



WEST SAN GABRIEL VALLEY  
**REALTORS®**  
*Where Members Come First!*

# POLICIES & PROCEDURES

Approved October 27, 2022

1039 E Valley Blvd #205B San Gabriel, CA 91776  
[www.wsgvar.com](http://www.wsgvar.com) 626-288-6212

## Table of Contents

Principal Office .....	2
Association's Mission .....	2
Vision .....	2
Policy & Procedure 1.0: Financial Guidelines .....	3
Policy & Procedure 1.1: Travel Policy .....	5
Policy & Procedure 1.2: Events and Gifts .....	8
Policy & Procedure 2.0: Board of Director Meetings & Responsibilities .....	11
Policy & Procedure 2.1: Officer and Director Election .....	11
Policy & Procedure 2.2: Board of Directors.....	14
Policy & Procedure 2.3: Job Description: Directors .....	17
Policy & Procedure 2.4: Job Description: Secretary .....	18
Policy & Procedure 2.5: Job Description: Treasurer .....	19
Policy & Procedure 2.6: Job Description: Vice President .....	20
Policy & Procedure 2.7: Job Description: President-Elect .....	21
Policy & Procedure 2.8: Job Description: President .....	22
Policy & Procedure 2.9: Job Description: Immediate Past-President .....	24
Policy & Procedure 3.7: Job Description: Parliamentarian .....	25
Policy & Procedure 3.8: Job Description: Association Attorney .....	25
Policy & Procedure 3.9: Job Description: Association Accountant .....	25
Policy & Procedure 3.10: Job Description: Chief Executive Officer .....	25
Policy & Procedure 3.11: Government Affairs Director.....	25
Policy & Procedure 3.12: Committees.....	25
Policy & Procedure 4.0: Association Policies.....	26
Policy & Procedure 4.1: Confidentiality Agreement .....	26
Policy & Procedure 4.2: Anti-Trust Policy.....	27
Policy & Procedure 4.3: Consent to Serve Policy .....	29
Policy & Procedure 4.4: Anti-Harassment Policy .....	30
INDEX.....	31

## Principal Office

The principal office for the transaction of the business of the Corporation (Association) is located at 1039 E. Valley Blvd. #205B, San Gabriel, CA 91776, County of Los Angeles, State of California. The Board of Directors has full power and authority to change said principal office from one location to another in said County. (02/2019)

## Association's Mission

The Mission Statement of WSGVR is to safeguard private property rights by promoting an adherence to the REALTOR® Code of Ethics and professional competency of our members. (11/2022)

## Vision

The Vision Statement of WSGVR is to provide tools, products, services, and education to assist members to be more productive in the real estate profession. (11/2022)

## Policy & Procedure 1.0: Financial Guidelines

1. The Association's Board of Directors, herein after referred to as the Board of Directors, reviews and ratifies and/or modifies the annual budget that is recommended by the Finance Committee.
2. The Board of Directors reviews and ratifies and/or modifies any and all unbudgeted monetary requests.
3. The Board of Directors reviews and ratifies any and all Association's funded travel.
4. Once a WSGVR REALTOR® has reached age seventy-five (75) or older and has been a C.A.R. member for a minimum of twenty-five (25) cumulative years they can contact WSGVR staff to apply for the C.A.R. Honorary Member for Life designation. (03/2024)
5. When a member receives the "C.A.R. Honorary Member For Life" designation, the Association will also recognize the member as an "Honorary Member For Life" of the Association and the Board of Directors will waive local Association dues for life. The member will still be responsible for N.A.R. dues.
6. The President must review and sign the corporate tax returns for the year that they were President. If the President is not available, the next officer available in descending order will be authorized to sign.
7. The last quarter of each year, the Association authorizes the incoming officers and Chief Executive Officer as signers:
  - a. Any necessary financial forms of the Association must be consistent with the Bylaws for the following year.
  - b. Any bank checking account signature cards and all checks require two authorized signatures. (08/2023)
  - c. For savings accounts, money markets, and Certificate of Deposit accounts, the Chief Executive Officer can transfer funds between accounts and financial institutions to stay in compliance with FDIC limits and/or move money in accounts with a lower interest rate to another account with a higher interest rate after consulting with the Finance Committee Chair (Treasurer) and Finance Committee Vice Chair (Secretary). The Chief Executive Officer shall notify all officers and be accompanied by at least one of the officers as an additional signer at the financial institution(s) to transact the transfer of the accounts. (08/2023)

West San Gabriel Valley REALTORS®

8. It is the goal of the Association to carry liquid assets that equal six months of basic operating expenses to be held in reserves. Authorization to disburse reserve funds requires a majority vote of the Board of Directors. (10/2022)
9. The C.E.O. has full authority for emergency expenditures up to ten thousand dollars (\$10,000.00). (03/2024)
10. A quorum of the Premises Committee, in consultation with the Executive Committee, has full authority for emergency expenditures up to twenty thousand dollars (\$20,000). (03/2024)
11. All emergency expenditures must be sent to the Board of Directors for ratification. (03/2024)
12. All requests for inspection of WSGVR financials or annual reports, must be requested in writing and will only be viewable, at the association, after signing a WSGVR confidentiality agreement. No photocopies or pictures may be taken. (03/2024)
13. The annual financial report shall be presented at the annual general membership meeting. (10/2022)
14. Should any WSGVR Board of Director, or Officer, contact the WSGVR attorney to discuss WSGVR matters **without** the approval of the Board of Directors that director or officer shall pay the legal fees incurred. (12/2021)
15. REALTOR® members can incur late fees from the California Association of REALTORS® (C.A.R.) and the West San Gabriel Valley REALTORS® (WSGVR) for nonpayment of REALTOR® dues. The C.A.R. late fee is not eligible to be waived or reimbursed. An appeal of a WSGVR REALTOR® late fee is possible when requested in writing to the Board of Directors. Any requests after the first quarter of the year are ineligible for reimbursement. (10/2022)
16. An appeal of a CRMLS late/reinstatement fee is possible when requested in writing to the Board of Directors. Any requests after the first month of the quarter are ineligible for reimbursement. (10/2022)

## Policy & Procedure 1.1: Travel Policy

It is the policy of the West San Gabriel Valley REALTORS® (WSGVR) to send, annually, the Association's funded travelers in accordance with budget guidelines as stated below.

