

Appendix A - Record Retention Schedule

Financial Records

1. Accounts payable and receivable Ledgers & Schedules (seven years) (NAR)
2. Annual financial statements (permanently)
3. Audit Reports from CPA's and Accountants (permanently) (NAR)
4. Bank statements and Bank reconciliation's (seven years) (NAR)
5. Cancelled Checks-Routine Matters (seven years) (NAR)
6. Cancelled Checks-Special-Tax payments, etc. (Permanently) (NAR)
7. Cancelled Stock and Bond Certificates (7 years)
8. Deeds & Closing papers (Permanently) (NAR)
9. Chart of Accounts and General Ledgers(permanently) (NAR)
10. Accounting correspondence: routine (seven years)
11. Deposit slips (seven years)
12. Depreciation Schedules (permanently)
13. Electronic Payment Records (7 Years) (NAR)
14. Employee expense reports (seven years) (NAR)
15. Income tax returns Federal and State(permanently)(NAR)
16. Expense Analysis and Expense Distribution Schedules (6years)
17. Financial Statements - Year End(Permanently)
18. Fixed - Asset Acquisition Invoices (7 years) (NAR)
19. Freight Bills (7 years) (NAR)
20. Inventory count & costing sheets (seven years) (NAR)
21. Inventories of Products, Materials, Supplies (6years)
22. Insurance policies (seven years after expiration)
23. Internal Reports (7 years)
24. Internal Audit Reports (10 years)
25. Investments (seven years afterdisposal) (NAR)
26. Invoices to Customers (7 years)
27. Payroll journals & ledgers (permanently)
28. Purchase orders (except accounts payable copy) (7 years)
29. Purchase invoices (seven years)
30. Mortgages, Loans, and Leases (Paid) (7 years) (NAR)
31. Notes Receivable Ledgers, Schedules (7years)
32. Payroll Journals, Ledgers, Record s and Summaries (permanently) (NAR)
33. Vouchers-Petty Cash, Payments to Vendors, Employees, Etc. (10 years)
34. Receiving Sheets and Requisitions (2 years) (NAR)

35. Sales Commissions Reports (5 years) (NAR)
36. Sales Records 97 years) NAR)
37. Sales Tax and Exemption Support (5years) (NAR)
38. Subsidiary Ledgers (7 years) (NAR)
39. Travel and Entertainment records (10 years)
40. Trial Balances (permanently) (NAR)

Corporate Records

1. Articles of incorporation and amendments (permanently) (NAR)
2. Bylaws and amendments (permanently) (NAR)
3. Corporate filings (permanently) (NAR)
4. Corporate minute book (permanently) (NAR)
5. IRS exemption letter (permanently) (NAR)
6. Trademark and Patent Registrations (permanently)

Electronically Stored Information

Specific documents in electronic formats will be treated according to the time frames set forth elsewhere in the policy. The policy should state how long an association maintains information stored on its backups is to restore the association's computer network in the event of a crash.

Employment Records

1. Employment Records (ten years after severance)
2. Documents relating to job recruitment: advertising, job orders submitted to employment agencies, interviewing, testing, hiring, training, demotions, promotions, layoffs, discharges, and other personnel decisions (ten years after severance)
3. Employment Applications (3 years)
4. Employee benefit plan documents (duration of plan) (NAR)
5. Garnishments/wage assignments (three years) (NAR)
6. Immigration 1-9 forms (duration of employment plus ten years after severance)
7. Medical Records Relating to the Exposure of the Employees to ant Toxic or Hazardous Substances. (Duration of Employment plus 30 years) (NAR)
8. Payroll records showing name, address, date of birth, occupation, rate of pay, and weekly compensation (duration of employment plus ten years after severance) (NAR)
9. Personnel records (duration of employment plus 10 years after severance) (NAR)

10. Record of All Occupational Injuries, including those under state workers compensation law and any ERISA awards. (5 years) (NAR)
11. Savings Bond Registration Records of Employees(3years)
12. Timecards for Hourly Employees (7years)
13. Time books (7 years)
14. Accident Reports, Claims (7 years)
15. Employment Tax Records (7years)

Legal Documents

1. Contracts (ten years after expiration) (NAR)
2. Leases Currently in Effect (permanently)
3. License applications (one year after expiration) (NAR)
4. Licenses (one year after expiration)
5. Trademarks, patents & copyrights (permanently) (NAR)
6. Warranties & guarantees (two years beyond terms of the warranty) (NAR)
7. Legal correspondence: (permanently) (NAR)

NAR/Association Documents

1. NAR charter (permanently) (NAR)
2. Territorial jurisdiction (permanently) (NAR)
3. Realtor ® Agreement (permanently) (NAR)
4. Member file & membership applications (2 years after membership terminates) (NAR)
5. Professional standards policies (five years) (NAR)
6. Professional standards hearing records: Ethics (result of hearing-permanent; rest of hearing file-minimum of 2 years after satisfaction of sanctions (if any) and there is no threat of litigation) (NAR)
7. Arbitration/mediation (minimum of 2 years after payment of award (if any) and there is no threat of litigation)

Property Records

1. Deeds of Title and Deeds (permanently) (NAR)
2. Leases (2 years after Expiration) (NAR)
3. Depreciation Schedules (permanently) (NAR)
4. Property Damage (7 years) (NAR)
5. Property Records (permanently) (NAR)
6. Property Tax (permanently) (NAR)
7. Appraisals (permanently) (NAR)
8. Blueprints/Plans (permanently) (NAR)
9. Warranties and guaranties (2 years beyond Terms of Warranty) (NAR)

Pension and Profit Sharing

1. ERISA Disclosure Documents (6years from Date Disclosure was due) (NAR)
2. IRS Determination letter(s)(permanently) (NAR)
3. Forms 550 and Plan Documents (permanently) (NAR)
4. Retirement and Pension Records (permanently)

Other

1. Correspondence with Customers and Vendors (1 year)
2. Expired Insurance Policies (7 years)
3. General Correspondence (1 year)
4. Expired Contracts and Leases (7 years)
5. Expired Option Records (7 years)
6. Documents Sustaining Fixed Asset Additions (permanently)
7. Insurance Records (permanently)
8. Current Accident Reports, Claims, Policies(permanently)

Amendments to Policy and Procedures

Amendments to the SOBR Policies and Procedures manual will require a simple majority vote of 51% with a 30-day written notice. The amendments will be incorporated into the Policies and Procedures manual at least every three years.

