



Pennsylvania Association of Realtors®

PAR MEMBER POLICY MANUAL

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PREFACE

This Member Policy Manual serves as a compilation of relevant policies and procedures of the Pennsylvania Association of Realtors®. The PAR Board of Directors adopts this Manual in its entirety once each year as a means to ratify the overall policies of the association.

Policies are drawn from several sources, including:

- Selected provisions from the PAR Bylaws
- Selected provisions from bylaws/rules/policies of various entities within PAR
- Standalone policies adopted by the PAR Board of Directors and other governing bodies within PAR with the authority to adopt policies
- Additional policies approved through the process of adopting this manual.

In the event any policies are properly created or amended after the most current date on the manual, the new policies automatically supersede the manual even if the manual text is not updated.

STRATEGIC VISION

MISSION STATEMENT

The Mission of the Pennsylvania Association of Realtors® is to protect private property rights, facilitate a consistent and reliable marketplace, and promote the professional, ethical and profitable practice of real estate.

VISION STATEMENT

PAR Members value the experience provided by Realtor® organizations.

PAR'S PRIMARY CUSTOMER

The Primary Customers of PAR are the local associations that serve the members.

STRATEGIC GOALS

Value Proposition

PAR will lead the way in coordinating, creating, and marketing the Realtor® organization's value proposition through local associations to brokers and agents in Pennsylvania.

Political Advocacy

PAR will lead the statewide effort to position the Realtor® organization as the most effective advocate for the real estate industry and private property rights in Pennsylvania.

Professional Leadership

PAR will take a leadership role in defining and promoting the professional, ethical and competent practice of real estate.

Operational Excellence

PAR will provide great value to the members by sustaining a strategic-based culture.

PAR DISTRICT ALIGNMENT

PAR is divided into 10 (ten) geographic Districts, primarily for the purpose of enhancing PAR communications and member involvement. One District Vice President is elected to serve as a liaison between PAR and the associations in that District, and appointments to certain PAR governance entities may be based in whole or in part on District representation.

District #1

Greater Philadelphia Association

District #2

Suburban West Realtors® Association

District #3

Bucks County Association
Montgomery County Association

District #4

Greater Lehigh Valley Realtors®
Pocono Mountains Association
Reading-Berks Association
Schuylkill County Board

District #5

Greater Scranton Board
Luzerne County Association
Pike/Wayne Association

District #6

Greater Harrisburg Association
Lancaster County Association
Lebanon County Association
Realtors® Association of York & Adams
Counties

District #7

Bradford-Sullivan Association
Central Susquehanna Valley Board
Clearfield-Jefferson Association
Elk-Cameron County Board
McKean County Association
North Central Penn Board
West Branch Valley Association

District #8

Allegheny Highland Association
Cambria-Somerset Association
Centre County Association
Huntingdon County Board
Pen-Mar Regional Association