Any funding requests outside of the below guidelines shall submit an application, obtained from staff, requesting funding for the following year. Requests are to be submitted by October 15<sup>th</sup> to be presented to the Board of Directors at their October meeting. (10/2022)

The association shall send an E-blast to all members notifying them that C.A.R. has opened its window for C.A.R. Committee leadership recommendations for the upcoming year. All interested members shall submit their interest online through the C.A.R. website.

When and if C.A.R. Chair and Vice-Chair appointments are received WSGVR members will be funded by the criteria stated below. (07/2022)

All approved and funded WSGVR C.A.R. Directors shall contribute to the REALTOR® Action Fund, at a minimum, cost of doing business level, set by C.A.R., or Region 16, whichever is higher, by the end of the first C.A.R. meetings or shall be removed as a C.A.R. Directors for WSGVR and the remaining meetings shall not be funded by WSGVR for that year. (03/2024)

### Chief Executive Officer (C.E.O.) and Government Affairs Director (G.A.D.)

WSGVR shall fund travel expenses for the Chief Executive Officer (C.E.O.) to attend C.A.R. and N.A.R. annual meetings, Leadership Conferences as scheduled by C.A.R. and N.A.R., and any other specialized leadership conferences as required by either C.A.R., N.A.R. or the WSGVR Board of Directors.

WSGVR may fund travel expenses for the Government Affairs Director (G.A.D.) to attend C.A.R. and N.A.R. annual meetings, annual N.A.R. G.A.D. institute and bi-yearly C.A.R. A.E./G.A.D. Institute as per their contract.

The Association shall purchase the following tickets, upon request of the officers listed below:

- a) Two tickets for the President to attend the C.A.R. and N.A.R. installations. One ticket for the President to attend International Night Out at N.A.R.
- b) One ticket for the President-Elect to attend the C.A.R. and N.A.R. installations. One ticket for the President-Elect to attend International Night Out at N.A.R.
- c) One ticket for the C.E.O. to attend the C.A.R. and N.A.R. installations and International Night Out at N.A.R.

(07/2022)

#### C.A.R. Directors:

Each year C.A.R. notifies WSGVR of the number of voting C.A.R. directors WSGVR is allotted for the upcoming year. WSGVR will fund the entire allotment when fiscally possible and in accordance with the budget. Each year the Board of Directors will determine the number of funded travelers. The following receive priority status for the allotted C.A.R. Director positions in this order:

- President
- President-Elect
- Vice President
- Treasurer
- Secretary
- Immediate Past-President
- Regional Chair
- Assistant Regional Chair
- Immediate Past Regional Chair (Nominating Committee)
- C.A.R. Executive Committee/Strategic Planning & Finance Committee
- Large Board N.A.R. Director
- C.A.R. Appointed N.A.R. Director
- C.A.R./N.A.R. Committee Chair
- C.A.R./N.A.R. Committee Vice-Chair
- C.A.R./N.A.R. Special Committee Appointments
- IMPAC & CREPAC Trustees
- C.A.R. Director-for-Life
- WSGVR Directors by Vote of the Board of Directors
- C.A.R. Director at Large
- C.A.R. Requested Committee Assignments
- WSGVR Committee Chairs

The President-Elect shall be funded to attend Leadership Conferences as scheduled by C.A.R. and N.A.R. Shall also be funded to attend any other specialized leadership conferences as required by either C.A.R. or N.A.R. and any other additional training authorized by the Board of Directors.

Should any travelers be funded by a third-party that traveler shall reimburse the association for the funding they received upon receipt of third-party funds.

(07/2022)

Staff shall provide a list of travelers and their travel dates and hotel reservation for each C.A.R. & NAR business meetings to be approved by the Board of Directors prior to the event.

(03/2024)

### N.A.R MEETINGS:

In accordance with the budget, funded N.A.R. travelers to attend the N.A.R. Mid-year Meeting and Annual Expo Meeting shall be the President, President-Elect, Vice-President, Chief Executive Officer and, if any, N.A.R. Committee Chair, and N.A.R. Committee Vice Chair, unless otherwise funded.

(07/2022)

Should any travelers be funded by a third-party that traveler shall reimburse the association for the funding they received upon receipt of third-party funds.

### TRAVEL REIMBURSEMENT:

Within fourteen (14) days of returning from authorized association travel, each traveler shall submit an expense report, with original receipts, and will be issued an approved budgeted per-diem.