Appendix B – AE Job Description

The association executive (AE) is responsible for basic administration of the REALTOR[®] Board. The Board is member-focused, and the AE should know the

basic activities of its REALTOR[®] members and where to find information important to members' daily business.

The AE will work closely with volunteers and elected leadership on the management of the organization, and the Board of Directors will have broad decision-making authority.

Governance of Association Structures and Organizational Operations

- Works with volunteers on the day-to-day administration of the organization.
- Provides administrative assistance to volunteers in the day-to-day operations of the organization.
- Administers basic functions of the association as determined by the Board of Directors. Implements and maintains policies and procedures that are in place for operations, financial management, budgeting and record-keeping as drafted and recommended by other organizations (national and state associations, ASAE, etc.).
- Assists with committee administration on an as-needed basis.
- Ensures that governing documents and policies are based on industry models to execute effective administration of the association.

Physical and Financial Resources

- Maintains an office location with basic office equipment (telephone, fax, computer with Internet access and e-mail capability).
- Ensures sufficient source of revenue is generated to administer the association at basic levels of service.
- Works with volunteer leadership to develop a detailed budget.
- Ensures that basic level of reserves is available to support association operations.

Staff Competencies

- Is competent in basic office management skills. Understands and supports efforts that impact legal and regulatory issues affecting the association. Understands political fundraising reporting requirements.
- Ensures staff compensation is locally competitive.
- Ensures that administrative-oriented professional development opportunities are funded by the association.
- Is responsible for basic administration of the association; some administrative services may be outsourced.

Member Services

- Maintains internal communications systems and delivery vehicles focused on current industry information.
- Provides support to volunteers in their new-member recruitment and retention programs and provides new-member orientation programs based on programs at the state and national REALTOR[®] associations.

- Provides basic skills in processing professional standards complaints according to established policies and procedures; may obtain some services through co-op enforcement agreement.
- Offers required education programs based on review of current needs.
- Is somewhat knowledgeable of business and marketing tool services and provides basic/limited access to such tools.
- Implements industry ideas and member services decisions made by volunteer leaders.
- Administers networking and social opportunities that are planned, organized and implemented predominantly through committee volunteers.

AE (Association Executive) Position serves as the Chief Executive Officer of the association.

Responsibilities for Programs/Tasks:

- Ensures that the Board of Directors, Personnel Committee, and Officers are fully informed of Board conditions and of all important factors influencing them.
- Attends all meetings of the Board of Directors and Personnel Committee.
- Works with Policies & Procedures/Bylaws Committee to Plan, formulates, and recommend for the approval of the Board of Directors basic policies and programs that will further association objectives.
- Executes all decisions of the Board of Directors except when Directors specifically make other assignments.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the Board of Directors.
- Establishes a sound organizational structure for the headquarters office.
- Plans the general administration of the entire association operation.
- Directs and coordinates all approved staff programs, projects, and major activities.
- Provides the necessary liaison and staff support to Committee Chairmen to enable committees to properly perform their functions, ensures that committee decisions and recommendations are submitted to the Board of Directors for approval.
- Executes contracts and commitments as authorized by the Board of Directors or within established policies.
- Promotes interest and active participation in association activities to membership and

local/chapter groups, and reports association activities through the association communications media.

- Maintains effective relationships with other organizations, both public and private, and ensures that association and membership positions are enhanced in accordance with the policies and objectives of the organization.
- Ensures that all funds, physical assets, and other association property are appropriately safeguarded and administered; operates within the approved budget.
- Works with Communications Committee to Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry.
- Serves as supervising editor of the official publication.
- Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results.
- Works with the Education Committee to develop education programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the Board of Directors approves.
- Works with Membership Committee to plan, organize and direct membership promotion and retention programs, and evaluates results and recommends policies, procedures, and actions to achieve membership goals.
- Collects dues and terminates delinquent memberships.
- With the Board of Directors, plans and coordinates the annual membership meeting.
- Works with Finance Committee to exercise control of budget and all arrangements to meet financial objectives.
- Maintains official minutes of the Board of Directors and other official association meetings.
- Provides security for all files, legal and historical documents, and membership and mailing lists.
- With the Programs/Education Committee and Banquet Committee Plans, promotes, and administers all official association meetings.
- Works with Communications Committee to plan and execute all communications to membership, including newsletters, general mailings, news releases, and so forth.
- Acts as a direct liaison with the Oklahoma Association of REALTORS® and the National Association of REALTORS®.
- Acts as association spokesperson when assigned or when association officers are

unavailable,

- Serves on State and National committees as appointed
- Carries out other general responsibilities as officers and Board of Directors may specify,
- Is an ex-officio, non-voting, member of the Personnel Committee and the Board of Directors.

Relationships

- Establishes positive working communications of mutual respect with the following:
- Leadership of the local and/or state association
- Executive officers and elected secretaries of other associations
- Association counsel
- Appropriate local government officials
- Leadership of subordinate or allied groups and organizations

Performance standards for this position are attained when the following are completed:

- The policies offered for consideration by the association are forward-looking and add to the constructive growth of the association's influence.
- Officers, committee chairmen, and other association leaders are fully informed as to the activities and plans in their particular areas.
- The headquarters office is efficiently and effectively organized for the maximum benefit of the association.
- Programs of the association are well managed through planning, organization, coordination, and control.
- Staff members are efficiently and effectively managed to the maximum benefit of the association; the staff is of the highest quality possible.
- Committee liaison is supported, timely, and effective.

