing, all dues paid to include: Local, State and National and MLS Dues.

Must be a member of the Board for 2 years.

Must have no Code of Ethics violations and be Current on Code of Ethics Training.

Must have served on at least one committee in the last two years.

For office of President and President-Elect, in addition to the above stated qualifications, must have served as a Director/Officer on the Southern Oklahoma Board of Directors for 2 full years before starting their term.

Can serve 2 years as a Director of the SOBR Board of Directors and run for the office of President-Elect.

Any exception to the above prerequisites will be at the discretion of the Nominating Committee.

- **Officers Terms and Term Limits**

President-Serving a one-year term having been the President Elect and shall succeed to office of the Past President.

President Elect-Serving a one-year term and shall automatically succeed to the office of President and then shall succeed to Past President

Vice President- Serving a one-year term.

Past President- Serving a one-year term having been President the preceding year.

Secretary- Serving a two-year term.

Treasurer- Serving a two-year term.

State Director - (1) Serving a two-year term. At the end of the term, the State Director can be re-appointed for one additional two-year terms. After serving for two terms, the State Director terms out.

- **Directors Terms and Term Limits**

Directors (6)-Serving a three-year term.

The seven (7) officers set forth above, together with six (6) directors shall constitute the Board of Directors of the Southern Oklahoma Board of REALTORS®.

Term Limits - With the exception of Secretary, Treasurer and State Director Officers and Directors shall not serve consecutive terms of office. A one year minimum is required between terms. Secretary and Treasurer shall serve no more than two terms consecutively. Any exceptions to the above prerequisites will be at the discretion of the Board of Directors.

The Membership has a right to expect from every Board of Director member, good faith, reasonable care and prudence in the consideration of every situation, decision or question that is presented to the Board of Directors in managing the Board's affairs.

There are prerequisites for holding a position with the Board of Directors. Those prerequisites are as follows:

For office of President and President-Elect, in addition to the above stated qualifications must have served as a Director or an elected official, i.e., secretary, treasurer, etc. for the Southern Oklahoma Board of REALTORS® two full years before starting their term.

Any exceptions to the above prerequisites will be at the discretion of the Nominating Committee.

- **Duties of Officers;** See Appendix C
- **Board of Directors.**

The Board of Directors shall have charge of the general conduct of the Board. The Board of Directors may, at any time, cause an audit to be made of the books and accounts of the SOBR by a Certified Public Accountant appointed by the SOBR Board of Directors and in the month after completion of the audit, a full report will be made regarding the financial stats of the previous year and any such recommendation in the interest of the SOBR as in their judgment may seem proper.

It shall be the duty and responsibility of the Board of Directors to see that the Membership is kept reasonably and properly informed on all matters of particular interest and concern to the membership in respect to the Real Estate industry and the SOBR by the President and AE issuing a Bullet Point email to all Members after the Minutes of the BOD Meeting have been approved by the BODs.

The Board of Directors is the governing body of the Board consisting of six (6) elected officers, six (6) Directors, and one (1) State Director.

Each Director is elected for a term of one (1) year except when filling a vacancy of a previously elected Director.

Directors are REALTOR® members of the Board and should adhere to their job descriptions as outlined in this section.

Directors shall attend all regular and special meetings of the Board of Directors. Absence from three (3) regular meetings may be construed as resignation. Request for absences shall be notification to the Board Office prior to the meeting. Permission to leave a Board meeting while in session may only be obtained to the President.

Board of Directors will review and confirm all committee appointments submitted by the President.

All committee reports, financial statements and suspension of membership for nonpayment of dues will be submitted to the Board of Directors for review and action.

Each Director should attend all functions of the Board whenever possible.

The Board of Directors is the employer of the Association Executive (AE).

Conflict of Interest Policy

A written statement must be provided to directors prior to the first board meeting of the year indicating any potential conflict of interest and shall be returned to staff at the board meeting.

Independent Contractors and Conflict of Interest Policy

The purpose of the following policy and procedures is to complement the Southern Oklahoma Board of Realtors® bylaws to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties or results in personal financial, professional, or political gain either directly or indirectly through a relative on the part of such persons at the expense of its members, supporters, and other stakeholders.

Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

Anyone in a position to make decisions about spending 's resources (i.e., transactions such as purchase contracts) - who *also* stands to benefit from that decision - has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in any final decisions.

Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict.

In the event of an emergency where the service being required is necessary to engage immediately in order to continue service delivery to the members (for example a CE instructor not showing up and a lobby full of waiting member students- or significant damage to the building where no other service provider is available) the Association Executive (AE) may engage such independent contractors for the immediate need only and then must file a written report to the Board of Directors indicating the date & time of the incident, the independent contractor hired, the amount of payment to the independent contractor and the circumstances surrounding the engagement.

- **Election of Officers and Directors.**

A committee of five members will be selected by the Board President and approved by the Board of Directors to be the Nominating Committee. An email will be sent to each Realtor member inquiring whether they are interested in serving as an officer, director or committee member. An announcement will also be posted on the SOBR social media platforms. The committee shall meet in June to review received inquiries and select members for the new slate of officers for the following year. A report will be sent to each member announcing the selection of officers at least three (3) weeks prior to the election.

For the sake of diversity, when selecting candidates for the BOD, there shall be only one person selected from any brokerage. Any exceptions will be made at the discretion of the Board of Directors.

Additional candidates may be nominated by petition signed by at least twenty (20) percent of the members. The petition must be filed in the Board Office at least two (2) weeks before the election. A notice of additional nominations must be sent to members before the election.

A ballot will be prepared with all nominated candidates. One week prior to the August election, voting will be opened electronically by the AE for primary and secondary SOBR members to vote.

At the General Membership Meeting in August, a final call will be announced to vote electronically. Voting will then close, and the results will be announced at the meeting. The ballot requires a majority vote to pass.

In case of a tie, the vote will be decided by lot at the General Membership Luncheon in August.

- **Vacancies**

Vacancies shall be filled by majority vote of the current Board of Directors.

- **Removal of Officers and Directors.**

Any REALTOR® member of the Board may be disciplined by the Board of Directors for violations of the Code of Ethics or other duties of membership, including Roberts Rule of Order, and Executive Session after a hearing as described in the *Code of Ethics and Arbitration Manual* of the Board, provided that the discipline imposed is consistent with the discipline authorized by the Professional Standards Committee of the NATIONAL BOARD OF REALTORS® as set forth in the *Code of Ethics and Arbitration Manual* of the National Board. Any Member of the Board may be reprimanded, fined, placed on probation, suspended, or expelled by the Board of Directors for a violation of these Bylaws and Board Rules and Regulations not inconsistent with these Bylaws, after a hearing as provided in the Code of Ethics and Arbitration Manual of the Board. Fines would be consistent with the violation.

Association Executive (AE).

The Association Executive (AE) is hired, at the recommendation of the Personnel Committee, by the Board of Directors.

The AE's job is outlined in the Job Description as shown on Appendix B

The AE works a 30-Hour Week, with lunches. Hours are between 8:00 a.m. and 3:00 p.m. Office visits are by appointment only.

The AE has five (5) days of vacation the first year. After the completion of the first year, the AE has (10) days of vacation; and after five (5) years it is the at the discretion of the BOD.

The AE has five (5) sick days and five (5) sick days can be banked, so that no more than up to ten (10) sick days in any one given year.

The AE has holidays which include: New Year's Day, Christmas Eve, Christmas Day, Fourth of July, Easter, Labor Day, Memorial Day, Good Friday and Thanksgiving

AE reports Vacation/Sick Time Off every sixty (60) days to the Personnel Committee.

- **Current Fiscal & Investment policies Pertaining to the Board of Directors**

- **Financial Policies**

Budgeting Process

Southern Oklahoma Board of REALTORS® shall utilize an annual budgeting process based upon the calendar year. The preliminary budgets shall be prepared by the Board Executive (AE) with input from the Treasurer(s). The budget will be submitted and reviewed by the Budget/Finance committee in October, adjusted and submitted to the respective Board of Directors in November.