Eligible expenses and criteria for travel reimbursement are below:

- Airfare booked by an authorized traveler is not to exceed the lowest reasonable coach airline fare. The C.E.O. will determine the lowest reasonable\* airfare 28 days before travel. Any traveler who books their flight less than 28 days in advance shall be responsible for any additional flight expenses.  
\*Reasonable airfare is defined as coach class, direct flight, and includes any baggage and seating fees.
- Driver mileage reimbursement is to be at the prevailing IRS rate, or cost of the lowest reasonable airline fare, whichever is less.
- To encourage carpooling, drivers will receive, per additional funded traveler, an additional half of the IRS mileage reimbursement rate not to be greater than half of the lowest reasonable airline fare. Non-driving funded travelers will not receive reimbursement. All mileage reimbursements are to be calculated by the C.E.O. using the Association office as the starting point to the authorized travel destination.
- Staff to research and book Lodging at the best possible hotel rates including taxes, fees, and self-parking. Authorized travelers who are driving and hold a state disabled placard will be reimbursed for valet parking.
- Ride sharing is encouraged whenever possible for ground transportation to and from meeting locations and airport.
- Parking reimbursement is not to exceed the long-term self-parking daily rate at the authorized traveler's departure airport.
- Registration fee for any state or national meetings for authorized & funded Association travelers.

In the event a funded traveler receives travel funding from any other real estate entity, the total allotment must be prorated as no traveler can receive more than 100% of the actual costs.



Any WSGVR funded travelers must attend all committee assignments, especially the Board of Directors meetings, for which they are funded, and are expected to file a written report to the Regional Chair and Vice Chair within 14 days. The funded traveler must also make themselves available to report to the Association membership following the C.A.R. or N.A.R. conferences if requested to do so by the President.

All C.A.R. Directors attend conferences with the understanding of the importance of attending and voting at the C.A.R. Board of Directors meeting(s). In the event a funded traveler does not fulfill his or her obligation, or they leave early, no per diem, for the entire conference, will be issued. The funded traveler shall also reimburse the association for any prepaid travel expenses. Exemptions can be made due to unforeseen circumstances. The C.E.O. is responsible for monitoring and enforcing compliance. (10/2023)

Any and all travel expenditures not specifically mentioned in this manual must be approved by the Board of Directors prior to any funded Association travel being booked or commencing. (07/2022)

Any travel expenses which are made by the Association or by the C.E.O. on behalf of an authorized Association traveler must be made on the Association's credit card and must not be purchased using the C.E.O.'s personal credit Card. All miles, points or cash back that is accumulated will be used in a manner to offset Association travel expenses. (02/2019)

## Policy & Procedure 1.2: Events and Gifts

### Outgoing Presidents Breakfast

All accolades for the outgoing President will be presented at an outgoing President celebration breakfast at the Association, preceding the Installation Event.

All local city officials and legislative members will be invited to the celebration that will be held in honor of our outgoing President.

The year-end recognition should be a certificate for Board of Directors and all committee chairs and vice-chairs.

The outgoing President may or may not decide to give a special recognition to any one person that he/she chooses. This is at the sole discretion of the President, has no set requirements but indicates that the recipient has been extraordinarily helpful to the President. The Association will provide for one special "Presidential Plaque" to be awarded. This award shall be presented to the one recipient at the outgoing Presidents breakfast.

The Association will contribute to the President's year end Board of Directors thank you event in an amount not to exceed the President's monthly stipend.

## West San Gabriel Valley REALTORS®

The Association will contribute to a combined committee thank you event for all committee chairs, vice chairs and members who are active on their respective committees at a cost to be determined by the approved budget and/or Board of Directors.

The Association will host a Past Presidents luncheon. The “not to exceed amount” will be determined by the Board of Directors. If the Board of Directors decides to host an Honorees Luncheon, it may be a combined or separate event.

All WSGVR representatives shall only represent WSGVR and not cross promote membership, events, or benefits of any other organization. If WSGVR members do cross promote other organizations during any events funded by WSGVR they shall be subject to having their funding be revoked. Any prepaid funded will be returned to WSGVR. (11/2021)

At the C.E.O.’s discretion, appropriate cards and/or flowers may be sent to members, members’ immediate families, nearby Associations, C.A.R., N.A.R. leadership, for condolences or illnesses. (02/2019)

### REPRESENTATION TO POLITICAL EVENTS

The following receive priority status for the allotted Political Events, per approved budget, in this order:

- Federal Political Coordinator (FPC)
- Key Contact(s) of hosting city, state elected official(s). or organization
- Association President
- Association President-Elect
- Legislative Committee Chair
- Legislative Committee Vice-Chair
- Chief Executive Officer
- Government Affairs Director
- Legislative Committee members
- Board of Directors

(02/2022)

### C.A.R. Legislative Day Policy

The following receive priority status for the C.A.R. Legislative Day travel, per approved budget, in this order:

- Key Contacts for State Assemblymember and State Senator
- Legislative Committee Members who have never been and are eligible for the partial C.A.R. scholarship
- WSGVR REALTOR® Members who have never been and are eligible for the partial C.A.R. scholarship
- Committee Members who have been before

## West San Gabriel Valley REALTORS®

Travelers are funded for two (2) days, one (1) night per WSGVR travel policy. WSGVR REALTOR® Members will have the opportunity to apply to be a funded traveler for C.A.R. Legislative Day provided they have contributed to the R.A.F. at a minimum of \$20. If selected as a funded traveler, they are expected to increase their contribution to the “True Cost of Doing Business” level, set by C.A.R.

Representation to Social/Business Events in connection with the cities of Alhambra, Monterey Park, Rosemead, San Gabriel or Temple City.

The following receive priority status for the allotted Social or Business events per approved budget, in this order:

- City Liaison(s) of hosting city or organization
- President
- President-Elect
- Legislative Chair
- Legislative Vice-Chair
- Vice-President
- Treasurer
- Secretary
- Board of Directors

(10/2022)

Social or Business events are defined as events that do not cover legislative matters or issues.