- Association educational programs are forward-looking and add to the needed expertise of the member in various fields.
- Association meetings are well planned, organized, and effective.
- Communications of the association's purpose, programs, and activities penetrate to the target or level of members planned.
- Lobbying activities on behalf of the association are as effective as or more successful than usual.
- Contact and support of the association is appropriate and effective.
- Speeches on behalf of the association are well received, present the association's story in a positive manner, and are effective.
- *These are generally accepted responsibilities of association administration. Associations will want to tailor these responsibilities to their needs.

APPENDIX C

11.3. Duties of Officers.

- 11.3.1 **President:** The chief duties of the President are as follows:
- 11.3.1.1 Act as the spokesperson for the Southern Oklahoma Board of REALTORS®
 - 11.3.1.2 See that the basic policies, general activities and programs that will further the goals and objectives of the SOBR are planned, formulated, and presented to the Board.

- 11.3.1.3 See that the Membership is kept fully informed of the conditions and the operations of the Board.
- 11.3.1.4 Exercise general supervision over the Board and all its activities and Members.
- 11.3.1.5 Preside at and attend all general membership meetings and meetings of the Board of Directors.
- 11.3.1.6 Call special meetings when necessary.
- 11.3.1.7 Appoint committee chairpersons and be ex-officio member of all committees, outline the purpose and duties of these committees and monitor progress.
- 11.3.1.8 Represent and speak for the Board to other organizations and to the public.
- 11.3.1.9 Support and defend policies and programs adopted by the Board.
- 11.3.1.10 Promote interest and active participation in the Board.
- 11.3.1.11 Promote goodwill, create a favorable public image, articulate the real estate position of the Board
- 11.3.1.12 Help the officers and seek help from them.
- 11.3.1.13 Be thoroughly and completely prepared for each meeting.
- 11.3.1.14 Do not represent any constituency within the Board. Do not represent any franchise, independent firms or even a specific group. The fiduciary responsibility is to the SOBR.
- 11.3.1.15 Ensure that the Bylaws and Policies of the Board are properly administered.
- 11.3.1.16 Act as a signatory on Board checks.
- 11.3.1.17 Make a financial contribution to RPAC.
- 11.3.1.18 Work closely with the Association Executive (AE).
- 11.3.1.19 **The President's attendance** at various meetings and conferences is essential. Those required meetings are as follows:
 - 11.3.1.19.1 SOBR Membership Meeting
 - 11.3.1.19.2 SOBR Board of Directors Meeting
 - 11.3.1.19.3 OAR: Annual Conference, Board of Directors Meeting, Annual Membership
 - 11.3.1.19.4 Conference and any other State Association meeting that requires the President's attendance.
 - 11.3.1.19.5 NAR Midyear Meeting in Washington D.C.

11.3.1.19.6 NAR Annual Conference with the Southern Oklahoma Board of REALTORS® paying a large portion of the expenses is recommended.

11.3.1.19.7 Any other meetings that the SOBR deems necessary.

11.3.2 **Vice President:** The chief duties of the Vice President are as follows:

11.3.2.1 Perform such other duties as delegated to him/her by the President or the SOBR Board of Directors.

11.3.2.2 Make a financial contribution to RPAC.

11.3.2.3 The **Vice President** attendance at various meetings is essential. Those meetings that are required are as follows:

11.3.2.3.1 SOBR Membership Meeting

11.3.2.3.2 SOBR Board of Directors Meetings

11.3.3 **President Elect:** The chief duties of the Vice President are as follows:

11.3.3.1 The Vice President shall take office of the President upon resignation, death, incapacitation or impeachment of the President and shall complete the remaining term unless otherwise determined by the SOBR Board of Directors.

11.3.3.2 Perform such other duties as delegated to him/her by the President or the SOBR Board of Directors.

11.3.3.3 Make a financial contribution to RPAC.

11.3.3.4 Act as signatory on Board checks.

11.3.3.5 The President-Elects attendance at various meetings is essential. Those meetings that are required are as follows:

11.3.3.5.1 SOBR Membership Meeting

11.3.3.5.2 SOBR Board of Directors Meetings

11.3.3.5.3 NAR Leadership Summit in August

11.3.3.5.4 NAR Annual Conference

11.3.3.5.5 Any other meetings that the SOBR deems necessary.

11.3.3.6 **President Elect** while attending the NAR. Mid-Year and Annual Convention should include but not be limited to the following meetings.

11.3.3.6.1 Member and Director Forum

- 11.3.3.6.2 Board Leadership Forums
- 11.3.3.6.3 Leadership Symposium
- 11.3.3.6.4 President's Roundtables
- 11.3.3.6.5 Region IX Caucus
- 11.3.3.6.6 Board of Directors Meeting
- 11.3.3.6.7 Delegate Body Meeting

11.3.4 **Past President:** The Past President shall automatically have been the preceding President. The chief duties of the Past President are as follows:

- 11.3.4.1 Continue to serve on the SOBR Board of Directors in a voting capacity.
- 11.3.4.2 Shall provide assistance to the SOBR Board of Directors as necessary.
- 11.3.4.3 Serve as the Personnel Committee Chair
- 11.3.4.4 Work with the Association Executive.
- 11.3.4.5 Make a financial contribution to RPAC.
- 11.3.4.6 **The Past President's** attendance at various meetings is essential. Those meetings that are required are as follows:
 - 11.3.4.6.1 SOBR Membership Meetings.
 - 11.3.4.6.2 SOBR Board of Directors Meetings.
 - 11.3.4.6.3 Any other meetings that the SOBR deems necessary.
 - 11.3.4.6.4 All state and national association meetings are strongly recommended.