Budget Adjustments:

The annual budget, as a general rule, will not be adjusted. Significant variances from budget shall be researched and presented to the Budget/Finance committee and the Board of Directors.

Capital Expenditures:

A capital expenditure is defined as purchase of an asset which exceeds \$500 and a useful life greater than 1 year. All capital expenditures shall be capitalized and depreciated over its useful life (as defined by guidance from the IRS and independent CPA). All capital expenditures exceeding \$2,000 (such as computers, furniture, etc.) will require a minimum of 2 bids to be obtained before a purchasing decision is made. All bids, including phone quotes, must be recorded and kept on file. All capital expenditures must be budgeted, or approved by the respective Board of Directors, and the issuance of the purchase order must correlate with the authorization limits of the Board Executive (AE) or staff member.

Check Request:

All staff checks requests must be accompanied by an Expense Report (See Appendix C) form which is dated and approved by the Board Executive (AE) along with the attached invoice, contract or purchase order. All staff reimbursements must be signed by two members of

the executive committee.

Consultants:

Contracts with consultants shall be budgeted and shall include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment should be submitted to file and approved by the Board of Directors.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file whenever appropriate. All contracts shall be approved by the Board of Directors and SOBR President, whom ever is applicable.

Credit Cards:

The Southern Oklahoma Board of REALTORS® shall maintain a debit card, in the name of the respective company and the Association Executive (AE), which is to be used only for SOBR travel/event expense (as governed by the SOBR Travel Policy established by the Board of Directors) and approved office supplies, furniture or equipment purchases. There shall be a \$2,000 limit on the card, and there must be a complete and legible receipt for each line item on the monthly statement. Payment of personal expenses of any nature is strictly forbidden and grounds for disciplinary action and shall be deemed personal purchases and reimbursed to the Board. Monthly credit card payments will require two signatures, both of which will be a member of the Executive Committee.

Monthly Reports:

Staff, with assistance from the independent CPA, shall prepare a set of monthly financial reports for distribution to the Board of Directors. The reports should include a balance sheet, operating statement, statement of cash flows and comparison of budget versus actual revenue/expenditures. In addition, the monthly reports for quarter end (March, June, September, and December) will be submitted to the Budget/Finance Committee for review.

The Monthly Reports will be reviewed by the AE prior to distribution to the Treasurer for initial comments. After the Treasurer's approval, the statements will be emailed to the Board of Directors. A separate report may accompany the financial statement giving explanations and rationale of any significant and/or material variances as needed.

Purchase Orders:

Purchase orders must accompany all expenditures greater than \$100

and be approved by the Association Executive (AE) or Board President (See Appendix C).

Year End Report/Audit:

At fiscal years end, an audit report will be prepared summarizing the total income and expense activity for the year. This report will be initially reviewed by the AE, Southern Oklahoma Board of REALTORS® Treasurer, and then presented by the Independent CPA at the following Board of Directors meeting.

Bids for Independent Auditor to conduct review will be accepted between September 1st and October 31st every third year. The auditing process will begin on or about March 1.

SOBR Financial Request:

Any request from the membership to review the approved portion of the financials must be done in advance and shall be reviewed in the at the Board Office; financials cannot be removed from the premises.

Fiscal Policy Statements

All cash accounts owned by Southern Oklahoma Board of REALTORS®, and managed Boards will be held in financial institutions which are federally insured. Capitalization and depreciation are to be determined by the CPA for both Southern Oklahoma Board of REALTORS®. The current capitalization materiality threshold is \$500.

Employee paychecks and/ or personal checks will not be cashed through the petty cash fund.

No salary advances will be made under any circumstances.

Pay hotel expenses for the night before the beginning of conference /convention as needed if flight arrangements are not available; not reimburse for upgrades to first class airfare

Pay hotel expenses for the night of the completion of a conference/ convention as needed if flight arrangements are not available.

Pay Rates: It is the policy of SOBR to establish pay rates which equal or surpass the federal minimum wage.

Minimum Balance in Operating Account: It is the goal of Southern Oklahoma Board of REALTORS® to maintain a minimum of (10%) of the operating budget in the operating account. In the event that balances fall below that amount, the Association Executive (AE) may draw from the reserve account upon approval by the

President and Treasurer. The Board of Directors shall be notified at the following Board of Directors meeting.