Hosting C.A.R., N.A.R., other important guests of WSGVR

The following receive priority status for events pertaining to hosting C.A.R., N.A.R. and other important events of WSGVR, in this order (as budget allows):

- Officers
- C.E.O. (or designee)
- Directors

## Policy & Procedure 2.0: Board of Director Meetings & Responsibilities

The Minutes of the previous Board of Directors meetings should be sent out to the Executive Committee within 10 days of the upcoming Directors meeting. Anyone not receiving these minutes within this time period should contact the C.E.O. Directors will receive the previous meetings minutes in their packet prior to the next BOD meeting within 5 days of the upcoming Directors meeting. (12/2017)

All committee reports must be presented to the Board of Directors in writing and will be included in the agenda.

### SPECIAL MEETINGS OF DIRECTORS:

Refer to Bylaws – Article XI

### NOTICE OF MEETINGS:

Refer to Bylaws – Article XI

## Policy & Procedure 2.1: Officer and Director Election

Yearly the association shall hold an election for the selection of directors for the upcoming year. Below, in the Election Activities table, is a compilation of activities the association shall follow to ensure fair and transparent election of WSGVR directors.

<b>Election Activities</b>
The Board of Directors shall select an Election Day
At least three (3) months before the annual election, a Nominating Committee of no more than seven (7) and no less than three (3) REALTOR® members shall be appointed by the President with the approval of the Board of Directors. No member of the Nominating Committee may be a candidate for the Board of Directors. [Bylaws Article X, Section 6 (b)]
The President, with the approval of the Board of Directors, shall appoint an Election Committee of three REALTOR members to conduct the election. No member of the Election Committee can be a candidate for office of the Board of Directors. [Bylaws Article X, section 6(d)]

<p>Staff Publishes the Candidates Packet, when approved by the Nominating Committee, to the General Membership</p> <ul style="list-style-type: none"><li>○ The candidates packet shall clearly state that no more than two (2) directors from any one office, multi-office firm under same ownership, shall serve on the Board of Directors at one time. In the event the nominee is the third person from the same office, and the nominee is elected, the nominee must acknowledge and agree to move his/her office at the first Board of Directors meeting after the election and have completed the move of office at least two weeks prior to being installed as a director. (03/2024)</li></ul>
<p>Candidates Packets are due no earlier than 30 days after Candidates Packet is published</p>
<p>Nominating Committee meets to discuss the candidates packets received from general membership</p>
<p>The Report of the Nominating Committee is delivered to membership 8 weeks prior to election date. [Bylaws Article X, section 6(b)]</p>
<p>Nominations by Petition are due to the Chief Executive Officer 21 calendar days before the election. [Bylaws Article X, section 6(c)]</p>
<p>The Chief Executive Officer shall publish the slates of petition names, if any, 14 days before election. [Bylaws Article X, section 6(c)]</p>
<p>The association shall host a Candidates Forum 8 days prior to the close of voting</p>
<p>Voting opens immediately after the Candidates Forum</p>
<p>Voting closes on Election Day at 4 p.m.</p>
<p>Immediately after the close of voting the Election Committee shall meet to witness the results of the election. The committee shall publish a report of the election results and is available for view by the general membership.</p>
<p>The results of the election is published to the general membership</p>
<p>The Board of Directors shall select the nominees of officers to fill the offices of President-Elect, Vice President, Secretary and Treasurer at the next Board of Directors meeting following the election. [Bylaws Article X, Section 1]</p>

The final slate of incoming directors, including officers, is published to the general membership shortly after the officers have been voted on by the Board of Directors. (06/2022)
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### **ELECTION GUIDELINES**

- Only WSGVR REALTOR® members in good standing are entitled to vote.
- WSGVR Bylaws, Article X, Section 3 dictate that:
  - Not more than two (2) Directors from any one office, multi-office firm under the same ownership or non-REALTOR® organization, shall serve on the Board of Directors at one time.
  - No more than one (1) Director per family shall serve on the Board of Directors at one time.
- In the event that more than two directors from the same office are elected to the Board of Directors, the person(s) with the lower number of votes shall be required to move office two weeks prior to the annual installation or their appointment shall be withdrawn.
  - In the event of a tie vote, the decision of who is moving office shall be determined by lot.
  - The director(s) who are required to move to another brokerage shall declare their intent to move to another brokerage by the Board of Directors meeting following the annual election. (03/2024)
- No more than 4 members from the same franchise serving on the Board of Directors at the same time. Franchises with different owners/brokers must be considered separate offices.
- WSGVR Bylaws, Article X, Section 6(e) dictate that:
  - Election of Directors must be by ballot and all votes shall be cast in person or by electronic means, if established
  - The President-Elect will automatically ascend to the Presidency.
  - The Immediate Past President will remain on the Board as a Director, not an officer, but remains on the Executive Board.
  - There shall be no proxy votes and no more than a single vote may be cast by a member for any given candidate
  - The candidates receiving the highest number of votes are elected.
  - In case of a tie vote, the issue shall be determined by lot by the election committee
- Prior to the election, a candidates' forum will be presented to all members.
  - Details of the date and time will be presented to all members and will be published in all forms of media that the association may use

## West San Gabriel Valley REALTORS®

- All candidates may present their prepared statement in person or by electronic means such as recorded presentation or by having their statement read by a representative without commentary
  - Candidates prepared statements shall last no longer than three (3) minutes
- Vacancies on the Board of Directors may be nominated by the current President and approved by the Board of Directors to serve out the remainder of the current calendar year. [Bylaws, Article X, Section 7]
- Should the office of the President become vacant, the President-Elect will step in as acting President for the remainder of the elective year and ascend to the presidency in the upcoming elective year.
- Any officer or director may resign at any time by giving written notice to the Board of Directors. Any such resignation must take effect immediately. The acceptance of such resignation must not be necessary to make it effective.
- No election campaigning is allowed for WSGVR elections at any WSGVR committee meetings in any format or forum. (03/2022)