11.3.5 **Secretary:** The chief duties of the Secretary are as follows:

- 11.3.5.1 To assist the President and officiate in keeping correct minutes of all meetings.
- 11.3.5.2 Perform any other duties as may be delegated to him/her by the President or the Southern Oklahoma Board of REALTORS® Board of Directors.
- 11.3.5.3 Make a financial contribution to RPAC.
- 11.3.5.4 Will not direct staff but see help through the Executive Officer.
- 11.3.5.5 **The Secretary's attendance** at the following meetings is essential. Those meetings that are required are as follows:
 - 11.3.5.6.1 SOBR membership Meeting

- 11.3.5.6.2 SOBR Board of Directors Meetings
- 11.3.5.6.3 Any other meetings that the SOBR deems necessary.
- 11.3.5.6.4 Any state or national association meetings are strongly recommended.

11.3.6 **Treasurer:** The chief duties of the Treasurer are as follows:

- 11.3.6.1 Assist the President.
- 11.3.6.2 Work through the Association Executive and in cooperation with the Auditors of the Board and see that proper accounting practices are carried out in the maintaining of the records of the Board.
- 11.3.6.3 Reporting to the Board as to the satisfactory condition, or otherwise, of the books.
- 11.3.6.4 Chairperson of the Budget and Finance Committee.
- 11.3.6.5 Present statements of condition of Board funds when so required and requested by the President.
- 11.3.6.6 Coordinate with the Executive Officer in preparing the annual budget
- 11.3.6.7 Act as a signatory on Board checks.
- 11.3.6.8 Make a financial contribution to RPAC.
- 11.3.6.9 Will not direct staff but will seek help through the Executive Officer.
- 11.3.6.10 The Treasurer's attendance at various meetings is essential. Those meetings that are required are as follows:
 - 11.3.6.10.1 SOBR Membership Meeting
 - 11.3.6.10.2 SOBR Board of Directors Meetings.
 - 11.3.6.10.3 SOBR Budget and Finance Meetings.
 - 11.3.6.10.4 Any other meetings that the SOBR deems necessary.
 - 11.3.6.10.5 All state and national association meetings are strongly recommended.

11.3.7 **State Directors** (1) -The chief duties of the State Directors are as follows:

- 11.3.7.1 Keep informed on matters affecting the Real Estate Business in the community, the state and the nation and contribute responsibility to the Board on such matters.
- 11.3.7.2 Make sure aims and objectives of the state association are

accepted and carried out by the local board.

- 11.3.7.3 Bring programs and issues from the Southern Oklahoma Board of REALTORS® to the attention of the state association, as required.
- 11.3.7.4 Perform such other duties as are prescribed by the President or the Board.
- 11.3.7.5 Make a financial contribution to RPAC.
- 11.3.7.6 **The State Directors attendance** at various meetings is essential. Those meetings that are required are as follows:
 - 11.3.7.6.1 OAR Board of Directors Meetings, Annual and Membership Conferences and all other meetings deemed necessary by the state association.
 - 11.3.7.6.2 Expenses for the state meetings are paid by the SOBR. If a local meeting or conference, mileage, registration fees or any other fees assessed for the meetings. No hotel expense will be paid for local meetings.
 - 11.3.7.6.3 If a meeting is held out of town, mileage, (airfare if applicable) registration fees or any other fees assessed for the meeting, hotel expense and per diem will be paid.
 - 11.3.7.6.4 SOBR Membership Meeting
 - 11.3.7.6.5 SOBR Board of Directors Meetings
 - 11.3.7.6.6 Any other meetings deemed necessary by the Southern Oklahoma Board.
- 11.3.8 **Director(s) (6):** The chief duties of Directors are as follows:
 - 11.3.8.1 Report to President on all activities handled by him/her.
 - 11.3.8.2 Be responsible for the general conduct of the affairs of the Board and assist in enacting such rules and regulations for its government as may be deemed expedient providing that the same shall not be inconsistent with the Bylaws or Policies.
 - 11.3.8.3 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 business.
 - 11.3.8.4 Perform such other duties as are prescribed by the President of the Southern Oklahoma Board of REALTORS®.
 - 11.3.8.5 Make a financial contribution to RPAC.
 - 11.3.8.6 Will not direct staff but will seek help through the Executive

- Officer.
- 11.3.8.7 **The Director's attendance** at various meetings is essential. These meetings that are required are as follows:
- 11.3.8.7.1 SOBR Monthly Membership Meeting.
 - 11.3.8.7.2 SOBR Board of Directors Meetings.
 - 11.3.8.7.3 All state and national association meetings are strongly recommended.
 - 11.3.8.7.4 Any other meetings deemed necessary by the SOBR

APPENDIX D – DUTIES AND RESPONSIBILITIES OF COMMITTEES

Budget & Finance

This committee shall be chaired by the current SOBR treasurer. Other members shall include the SOBR President and President Elects.

The Budget/Finance Committee shall:

Meet on a quarterly basis, more as needed.

Review Quarterly financial statements (Including, but not limited to Operating Statement, Balance Sheet and Statement of Cash Flows. This will include an in- depth discussion of major variances present in the financial statements)

Recommend expenditures to promote goodwill and provide

beneficial services to the members.

Review and modification of the proposed annual budget prior to submission to the Board of Directors.

Review and discussion of the annual audit.

Recommend policy regarding financial matters as needed.

Review recommendations regarding fiscal matters from other Board Committees in light of current financial conditions.

Education / Fair Housing/ Equal Opportunity

Promote and organize continuing education offerings and educational seminars. Conduct annual Code of Ethics course. Promote awareness of Fair Housing Practices to members and the public. Committee meets as needed.