Ledger System: A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet, Operating Statement, Statement of Cash Position and comparison of Actual versus Budgeted Revenue/Expense.

Signatories: The President, President Elect and Treasurer are signatories of all bank accounts. Two signatures are required for all disbursements.

Statement Reconciled: Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.

Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.

Bank Account Files: Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.

CPA Engaged: The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the fiscal year end books, assist in compilation of the monthly financial statements and prepare the annual State and Federal Tax Returns. With respect to these services:

Audit Process: One firm should be utilized to prepare the annual audit and tax returns.

Audit Timing: At least once every three years, SOBR will seek bids for audit and tax services. Bids will be solicited between Sept-1 and Dec-1 of the bid year, with a decision being rendered by the end of the calendar year.

Unbudgeted Expenditures:

Unbudgeted expenditures for emergency maintenance less than \$250.00 may be made without the approval of the Board of Directors. Any other unbudgeted expense must be approved by the Board of Directors. The President and Treasurer must be notified as soon as possible about any unbudgeted expenditure for presentation at the next Board of Directors regularly scheduled meeting.

Operating Fund: (Checking Accounts)

Purpose - to provide sufficient cash flow to meet the financial obligations Objectives - Liquidity, preservation of capital

Dollar range -10-15% of annual revenue- Maturity - Current

Allowable investments - Checking accounts in federally insured banks and credit unions; Money Market Funds which invest in government backed securities. Operating funds in excess of the FDIC insured limit shall be transferred to secured short term 3 months or less Certificate of Deposits

Prohibited Investments – Corporate notes with a minimum rating of investment grade by one rating service; Corporate Securities; Private Placements; Letter Stock; Derivatives; Securities from issuers which have filed for bankruptcy; Commodities or commodity contracts; Short sales; Margin transactions; Option trading; any speculative investment activities.

Reimbursement

Reimbursement will be made to any person recommended to attend meetings, seminars or conventions on region, state or national level. Mileage maybe paid for trips at the current rate at the time. Fees for attendance, rooms and meals will be reimbursed.

Purchase of Flowers

A floral gift or donation in cases of bereavement can be sent to any REALTOR®, spouse, child or parent of a REALTOR® member. The cost is not to exceed \$75. A card in most cases of extreme illness or hospitalization can be sent to a REALTOR® member.

Charitable Giving

Southern Oklahoma Board of REALTORS® charitable giving must be budget driven. Each year the funding available will be determined by the Southern Oklahoma Board of REALTORS® Budget & Finance Committee. Southern Oklahoma Board of REALTORS® charitable giving shall be Recommended by the public relations committee and voted on by the Board of Directors.

Criteria defined as an event or cause that must help to improve the quality of life for the community thus leading to an increase in the marketability and must receive positive public relations exposure.

Who Southern Oklahoma Board of REALTORS® does not fund:

Projects benefiting people outside Oklahoma

Charities seeking funds to redistribute to other charities

Projects of a non-secular nature

SOBR Travel Policy General Policy/ Receipts

A Travel Allowance of \$75 per day is in effect. This allowance will cover the following items: meals, non-alcohol drinks. Airport shuttle, taxi or bus fares are to be reimbursed. The SOBR will only reimburse amounts supported by original receipts, not to exceed \$75 per day (e.g.-SOBR will not reimburse member for the difference between actual cost and \$75)

Air Transportation

The SOBR encourage members to use the AE or designee to coordinate all air travel. By so doing, the process of accounting for and reimbursing travel expenses is generally less costly and more efficient for the association(s). Members may choose to arrange for their own travel, but all air travel must abide by the following guidelines:

Reservations are for coach class or special fares, unless the member wants to pay the difference.

Advance purchase of tickets will be done wherever possible to take advantage of the lowest fares.

All reservations will be ticketless, and confirmation of reservations will be done by e-mail notification.

If personal travel is included in conjunction with the business trip, attach a check to the expense report for the personal portion of the trip.