### Policy & Procedure 2.2: Board of Directors

#### General Policies & Responsibilities:

- Each Director should contribute to the REALTOR® Action Fund at the “true cost of doing business” level, set by C.A.R. by the end of the first C.A.R. meetings. (07/2023)
- Each Director should attend all Association related functions whenever possible.
- Each Director must sign the Associations’ confidentiality agreement(s) and conflict of interest statement(s) as required by WSGVR, C.A.R. and NAR (03/2024)
- In the event an officer or director is unable to ascend, for any reason, the next qualified officer/director can be considered for the position. (03/2022)
- Each Director shall complete bi-yearly Sexual Harassment Training (03.2023)
- Must complete, if reasonably available and at the discretion of the Staff and the expense of the association, before the end of their first year as Director, the At Home with Diversity, Fair Haven, and Bias Override: Barriers to Fair Housing training provided by NAR. (03/2024)
- Each Officer will serve, and be funded, as a C.A.R. Director and shall attend meetings as described in the Travel Policy & Procedure of this manual.
- Each Director has the possibility of being elected as a C.A.R. Director and each Director shall attend meetings and be funded per pecking order as described in the Travel Policy & Procedure of this manual.
- The last quarter of each year, the Association authorizes the incoming officers and executive officer as signers:

## West San Gabriel Valley REALTORS®

- Any necessary financial forms of the Association must be consistent with the Bylaws for the following year.
- Any bank checking account signature cards and all checks require two authorized signatures. (08/2023)
- For savings accounts, money markets, and Certificate of Deposit accounts, the Chief Executive Officer can transfer funds between accounts and financial institutions to stay in compliance with FDIC limits and/or move money in accounts with a lower interest rate to another account with a higher interest rate after consulting with the Finance Committee Chair (Treasurer) and Finance Committee Vice Chair (Secretary). The Chief Executive Officer shall notify all officers and be accompanied by at least one of the officers as an additional signer at the financial institution(s) to transact the transfer of the accounts. (08/2023)

### **Term Limits:**

All Directors will serve a two-year term.

Effective 2021, Directors, with Officers exempt, will be elected for a “maximum” of three consecutive two-year terms, unless appointed and ratified to fill a vacancy by the Board of Directors.

Officers shall not serve in the same position for more than one year during a six-year consecutive period.

The Immediate Past President will not serve on the Board of Directors the following year.

A former Association director will be eligible to be a qualified candidate for election following a one-year break. (03/2021)

Any returning director, irrespective of prior positions held beyond a five (5) year absence on the Board of Directors, must meet the qualifications of any Officer position by following the ladder of ascension. In the event the President is unable to fulfill his/her term, the President-Elect shall step in as the interim President, in conjunction to his/her position as the President-Elect, provided the President-Elect has completed all C.A.R. & NAR Training for President. In the event the President-Elect has not completed all C.A.R. & NAR Training for President, the Immediate Past President shall step in as the interim President. In the event the Immediate Past President cannot step in as the interim President, the Board of Directors shall appoint an interim President from the present Board of Directors who have been a Past President. (03/2024)



## **Election of Officers**

After the yearly election, the Board of Directors shall select, by anonymous vote, the officers for the following year from the qualified directors who will serve in the following year. (03/2024)

All qualified candidates shall be nominated for the officer position they qualify for. Staff will prepare a slate of those who qualify for each officer position and shall include the slate in the directors packet prior to the Board of Directors meeting following the election. (03/2024)

Voting slate order shall be in the order of:

1. President-Elect
  2. Vice President
  3. Treasurer
  4. Secretary
- (03/2024)

Those wishing not to be considered for a position may decline the nomination. All nominated candidates who are present will step out of the Board of Directors meeting while discussion is being held. Once voting begins the candidates who are present may return to cast their vote.

Any qualified candidate who is elected from the officer position will be eliminated from other officer positions.

The CEO and the President will tally the votes. The President will announce the winner.

## Policy & Procedure 2.3: Job Description: Directors



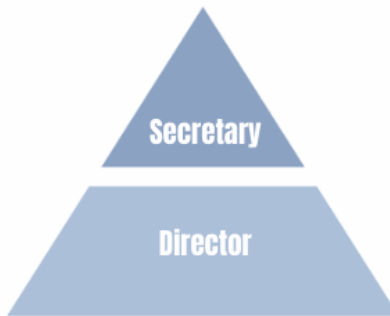
A Director is a voting member of the Board of Directors, which sets policies to ensure that the Association fulfills legal and professional responsibilities to the membership. He/she should vote in the best interest for the Association and will support the decision of the entire Board to the membership.

### **Qualifications:**

1. Must be an Association member for at least two (2) full consecutive years immediately prior to the nomination. (10/2023)
2. Prior to nomination, candidate must have shown leadership abilities by being a committee member of any combination of two of the following committees for at least the last two full years:
  - Education/Commercial
  - Finance
  - Global Business Council
  - Legislative
  - Membership/Special Events
  - Multiple Listing Service

(03/2024)

## Policy & Procedure 2.4: Job Description: Secretary (Finance Committee Vice-Chair)



The Secretary and Treasurer may be a combined position at the BOD's discretion.