Committee each year canvasses membership to learn areas membership would like to have covered during the year to keep them updated with regards to real estate and changes that take place in the industry. Once they have a consensus; they develop a plan for CE courses or other seminars and schedule those courses/seminars.

Where available they contact and obtain speakers/approved trainers to come to Ardmore to conduct the classes/seminars. If they can't find a trainer/speaker, they help membership with locating alternative learning via, virtual classes, online classes. Promote classes being offered by other Associations/Boards, State offered classes or NAR offered classes.

Legislative/RPAC

Monitor municipal, state and national legislation effecting the real estate Industry and promote awareness to membership. Promotes RPAC drive and supports Call-to-Action from NAR and OAR Committees. Committee meets as needed. The Legislative Committee is also responsible for maintaining and reminding members to conduct themselves within the Anti-Trust Policy. This committee is also responsible to ensure there is a document retention policy in place and it is being followed.

Anti-Trust Policy

The Board or any committee, section, chapter, or activity of the Board shall not be used for the purpose of bringing

about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Board meetings or other activities.

There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.

There will be no discussions about allocating or dividing geographic or service markets or customers.

There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is false, misleading, deceptive, or directly competitive with Board products or services.

There will be no discussions about discouraging entry into or competition in any segment of the marketplace.

There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Board's bylaws.

Certain activities of the Board and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects Ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.

Speakers at committees, educational meetings, or other business meetings of the Board shall be informed that they must comply with the Board's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Board or its legal counsel.

Document Retention Policy

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained to ensure that records that are no longer needed by the Southern Oklahoma Board of REALTORS® or are of no value are discarded at the proper time. This policy is also for the purpose of aiding employees of the Southern Oklahoma Board of REALTORS® in understanding their obligation in retaining electronic documents - including email, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This policy represents the Southern Oklahoma Board of REALTORS® policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Southern Oklahoma Board of REALTORS® and the retention and disposal of electronic documents. The Executive Office (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the

Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Southern Oklahoma Board of

REALTORS®; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal in Event of Litigation or Claims in the event the Southern Oklahoma Board of REALTORS® is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Southern Oklahoma Board of REALTORS®, such employee shall inform the Administrator, and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of the Southern Oklahoma Board of REALTORS® operation, including both original documents and reproductions. It also applies to the electronic documents described above.

NAR E&O Board Insurance

Each year, the Legislative Committee should review the coverage and submit a motion to the Board of Directors to ensure our Board is sufficiently covered and add any coverage that our Board feels is necessary.

Attorney of Record.

Each year, our Legislative Committee shall contact our Attorney of Record and confirm the Attorney agrees to continue as our Attorney of record and ascertain whether there are any changes in fees.

RPAC Plan

Shall develop and implement programs to meet local RPAC fund raising goals. All responsibilities are to be performed within established budgetary guidelines and in a timely manner. The Committee maintains awareness of current

issues being addressed by RPAC and motivate members to make RPAC contributions. Works with AE to ensure contributions are transmitted according to required timeliness. All members should be encouraged to at the least give \$15. For those who want to do more, but do not want to be Major Investors (\$1,000), should give \$99 (99% Club).

RPAC Goals

Each year in October, our RPAC Committee should review with our AE the number of REALTOR® members prior to goals being set by NAR and OAR to ensure they have the correct number. Once goals are set by NAR and OAR, we should look at what we put on our bills to make sure that it will meet the goals.

Membership

Membership -Review applications, conduct membership drives promoting the benefits of belonging to the Board. Committee meets monthly prior to the monthly SOBR Board of Directors' Meeting.

Portability of Membership Records / New Member Applications.

Local Board cannot grant membership if there is an unfulfilled sanction. Contact Previous Association(s). See Bylaws Article 5.2(c)

Multiple Listing Service (MLS)

An application plus all documentation and fees, must be submitted and approved through the Board Office. The Greater Tulsa Association of REALTORS handles invoicing and payment for MLS. A \$50.00 monthly usage fee is to be paid quarterly (\$150.00) to GTAR/MLS Tech.

Regarding MLS billing & penalties refer to the MLS Tech Rules and Regulations.

Nominating

Comprised of the President Elect as Chairman and (5) additional members. They are responsible for identifying

and nominating qualified members for Board of Directors positions. The committee meets as needed.

Personnel

Comprised of the Past President, President, President Elect, Secretary, Treasurer and State Director. They are responsible for supervising the hiring of the Association Executive and conducting the review of the AE. Other responsibilities include ensuring that Board Office is maintained with appropriate furnishings. They ensure that AE is obtaining appropriate training in line with CORE standards. They are responsible for creating and reviewing the Crisis Policy and Creating and/or reviewing the Board's Strategic Plan.

Crisis Policy

Crisis: A crisis is any unplanned event that can cause deaths or significant injuries to employees, members or the public; or, a) can shut down or disrupt the Southern Oklahoma Board of REALTORS® operations, b) cause physical or environmental damage, c) or threaten the facility's financial standing or public image.

The crisis team shall consist of Southern Oklahoma Board of REALTORS® Executive Committee and the Association Executive (AE). In the event of a crisis this team shall implement a phone tree in the following order: Association Executive (AE) shall notify President and Executive Committee. Association Executive (AE) shall notify staff members of the crisis team when deemed appropriate by the Crisis Team. The President shall notify the Executive Committee. The team shall meet in person, by email or telephone conference to assess severity of the crisis.

The team shall take the following steps:

Determine communication strategy based upon the following questions:

Who needs to know this information?

Is confidentiality necessary?

The Team shall execute confidentiality agreements when necessary.

Who is responsible for communicating to those specific

audiences?

Does each team member who is responsible for communicating to a particular audience have all of the facts and fully understand the situation?