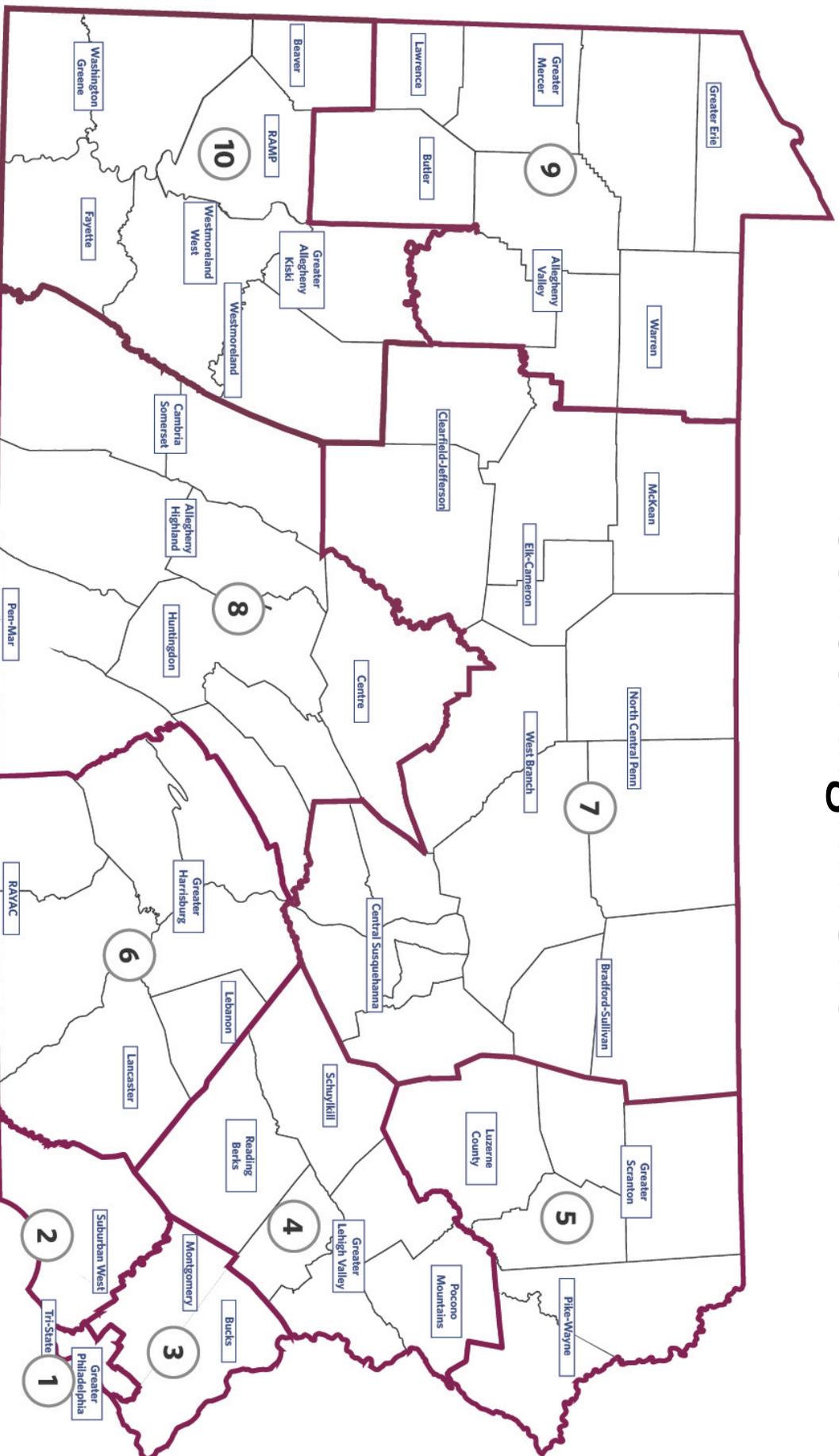
District #9

Allegheny Valley Board
Butler County Association
Greater Erie Board
Greater Mercer County Association
Lawrence County Board
Warren County Board

District #10

Beaver County Association
Fayette County Board
Greater Allegheny-Kiski Area Board
Realtors® Association of Metropolitan Pittsburgh
Washington-Greene Association
Realtors® Association of Westmoreland, Indiana
and Mon Valley
Westmoreland West Association

District Alignment



PAR OFFICERS

QUALIFICATIONS AND TERMS OF OFFICE

Article XV of Bylaws

SECTION 1. OFFICERS

The Officers of the association, all of whom shall be Realtor® members in good standing thereof, shall be a President, a President-elect who shall succeed to the Presidency, a First Vice President, one District Vice President for each District, and a Treasurer. (*Amended 9/15; Effective 1/16*)

(A) A candidate for an Office of the association shall be required to be endorsed by the Member Board in which he/she holds primary membership and have served as Director of this association for at least one year.

(B) In addition, a candidate for Treasurer, First Vice President and President-elect shall:

- (i) have served in any one of the following for at least one (1) year: District Vice President, Member Board President, or Chair of a committee or task force of this association; and
- (ii) have as his/her principal vocation any of the following, alone or in combination: real estate brokerage, sales, leasing, or office management; property management; licensed real estate education; or real estate appraising.

...

SECTION 3. TERMS

The terms of all Officers (with the exception of the District Vice President) shall be for one (1) year. The terms of the District Vice President shall be for two (2) years. All terms shall commence January 1 of the year in which the term begins and continue until successors are designated or elected.