Ground Transportation

Airport Taxi, Van or Bus, Parking and Tolls-Actual costs subject to the cumulative

\$75/day travel allowance.

Mileage-IRS allowable amount currently in effect (cost ≤ airfare cost)

Rental Car-Discouraged, but if necessary, collision damage waiver must be purchased to ensure association will not be

liable for out-of-pocket expenses should an accident occur.

Lodging

The Association Executive (AE) or designee will arrange lodging. The respective board will pay room and tax

Member should pay cost of incidentals at time of checkout.

Cancellations-Should a member find it necessary to cancel his or her hotel reservations, it is the traveler's responsibility to contact the Association Executive (AE) or designee responsible for lodging to arrange for cancellation. In time sensitive situations where the necessity for cancellation occurs after normal business hours and/or the Association Executive (AE) or designee cannot be reached, then the member must contact the hotel directly so the respective board is not charged with a "no-show". After cancelling the reservation, the member must then inform the Association Executive (AE) / designee about the cancelled reservation.

Guest Entertainment

When dining with other members or guests of the association with a cost exceeding the travel allowance, receipts must be provided with the guest name and business purpose. These costs must be subsequently approved by two members of the board of directors.

Non-Reimbursable Expenditures

Personal entertainment (e.g. "in-room" movies, airline headphones, books, magazines)

Barber/Beautician/Laundry service

Alcoholic beverages

Additional lodging/meal costs for a member's family member or guest

Extravagant personal meal costs

Gasoline and automobile repair/maintenance costs

Souvenirs or any other type of personal item

Staff Travel

Staff will abide and observe the same travel policies and procedures as members. AE will card for staff and leadership expense.

Reimbursement

Upon completion of travel, a *reimbursement report* shall be completed. The form must include the business purpose, date of travel, committee/ task force name, address and signature. All original receipts must be attached to the completed form. The form can be obtained from the Board office.

Completed reimbursement forms are to be turned in to the Association Executive (AE) or designee.

Once approved, travel expense reimbursements will be processed within three working days.

All reimbursement checks must be signed by two members of the executive committee.

ARTICLE XII MEETINGS

- Annual Meetings.

Shall be held every year in December at the Christmas Banquet. The Officers for the next year will be installed.

- Meeting of Directors.

Meetings will follow a written agenda.

Any member of the BOD may submit a point of discussion item for the agenda.

Any items that are to be voted on by the BOD's shall be submitted to the AE through the committee chair on a motion form. These will be denoted as items to be voted with an * next to the item on the Agenda.

Minutes will be prepared after the meeting by the Secretary and submitted to the AE to provide a concise summary of important matters discussed and actions taken, or conclusions reached. These shall be retained in the Board office according to the Document Retention Policy. They may also be used to create a bullet point email to be sent to the membership, after they are approved by the BOD.

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

- **Attendance at Board of Directors Meetings**

Each officer, director or committee member can miss only three (3) meetings without an excused absence. After three (3) absences of the officer, director or committee member, it will be construed as a resignation. A new officer, director or committee member will be appointed by the Board of Directors to fulfill the remainder of their term.

- **Other Meetings.**

Notice of Meetings.

An Agenda shall be sent out by the AE to each BOD member seven (7) days prior to meetings. This shall represent notice of the meeting.

- **Quorum.**

A quorum of the BODs shall be that at least seven (7) members, where the BOD is comprised of thirteen (13) members. In a case where there are vacancies, it would be 50% plus 1 member to create a quorum. If a member cannot attend in person, but can attend by calling in, they can be counted towards the quorum.

Electronic Transaction of Business

BOD can be polled via email to move business forward.

- **Action without Meeting.**

ARTICLE XIII COMMITTEES

- **General Rules for Committees:**

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

- **Personal Conduct of Committee Members**

At informal discussions at the site of any Board meeting all participants are expected to observe the same standards of

personal conduct as are required of the Board in its compliance.