What exactly do we want to communicate to each particular audience?

What are the best avenues for communicating the message to the audiences?

What is the timeline for communicating to each audience?

In the event of an external or national crisis affecting normal business operations, Southern Oklahoma Board of REALTORS® Staff, Boards, and Members may show their united support as an organization and reach out to help those affected by the crisis. Some motions of support may include:

Making a financial contribution to recovery operation

Donations: blood, food, clothes, supplies

Write a letter of condolence/sympathy to the affected organization

Partner with other industry related organizations in a show of support (letters, contributions, communication, etc.)

Allow place of business to be used in recovery effort

In the event of an internal crisis affecting normal business operations, Southern Oklahoma Board of REALTORS® Staff leaders will notify the Board President to assess the situation to take appropriate action. If external audiences have an interest in the situation, a full disclosure should be made once the Crisis Team has met and formed a statement and a plan of action. The following steps should be taken, if appropriate, to reach out and inform the Southern Oklahoma Board of Realtors® community:

Post a statement and necessary information on website

Release a joint statement from the President and Board Executive (AE), or next in command, to trade media and post on website

Alert industry publications with press release

Assess status of events taking place or in planning

Monitor media outlets for industry updates and news

The crisis team shall determine which audiences may be affected by the crisis and communicate with them immediately.

Potential Audience Include:

- Employees and Retirees
- Policy Board of Directors | Board Executive Officers
- Members
- Affiliate Members
- Chapters and Chapter Leaders
- The Public
- The media (trade and statewide, possibly national)
- Contractors and Suppliers, Exhibitors
- Emergency Response Organizations
- Special interest groups

The crisis team SHALL **NOT**:

- Speculate about the crisis
- Allow unauthorized personnel to release information
- Provide false information
- Place blame for the incident

Professional Standards/Grievance

Whistleblower Policy

SOBR is committed to lawful and ethical behavior in all of its activities, and requires its officers, directors, staff and committee members to conduct themselves in a manner that complies with all applicable laws and regulations. If at any time a concern exists regarding the propriety or legality of any action contemplated to be taken by an SOBR officer, director, staff, committee member or any contractor or vendor, as the action related to SOBR activities or if an action needs to be taken in order for SOBR to be in compliance with law or appropriate ethical standards, you can address the issue directly by going to the association executive as needed until matters are satisfactorily resolved.

Alternatively, if you are not comfortable speaking to the association executive or outside legal counsel about the matter, or do not feel your issue has been properly addressed, you may contact SOBR's President or outside legal counsel

about the matter. If you do not believe these channels of communication can/should be used to express your concerns, you can send an anonymous letter or email utilizing the U.S. Mail or any internet hosted e-mail service (using an anonymous name) to SOBR's President or outside legal counsel.

Under this policy (sometimes referred to as a "Whistleblower Policy"), efforts will be made to treat a report of wrongful, unethical or illegal conduct as confidential, to the extent confidentiality is consistent with the need to investigate and prevent or correct the offending conduct. The individual making the report will not be discharged, threatened, harassed or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct.

Public Relations / Communications

Apparent Authority Policy.

It shall be the policy of the Board that any communications on behalf of the Board shall be official, at the direction of the chairman, board or staff. No statements shall be made, either verbal or written that conflict with the position or policy of the Board. Leadership should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the organization

The Southern Oklahoma Board of Realtors® Board President and the Association Executive (AE) are the official spokespersons of the organization. The Government Affairs Chair may represent the Southern Oklahoma Board of REALTORS® in legislative activity. The Southern Oklahoma Board of REALTORS® Association Executive (AE) shall serve as the Editor-in-Chief of all Southern Oklahoma Board of REALTORS® printed and electronic media with the approval of the 2 members of the Public Relations/Communications Committee. Only Board staff may have access to board letterhead.

Requests for Board letterhead from committee members must be for use of the Board. Must state the

purpose and be approved by the Association Executive (AE) or the President of the Southern Oklahoma Board of REALTORS®.

The Board shall utilize the following communications vehicles: Board general membership meetings (luncheons), social media, e-blasts, texting and printed education catalogue as deemed appropriate by the Southern Oklahoma Board of Directors. Minutes of Board meetings shall be made available at the Board Office upon request from the membership.

Funeral notices shall be made available in the members' only page of the Board web site upon receipt from a family member or upon print in a news publication. Funeral notices must include the name of the member, identification of relationship to the member, date and time of services. Funeral notices may also be sent out through the Southern Oklahoma Board of REALTORS® email.

Information requests of the organization's legal counsel. If a board member information request will result in the attorney billing the non-profit, it should be routed to the Association Executive (AE) and brought before the Board of Directors.

Information requests of staff. The board member should request any necessary information or reports through the Association Executive (AE).

Mailing Lists Policy

Under no circumstance will mailing lists be given or sold to non-members.

Public Communications and Internet Postings Policy

The Board of Directors ("Board") of the SOBR is most efficient and effective when speaking through one voice: either the AE or, from time to time, the President of the Board. It is critical that SOBR, all of its board members, committee members and committee chairman promote consistent communication to the public and media regarding SOBR business. To further this goal, below are guidelines for communications regarding and/or relating to SOBR affairs.

Internet Postings.

Internet Postings include, but *are not limited to* the following:

Multi-media and social networking websites include but are not limited to sites such as: MySpace, Facebook, Yahoo! Groups, Google Groups, YouTube, Twitter and LinkedIn.

Blogs (Both SOBR Blogs and Blogs external to SOBR).

Wikis such as Wikipedia and any other sites where text can be posted.

All of these activities are referred to as "Internet Postings" in this Policy.

Board Members and Committee Chairman / Members

Questions and Inquiries from the Media.