SCREENING AND ELECTION OF OFFICERS

Article XVII of Bylaws

SECTION 1. SCREENING COMMITTEE AND CANDIDATE AUDIT WORKGROUP

(A) There shall be a Screening Committee consisting of the Immediate Past President who shall act as Chairman, one (1) representative from each District who shall be selected by the District at a District Meeting called by the District Vice President during the first business meeting of the association each year, and two (2) Past Presidents, one of whom shall be appointed by the President and one of whom shall be elected by the Past Presidents Advisory Committee. No one seeking to run for election shall serve on the Screening Committee. Further, the District representatives selected to serve on the Screening Committee shall be a District Vice President not running for election, or an individual who has served as a Director of the association for at least two (2) of the last six (6) years, or as a past elected Officer. The members shall be named during the first business meeting each year. Members of the association shall be given notice of the names of the members of the committee in the subsequent membership publication. Members of the Screening Committee may not publicly endorse any candidate.

(B) There shall be a Candidate Audit Workgroup comprised of three (3) members of the Screening Committee, one of whom shall be the Immediate Past President who shall serve as Chair. The Screening Committee shall select two of its members who will serve on the Candidate Audit Workgroup no later than the conclusion of the first business meeting each year.

SECTION 2. SCREENING OF APPLICANTS

(A) Individuals wishing to run for Office (“candidates”) shall submit a completed application on a form supplied by the association, to the Screening Committee no later than sixty (60) days prior to the first day of the second set of business meetings held in the year preceding the date on which the term of the office shall commence. Each candidate shall provide written authorization in the manner prescribed on the application form granting the association the authority to obtain a legal audit and a criminal background check for use in connection with the audit and screening process. Candidates for President-elect, First Vice President and Treasurer shall also grant authority to obtain a credit report limited to use in connection with the audit and nomination process.

(B) The information obtained pursuant to the authority granted in the preceding Subsection (A) shall be reviewed by Counsel to the association who shall prepare an evaluation for submission to the Candidate Audit Workgroup identifying issues based upon guidelines established by the Board of Directors. Issues noted in Counsel’s evaluation will first be reported to the candidate who shall be given fifteen (15) days to correct any inaccurate information before the evaluation is provided to the Candidate Audit Workgroup.

(C) Prior to the second set of business meetings, the Candidate Audit Workgroup shall meet in closed session to review the application and Counsel’s evaluation for each candidate. Any issues identified in this review that are deemed significant by the Candidate Audit Workgroup will be reported to the Screening Committee no later than the start of the second business meeting.

(D) The Screening Committee shall meet in closed session during the second set of business meetings for the purpose of interviewing applicants for Office, to determine whether the applicants meet the qualifications for Office set forth in Article XV Section 1, of these Bylaws and to review any issues reported to it by the Candidate Audit Workgroup. The Screening Committee shall place on the slate of candidates, the names of all qualified candidates for whom there are no audit issues deemed by the Screening Committee to fall outside of the guidelines for candidacy established by the Board of Directors. Notice of the slate of candidates for the offices shall be provided to all candidates no less than twelve hours prior to the open meeting where candidates may address members of the association as is provided in subsection G of this Section.

(E) Any candidate not placed on the slate of candidates by the Screening Committee who is nevertheless deemed qualified pursuant to Article XV, Section 1 of these Bylaws, may run for office and may address members of the association at the open meeting provided further that he/she shall have notified the Screening Committee of intent to run for office prior to the start of the open meeting. All such candidates shall be advised by the Screening Committee that it may disclose to the Board of Directors those issues deemed significant by the Candidate Audit Workgroup.

(F) The chairman of the Screening Committee shall report to the Board of Directors at the start of the open meeting provided for in subsection G the names of all persons placed on the slate of candidates for office and those candidates who have not been placed on the slate but who are deemed to have met the qualifications and who have elected to run. The names of those not placed on the slate of candidates but who have elected to run pursuant to the preceding subsection shall be provided to the Board of Directors at the second business meeting prior to the start of the open meeting referenced in subsection

G. The report of the Screening Committee may include disclosure to the Board of Directors of those issues deemed significant by the Candidate Audit Workgroup relative to any candidate seeking to run for office.