- **Appointment of Committee Chairs**
All Committee Chairs shall be appointed by the Southern Oklahoma Board of REALTORS® President Elect.
- **Attendance of Committee Meetings**
All committee chairs shall attend the mandatory committee orientation session prior to holding their first meeting. Chairs who do not attend should make an appointment to complete the orientation with Southern Oklahoma Board of REALTORS® Association Executive within 45 days of the first of the year.
- **Description and Procedures of Committees**
All committees shall work within the confines of the Southern Oklahoma Board of Directors approved committee description and procedures in this policy manual.
- **Committee Budget**
Committees shall operate within the confines of the Southern Oklahoma Board of REALTORS® budget.
- **Number of Committee Member**
The number of members to be appointed to a committee, special committee or task force by the President shall be a minimum number set at the discretion of the President unless otherwise as specifically provided in these policies. Committee members from the previous will be asked to serve again and bring a new member with them.
- **Scheduling:**
Committee chairmen will work with the Board staff to schedule dates of committee meetings for the coming year. Committees shall not meet without the Association Executive present.
- **Reports:**
Association Executive shall take minutes at all Committee meetings and retained in the Board's minute book for the year.
- **Agenda:**
Committee chairmen will submit to the Association Executive an agenda at least seven days before the meeting so that it can be sent to the committee members with the notice of the meeting.

- **Motions:**
All motions shall be recorded in an annual motion log. This log shall be the basis for the annual Executive Committee policy review.
- **Standing Committees**
See a description of each committee, the responsibility of the committee and the policies that fall under that committee below.

Budget & Finance
 Education / Fair Housing / Equal Opportunity
 Legislative/ RPAC (Governance)
 Membership
 Multi-Listing Service (MLS)
 Nominating
 Personnel
 Professional Standards/Grievance
 Public Relations/Communications
 REALTOR® Protection

- Duties and Responsibilities of Committees (See Appendix D)
- Organization
- President
- Action without Meeting
- Attendance by Telephone/Video Conferencing
- Notice
- Quorum
- Attendance

ARTICLE XIV FISCAL AND ELECTIVE YEAR

- Fiscal Year

Southern Oklahoma Board of REALTORS® fiscal year shall run from January 1 to December 31.

- Elective Year

Southern Oklahoma Board of REALTORS® elective year shall run from January 1 to December 31.

ARTICLE XV RULES OF ORDER

- Robert's Rules of Order

The latest edition shall be the recognized authority governing the meetings of the Board of Directors and committees as set forth in the Bylaws.

ARTICLE XVI AMENDMENTS

- Membership Votes on Bylaw Amendments

May be amended by a majority vote of the Members present and qualified to vote any meeting at which a quorum is present, provided the substance of such proposed amendment or amendments shall be plainly stated in the call for the meeting.

- Notice Time for Bylaw Amendments

Notice of all meetings at which amendments are to be considered shall be emailed to every Member eligible to vote at least one (1) week prior to the meeting.

- Bylaw Amendments of Bylaws by NAR

Amendments of Bylaws by NAR due not have to be approved by the SOBR BOD but should be brought to the attention of the SOBR BOD and the SOBR Members, by sending an email outlining the changes.

ARTICLE XVII DISSOLUTION.

- Dissolution of Southern Oklahoma Board of REALTORS®

Should the Southern Oklahoma Board of REALTORS® dissolve, all financial obligations, shall be distributed and any remaining assets shall be distributed to the Oklahoma Board of REALTORS® or within its discretion, to any other non-profit tax-exempt organization.

ARTICLE XVIII MUTIPLE LISTING

- Refer to the MLS Tech Rules and Regulations for anything pertaining to the MLS.

The Southern Oklahoma Board of REALTORS® will have a representative on the MLS Tech Bylaws, Rules and Regulations committee.

ARTICLE XIX SUPRA E-LOCKBOXES

- Lockbox policies

All Lockboxes are owned by the SOBR. Each Brokerage is allowed an ELB for each residential/commercial listing excluding lots and land, you currently have, plus a 10% surplus.

If a brokerage has more lockboxes in their possession that are above this quantity, they should be returned to the Board Office.

If a lockbox battery dies, the broker/agent should return that lockbox to the SOBR Board office and the broker will be issued a new lockbox. When it arrives, the lockbox will be programmed to the brokerage and the AE will call the broker to pick it up from the Board office.