For SOBR and its Board to speak with one voice, comments by individual board members are discouraged. Instead, it is recommended that you do not comment on NB R matters unless you have first consulted with the Association Executive (AE) or with the President of the Board.

Affiliation with SOBR

Members of the Board are personally responsible for the content they publish on blogs, Wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time --- protect your privacy. Be aware of your Board with SOBR in online social networks. If you identify yourself as a n SOBR Board Member, ensure your profile and related content are consistent with how you and SOBR wish to present themselves to the public. Information can be created in seconds but last for years.

Rules and Guidelines For Internet Postings

The following rules and guidelines apply to Internet Postings:

Common sense is the best guide if you decide to post information in any way relating to SOBR or its Board. If you are unsure about any particular posting, please contact the Association Executive (AE) or President of the Board for guidance, prior to posting.

Confidentiality Moreover, the matters discussed at meetings of the Board are confidential and should not be disclosed publicly, except in communications authorized by the Association Executive (AE).

Your Internet Postings should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to SOBR.

If you comment on any aspect of SOBR business, or any policy issue in which SOBR is involved, and in which you have responsibility, you must clearly identify yourself as an SOBR Board Member in your postings or blog site (s) and include a disclaimer that the views are your own and not those of SOBR.

Your Internet posting should reflect your personal point of view, not necessarily the point of view of SOBR. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you post material which includes confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above-mentioned postings are prohibited under this policy.

When posting your point of view, you should neither claim nor imply you are speaking on SOBR behalf, unless you are authorized in writing by your Association Executive (AE) or

President of the Board to do so.

Adherence to Social Media Policy

Please remember that as Board members, committee chair man and committee members, that you are the public face of SOBR Board of Directors. Votes / decisions should be fully supported by the entire Board of Directors. Committee Chairmen and Committee Members should seek to promote the positive impact SOBR has on the real estate community and refrain from portraying SOBR in an overtly negative manner.

Information Requests of Staff

Board members should submit any request for information or reports through the AE. The AE will know if the information is available and if not, how much time the project will require. The AE will make assignments accordingly. ***TIP FOR THE BOARD: if the staff work required to fill the board member's information needs will take more than one hour, the request may be brought to the SOBR Board of Directors for approval at the Association Executive (AE)'s discretion.***

Information requests of the board's legal counsel MUST be routed through the Association Executive (AE) and if billing would result from the consultation, the SOBR Board of Directors.

REALTOR® Protection

It is the responsibility of the REALTOR® Protection Committee to inform the Board of Safety Programs and encourage Brokerages to establish Safety Programs that will keep their licensees safe.

Special Committee

Banquet/Entertainment

Meetings Policy

It is the policy of the SOBR that only meetings which have been called for a specific and generally known purpose shall be authorized to use Board facilities. Complimentary tickets are to be extended to all guest speakers invited to speak at SOBR meetings.

Complimentary tickets to the Annual Inaugural will be issued to the following:

SOBR Association Executive (AE) and Guest.
State Board Executive (AE) and Guest.
OAR State President and Guest.

Programs

General Membership Meeting/Luncheon

The General Membership Meeting/Luncheon is a luncheon held the first Tuesday of the following months. February, April, June, August, October from 11:45 AM - 1:00 PM.

Sunshine and Spirit/RYOR

Sunshine: This committee is responsible for sending out cards to members of SOBR who are sick, have a death in their immediate family, get married, have a baby. It is to encourage our membership in their life events.

Spirit/RYOR: This committee is responsible for sending out email four (4) weeks prior to the Christmas Banquet asking for nominations for the Spirit Award and for nominations for SOBR'S REALTOR® OF THE YEAR. Once those nominations are returned, they must check to make sure they meet the qualifications. Then another email is sent out to the membership with the names of those who have met the qualifications for voting. The vote should come back to the AE and the Chairman. Once they have tabulated the votes, the plaques should be purchased to be presented at the Christmas Banquet.

The qualifications for these awards are as follows:

Spirit Award:

- A REALTOR® for at least 3 years.
 - Gives back to our Board

- Gives back to our Community
- In good standing with our Board

REALTOR® OF THE YEAR:

- A REALTOR® for at least 5 years
- Has served on a Committee
- Has community involvement
- In good standing with our Board

APPENDIX E

MLS

The Board of REALTORS® shall maintain for the use of its Members a Multi-Listing Service, which shall be subject to the Bylaws of the Board of REALTORS® and the Rules and Regulations as may be hereinafter be adopted.

Purpose.

A Multiple Listing Service is means by which authorized Participants make blanket unilateral offers of compensation to other Participants (acting as single-party broker or, transactional broker in a non-agency capacity defined by law); by which cooperation among participants is enhanced; by which information is accumulated and disseminated to enable authorized Participants to prepare appraisals, analyses, and other valuations of real property for bona fide clients and customers; by which Participants engaging in real estate appraisal contribute to common data bases; and is a facility for the correlation and dissemination of listing information so Participants may better serve their clients and the public. Entitlement to compensation is determined by the cooperating broker's performance as procuring cause of the sale (or lease). (Amended 01/05)

Participation

Service Fees and Charges:

The following service charges for operation of the Multiple Listing Service are in effect to defray the costs of the Service and are subject to change from time to time in the manner prescribed: (Amended changes per BOD 6/96)

Recurring Participation Fee: The monthly participation fee of each Participant shall be an amount equal to \$50.00 times each licensee or

certified appraiser who has access to and use of the Service, whether licensed as a broker, sales licensee or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Billing Statements will be issued to the Broker who will be responsible for payment. Billing of such fees shall be made 2 weeks prior to the first month of the quarter and service will be cut off if payment is not received by the end of the first month. Fees shall be prorated on a monthly basis in each quarter.