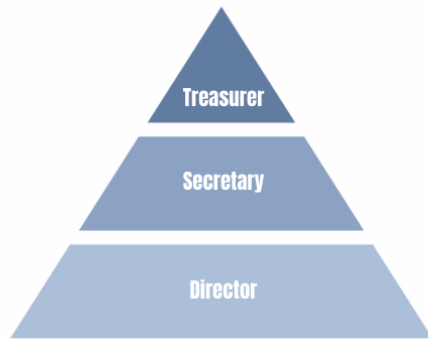
### **Qualifications:**

1. Prior to serving as Secretary, the candidate must have served, for at least one year, as a WSGVR Director.

### **Responsibilities:**

1. Ensure that a book of approved minutes of all general membership and Board of Directors meetings are maintained.
  - a) Secretary is responsible for ensuring that the motions are carried out and convey the Board's decision to the designated staff liaison and committee chair via email. (03/2024)
  - b) When taking Executive Session minutes, the secretary shall keep records of: the starting time of the session, those in attendance, the motions presented and the ending time of the session. (03/2024)
  - c) All minutes shall be in a manner that does not dispel specifics of what took place in the executive session and shall be sealed in an envelope and given to the Chief Executive Officer for recordkeeping for no less than seven (7) years.
  - d) When office staff takes the minutes, the Secretary will review and certify with his/her signature along with the preparers signature signifying the minutes have been reviewed.
2. Serve as Vice-Chair of the Finance Committee.
3. Shall serve on the Executive Committee. (03/2022)

## Policy & Procedure 2.5: Job Description: Treasurer (Finance Committee Chair)



The Treasurer must oversee and maintain adequate and correct accounting of the assets and business transactions of the Association. The duties of the Treasurer may be delegated to the Chief Executive Officer with the approval of the Board of Directors.

The Treasurer and Secretary may be a combined position at the BOD's discretion.

### **Qualifications:**

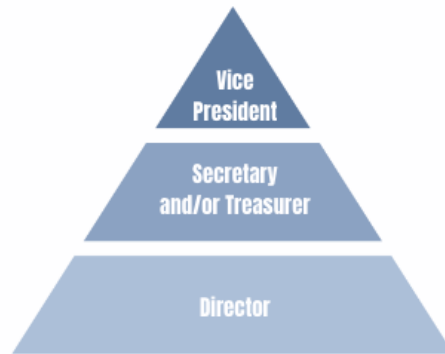
1. Prior to serving as Treasurer, the candidate must have served as Secretary. (03/2024)

### **Responsibilities:**

1. Treasurer will be the Chair of the Finance Committee.
2. Presents financial reports to the Board of Directors at all regularly scheduled Board of Directors' meetings.
3. Presents a proposed budget for the upcoming year to the Board of Directors by end of November.
4. Serves on the CRMLS Finance Committee and must attend all meetings in person or by teleconference. (02/2019)
5. Shall serve on the Executive Committee.

(03/2022)

## Policy & Procedure 2.6: Job Description: Vice President (Multiple Listing Service Committee Chair)



### Qualifications:

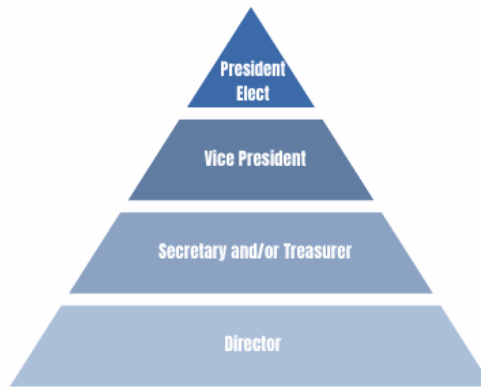
- Prior to serving as Vice-President, the candidate must have served as Secretary and/or Treasurer. (03/2024)

### Responsibilities:

1. The Vice President must act as Chair of the MLS Committee during their year as Vice President.
2. Shall serve on the Executive Committee
3. Shall be funded for National Association of REALTORS® Legislative Meetings and REALTORS® NXT Conference and Expo (06.2022)

(03/2022)

## Policy & Procedure 2.7: Job Description: President-Elect



### Qualifications:

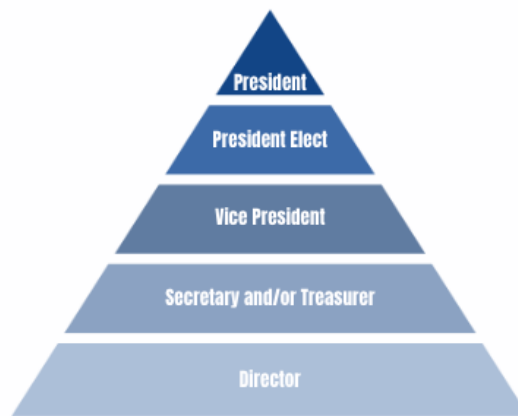
1. Previously served as Vice-President (Multiple Listing Service Committee Chair)

### Responsibilities:

1. The President-Elect assumes the duties of the President in his/her absence and whenever the President relinquishes the gavel.
2. Shall assist the President in the performance of his/her duties, when necessary.
3. Attends C.A.R. Media Training prior to taking office as President.
4. Shadows President at C.A.R. & NAR meetings and events. (03/2024)
5. Coordinates with the President to select Committee Vice Chairs. (02/2019)
6. The President-Elect must call for a Strategic Planning Meeting. (See committee P&P)
7. President-Elect shall be approved by the Board of Directors as the National Association of REALTORS® (N.A.R.) Director during the year they are President and will be funded by WSGVR and shall reimburse the association with any funding received by the California Association of REALTORS® (C.A.R.) (08/2023)

(03/2022)

## Policy & Procedure 2.8: Job Description: President



The President is the chief elected officer of the Association. The President will preside at all general membership and all Board of Directors meetings. The President is the voice of the Association, and they are the only person authorized to speak on behalf of the Board of Directors with the views, decisions and any rules and regulations set by the Board of Directors. The President will convey the Board of Directors wishes and will not convey his/her personal views when speaking on behalf of the Association. He/she offers guidance to other officers and presides as the Chair over all Association activities and/or actions.