~~Listing Fee: (If Applicable) Participant shall pay a monthly listing fee in an amount equal to the number of listings he had filed with the Service during the previous month multiplied by the listing fee of \$0.00 per listing. (Amended 3/2020)~~

OPTIONAL: It is a matter of agreement between the listing and selling broker as to whether the cooperating broker shall reimburse the listing broker for the listing fee.

The Multiple Listing Service shall not be concerned as this is an arrangement between cooperating brokers and the Multiple Listing Service rules do not dictate the compensation offered to cooperating brokers by the listing broker. (Amended 4/92)

Subscription Fees: MLS Computer Program use shall be supplied to the Participant upon payment of the Recurring Participation Fee as prorated by month per quarter. The Participant shall be responsible for a Subscription fee of \$50.00 per month paid quarterly (\$150.00) to be supplied to each individual employed by or affiliated as an independent contractor (including licensed or certified appraisers) with a Member Company, who has access to and who utilizes the Service.

Unlicensed Office Staff MLS Access: Provisions to include Real Estate Office Administrative Staff employed in miscellaneous capacities at offices were adopted in 2015. Secretaries, and/or others without a REALTOR® license employed at a member firm may gain access to the MLS at the rate of \$75.00 per quarter.

They will be issued their own sign in ID, and password, after Board approval. For consideration of approval, each will apply for same via the approved UNLICENSED OFFICE STAFF MLS ACCESS form, available from the Board office.

The form must be submitted with a copy of the individual's identification card, usually a copy of a driver's license.

The Designated Broker of each office is responsible for all actions of this classification of individual as related to the rules and regulations of the MLS, including any electronic access granted them. (Amended 6/16)

Prorations of Dues: SOBR will prorate dues for new members

Submission of Listings: All listings must be submitted to the SOBR AE within 24 hours of signing the listing and submitted to the MLS within 24 hours of any marketing taking place. Listings included: Exclusive Right to Sell, Exclusive Brokerage Right to Sell, and One Shot. If a listing is not to be included in the MLS it must clearly state in the Additional Provisions that the Seller does not want it in the MLS or Marketed in anyway. The Seller must initial this statement.

Listing Files: AE shall set up a file for each participating firm. The listing documents shall be kept in file until the listing has either expired or closed, whichever comes first.

Supervision.

The activity shall be operated under the supervision of the Multiple Listing Committee, in accordance with the Rules and Regulations, subject to the approval of the Board of Directors.

Appointment of Committee.

The Current President of the SOBR BOD shall appoint the Committee Chair. The Committee Chair shall appoint at least six (6) members to serve on the committee for a one (1) year term. The next year the past Chair shall remain on the committee, not as Chair, but as a member of the committee along with one other member who served the previous year, to give continuity to the committee. The Committee shall be approved by the BOD.

Vacancies.

If a vacancy arises, the Committee Chair shall appoint a new member with the approval of the BOD.

Attendance.

All members are required the meetings. Any member who misses three (3) consecutive meetings shall be deemed to have resigned.

Subscribers.

Membership Types, Fees, & Requirements

REALTORS® /Designated REALTORS®
(Brokers)/ Secondary Members:

New Applicants must:

Complete the Paragon Training Modules and submit Certificates of completion.

Take an Exam on the MLS Rules and Regulations with passing score of 70%.

Membership Application to SOBR,

Submit Copy of Driver's License

Copy of Real Estate License from OREC.

REALTOR® Code of Ethics Certificate of completion

Letter of Good Standing from Primary Board and MLS Certification.¹

Board Luncheons included in Dues (Amended 2/2020)

These documents are for Secondary Members.

REALTOR® Board for Choice (Designated REALTOR®), Licensee

New Applicants must:

Submit Copy of Driver's License

Copy of Real Estate License from OREC.

REALTOR® Code of Ethics Certificate of completion

Board Approval Required

Letter of Waiver from Broker's Primary Board.¹

Board Luncheons included in Dues (Amended 2/2020)

¹If licensee is making this their Primary Board rather than Designated Broker's Primary Board.

MLS Only

Membership Application to SOBR,

Submit Copy of Driver's License

Copy of Real Estate License from OREC.

Board Approval Required

REALTOR® Code of Ethics Certificate of completion
Certification from Primary MLS
(Amended 2/2020)

Appraiser Affiliate (with MLS access)

Submit Membership Application to SOBR,
If opting into Supra/EKEY sign acknowledgement of receiving lock box rules and regulations,
Submit Copy of Driver's License
Copy of Appraisal License.
Board Luncheons included in Dues (2/2020)

Affiliates: Title Companies & Lenders

(Companies may have as many members as they want for one annual fee charge and one quarterly dues charge)

Fill out affiliate membership request form
Membership Committee and Board Approval Required
No Ekey Access
No MLS Access
Board Luncheon not included.

Licensed Inspectors/Inspection Companies

(Companies may have as many as 5 members for one quarterly dues charge).

New Applicants must Submit Membership Application to SOBR,
Submit Copy of Driver's License for each person participating in Supra ELB/EKEYS,
Copy of Insurance,
Signed acknowledgement of receiving lock box rules and regulations.
Membership Committee and Board Approval Required
No MLS Access
No Annual Dues
Board Luncheon not included.

Students/Unlicensed Assistants/Secretaries/Office Managers

Fill out SOBR Information Form,
Provide Copy of Driver's License, and
Submit Proof of E&O Insurance.

Membership Committee/Board Approval not
required. (2/2020)
Board Luncheon Included
No Annual Dues Required

If Broker Has Opted in to Participate with Supra
ELB/EKEYS, all their agents will be charged for
SupraELB/EKEYS.

If Broker does NOT opt-in to Participate with Supra
ELB/EKEYS, their agents can NOT participate.

Supra Set-up Fees and Monthly Fees are set up with
Supra, SOBR does not include these fees with annual
membership dues or quarterly dues. (Amended 7/16)