Consultations with outside professional servicers shall be in concert with the Chief Executive Officer and ratified by the Board of Directors.

### **Qualifications:**

1. Served as President-Elect

### **Responsibilities:**

1. Call an Executive Committee Meeting consisting of the Officers (President, President-Elect, Vice President, Treasurer and/or Secretary), Immediate Past President and C.E.O. prior to the regularly scheduled Board of Directors meeting. (11/2008)
2. Serve as a C.A.R. Director & N.A.R. Director.
3. Shall complete, beginning with the 2025 N.A.R. Directors, the At Home with Diversity, Bias Override: Overcoming Barriers to Fair Housing, and Fairhaven training as required by N.A.R. (05/2023)
4. Within the limits of the Bylaws of the Association, the President is responsible and has commensurate authority to accomplish the duties set forth below:
  - a. Schedules and coordinates agenda material(s) with the Chief Executive Officer for the Board of Directors, General Membership, and any Special meetings.

## West San Gabriel Valley REALTORS®

- b. Keeps the Board of Directors and Association's Committees informed on the conditions and operations of Association, where applicable.
  - c. Monitors Association finances, in consultation with the Treasurer, to assure operation within the annual budget.
  - d. Supports and defends policies and programs adopted by the Board of Directors.
  - e. Promotes active participation in Association on the part of the membership. The President should regularly report the activities of the Board of Directors, C.A.R. and N.A.R. to the membership. In addition, should actively comment and invite comments from the membership on the addition and deletion of any program or service affecting the membership at large.
  - f. Closely involves the President-Elect in the activities of the Association to assist in preparation for the assumption of the office of President in the succeeding year.
  - g. The President in coordination with the C.E.O. are the only representatives of the Association authorized to contact the Association Attorney concerning legal aspects of Association. Any contact with the Association Attorney or issues outside of Board Policy & Procedure will be the financial responsibility of and paid by the person initiating the contact. (BOD 12/2021)
- 5. In the absence of the C.E.O. the President must resume the responsibility to oversee the acting C.E.O. during the C.E.O.'s absence. (02/2019)
  - 6. The President is a non-voting, ex-officio, member of all WSGVR Committees and shall be notified of their meetings. (Bylaws Article XII)
  - 7. Shall be funded for National Association of REALTORS® Legislative Meetings and REALTORS® Conference and Expo (06.2022)

(03/2022)

- 8. The Presidents monthly stipend shall be prorated if there is a change in presidency. (10/2022)
- 9. The WSGVR President may sign, and enter into legal contracts, on behalf of WSGVR with prior Board of Directors approval. (10/2022)



## Policy & Procedure 2.9: Job Description: Immediate Past-President

After serving as the President of the Association he/she automatically becomes the Immediate Past President the following year.

### **Responsibilities:**

1. The Immediate Past President serves as a non-voting member of the Executive Committee.

If the President is unable or unwilling to serve as the Immediate Past President at the end of his or her Presidency, subject to BOD approval, the position of the Immediate Past President reverts to the most recent Past President willing and able to serve as the Immediate Past President.

(03/2022)

**Policy & Procedure 3.7: Job Description: Parliamentarian**

Refer to the most current version of Robert's Rules of Order. (06/2016)

**Policy & Procedure 3.8: Job Description: Association Attorney**

Refer to the Association Attorney's Contract. (06/2016)

**Policy & Procedure 3.9: Job Description: Association Accountant**

Refer to the Association Accountant's contract. (06/2016)

**Policy & Procedure 3.10: Job Description: Chief Executive Officer**

Refer to the C.E.O.'s Policies & Procedures Manual. (06/2016)

**Policy & Procedure 3.11: Government Affairs Director**

Refer to the Government Affairs Director (G.A.D.) contract (03/2022)

**Policy & Procedure 3.12: Committees**

Please Refer to Committee Handbook. (06/2016)

## Policy & Procedure 4.0: Association Policies

All Board of Directors, Committee Members, and association members of the West San Gabriel Valley REALTORS® agree, upon appointment or acceptance of membership, to accept the associations Confidentiality Agreement, Anti-Trust Policy, Consent to Serve Policy, and Anti-Harassment Policy.

### Policy & Procedure 4.1: Confidentiality Agreement

As a member of the West San Gabriel Valley REALTORS® ("Association"), I acknowledge that confidentiality during closed session meetings is vital to the free, candid and objective discussions necessary for effective Association leadership. I further acknowledge the importance of maintaining the absolute confidentiality of all discussions, deliberations, records, documents, and other information generated or disseminated in connection with closed session meetings. I agree to maintain such confidentiality as a matter of contract, and to make no voluntary disclosure of such confidential information outside of the forum in which it was discussed, regardless of whether that forum consisted of an in-person meeting, audio teleconference, video conference or some other means of communication.

Furthermore, in participating at the Association, I am relying on every other member and any other authorized person present at the meeting to similarly preserve the strict confidentiality of the closed session meeting. I understand that all involved persons have entered into this agreement for the express benefit of the Association and its members, directors and officers (collectively referred to herein as Beneficiaries).

I understand and agree that any of the Beneficiaries shall have the right to seek and obtain from a court of competent jurisdiction, in an action for that purpose, an order and/or judgment enjoining and prohibiting me from voluntarily disclosing confidential information in violation of this agreement. I further agree that it would be impossible to measure in money the damages which would result from any disclosure of confidential information in violation of this agreement and that any such disclosure would result in irreparable injury to the Beneficiaries. I hereby waive any claim or defense that the Beneficiaries have an adequate remedy at law, and I consent to the imposition of injunctive relief to prevent a breach of this agreement. The Beneficiaries shall be entitled to recover attorney's fees and court costs from me in any such action in which they are successful.

I accept the obligation of strictest confidence and am aware that this obligation shall extend beyond the termination of my membership in the Association.

## Policy & Procedure 4.2: Anti-Trust Policy

The name of this organization shall be the West San Gabriel Valley REALTORS®, Incorporated (hereinafter referred to as "WSGVR". The term "Association" is used when referring to any Association of REALTORS®).

The West San Gabriel Valley REALTORS® is a not-for-profit organization. The Association is not organized for the purpose of, and may not play any role in, the competitive decisions of its members, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this statement supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

### Policy

To ensure that the Association and its members comply with antitrust laws, the following principles will be observed:

- The Association or any committee, section, chapter, or activity of the Association 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 Association 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 not false, misleading, deceptive, or directly competitive with Association 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 Association's bylaws.
- Certain activities of the Association 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 designed to cover-up anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Association or its legal counsel.
- 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.

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

It is recommended that Association Board members read, date and retain a copy of this statement for their personal files.

## Policy & Procedure 4.3: Consent to Serve Policy

Those serving on the Board of Directors or association committees acknowledge that they have been elected to serve and fully understand that this position requires that they serve the members of the Board or committee and that they represent the members in the decisions and activities of the Board or committee. They acknowledge their responsibility to always place the interest of the Association above their own personal considerations.

They understand that email communication is the primary form of communication for this Board or committee. They will read email and promptly notify the Association if their email address changes.

They pledge to faithfully execute the responsibilities of the office for which they have been elected. They further pledge to uphold the bylaws of the National Association of REALTORS®, the California Association of REALTORS®, and the West San Gabriel Valley REALTORS®.

Recognizing that they cannot adequately represent the views of the membership if they are not present at meetings, they pledge to attend every meeting of the Board of Directors or committee meetings.

They will, to the best of their ability, serve as an example of this Association's Code of Ethics in all their actions, both as a director or committee member of the board and as a REALTOR®. They will uphold and support the decisions made by the Association.

They acknowledge that any failure by to abide by this Agreement may result in action by the Association, including, but not necessarily limited to, removal from office.

## Policy & Procedure 4.4: Anti-Harassment Policy

The West San Gabriel Valley REALTORS® is committed to ensuring a safe and welcoming environment for all participants at any meeting of the association. We expect all participants at meets to abide by this Anti-Harassment Policy in all venues of the West San Gabriel Valley REALTORS®, including ancillary events and official and unofficial social gatherings.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this Anti-Harassment Policy, even if they seem inconsequential.

Unacceptable behaviors include:

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at all related events and in one-on-one communications carried out in the context of the West San Gabriel Valley REALTORS®
- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristic
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- deliberate intimidation, stalking, or following
- harassing photography or recording
- sustained disruption of talks or other events
- unwelcome and uninvited attention or contact
- physical assault (including unwelcome touch or groping)
- real or implied threat of physical harm
- real or implied threat of professional or financial damage or harm

IF YOU ARE BEING HARASSED, NOTICE THAT SOMEONE ELSE IS BEING HARASSED, OR HAVE ANY OTHER CONCERNS, PLEASE CONTACT A MEMBER OF THE ASSOCIATION CEO IMMEDIATELY.

All reports are confidential. Consequences of Unacceptable Behavior Unacceptable behavior from any participant, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. Repeated or serious violations of this policy will result in your being asked to leave immediately without a refund. Egregious violations will result in more severe sanctions.

## INDEX

<b>A</b>	<b>L</b>
Anti-Harassment Policy ..... 28	Legislative Day Policy ..... 9
Anti-Trust Policy ..... 25	
Association Accountant ..... 23	<b>N</b>
Association Attorney ..... 23	N.A.R MEETINGS ..... 6
Association Policies ..... 24	NOTICE OF MEETINGS ..... 10
Association’s Mission ..... 2	
<b>B</b>	<b>O</b>
Board of Director Meetings & Responsibilities ..... 10	Officer and Director Election ..... 11
Board of Directors ..... 14	Outgoing Presidents Breakfast ..... 8
<b>C</b>	<b>P</b>
C.A.R. Directors ..... 5	Parliamentarian ..... 23
Chief Executive Officer ..... 23	Policy & Procedure 1.2: Events and Gifts ..... 8
Chief Executive Officer (C.E.O.) ..... 5	President ..... 20
Committees ..... 23	President-Elect ..... 19
Confidentiality Agreement ..... 24	Principal Office ..... 2
Consent to Serve Policy ..... 27	
<b>D</b>	<b>R</b>
Directors ..... 15	REPRESENTATION TO POLITICAL EVENTS ..... 9
	Representation to Social/Business Events ..... 10
<b>F</b>	<b>S</b>
Financial Guidelines ..... 3	Secretary ..... 16
	SPECIAL MEETINGS OF DIRECTORS ..... 10
<b>G</b>	<b>T</b>
Government Affairs Director ..... 23	Travel Policy ..... 4
Government Affairs Director (G.A.D.) ..... 5	TRAVEL REIMBURSEMENT ..... 6
<b>I</b>	Treasurer ..... 17
Immediate Past-President ..... 22	<b>V</b>
	Vice President ..... 18
	Vision ..... 2