(G) An open meeting shall take place at the second set of business meetings for the purpose of allowing the candidates running for office to address the members of the association. This open meeting may occur at the meeting of the Board of Directors. The members of the association shall be given the names of the candidates who will stand for election within ten (10) days of the conclusion of the second business meeting.

SECTION 3. ELECTIONS

(A) Elections for Office shall take place at the third set of business meetings.

(B) Elections, except those provided for in sub-section (C) of this Section, shall be by majority vote of accredited Directors. In the event there are more than two candidates for an office and a candidate does not receive a majority of the votes cast on the first ballot, there shall be a run-off election between the two candidates who received the most votes.

(C) Elections for District Vice President shall be by accredited Directors of the respective districts, by majority vote. The election will take place at a District meeting held in conjunction with the final business meeting of the association for the year proceeding the year for which the District Vice President shall take office. In the event there are more than two candidates for the office of District Vice President, and a candidate does not receive a majority of the votes cast on the first ballot, there shall be a run-off election between the two candidates who received the most votes.

CAMPAIGNING GUIDELINES

While it is not the intent of the association to restrict the campaign activities and/or expenditures of candidates, the association recommends the following chronological campaign procedures for all candidates for association office.

- 1) Candidates must complete and file an application form with the association at least 60 days before the second business meeting.
- 2) Candidates for nominations must be endorsed by the member association in which he/she holds primary membership. Member associations may endorse multiple members for the same position.
- 3) A brief profile of all candidates who will stand for election will be published to the membership approximately one month preceding the third business meeting.
- 4) Candidates are entitled to receive one set of mailing labels (plus one additional set if the office is contested) with names of Association Officers, members of the Board of Directors and member association Presidents, along with email addresses for those same individuals. Upon request, these lists will be provided promptly to candidates without charge.
- 5) Candidates are NOT permitted use the PAR logo on any mailings or any other campaign-related communications, nor may candidates in any way state or imply an endorsement by PAR.
- 6) At the second business meeting, a “Meet the Candidates” Session will be scheduled without conflicting with other meetings. During this session, each candidate will be provided time to present his or her campaign platform.
- 7) At the third business meeting, each candidate will have five (5) minutes at each District Meeting, with additional time at the option of the District Vice President, to respond to questions arising from his or her campaign platform.
- 8) Officer elections will be held during the third business meeting. District Vice-President positions will be elected by accredited Directors during the scheduled district meetings. Line Officer positions will be elected by accredited Directors during the Board of Directors meeting.

ELECTED OFFICER DUTIES AND RESPONSIBILITIES

President

General Duties and Responsibilities

Serve as the Chief Elected Officer of the association.

Preside at meetings of the Strategic Oversight Committee, Executive Committee and the Board of Directors.

Represent the association and act in the association's name between the sessions of the Executive Committee and the Board of Directors, subject to the policies of the Board of Directors.

Appoint all committee members and designate committee Chairs except as otherwise provided in the bylaws. Committees whose Chairs are not appointed by the President are the Independent Expenditures Committee, Keystone Analytics® Committee, Finance Committee, Past Presidents Advisory Committee, Realtors® Political Action Committee and Legal Action Committee. The committee appointment effort is frequently done with the input of the President-elect and often with other Line Officers, by the choice of the President.

On the President's initiative or at the direction of the Board of Directors or the Executive Committee, create or appoint task forces or Presidential Advisory Groups to function during their term of office or ad hoc committees to function until the assignment has been completed.

With assistance from staff, write articles for PAR publications on an as needed basis.

Perform all other duties usual to the office.

PAR Committee Assignments

Executive Committee (Chair)

Board of Directors (Chair)

Strategic Oversight Committee (Chair)

Administrative Coordinating Committee

Serve as an ex-officio member of all committees except Screening Committee

PAR Meeting and Event Attendance Requirements

Three regular business meetings and their preparatory meetings

Special called meetings of the PAR Board of Directors and Executive Committee

Annual Budget Meeting

Meetings of Pennsylvania NAR Directors

PAR Leadership Advancement Conference

Spokesperson Training

TriplePlay Convention, including certain special events

Periodic conference calls with Officers, local staff/leadership and PAR staff

PAR Meeting and Event Attendance Expectations

District Conferences

Public Policy Regional Training
Pennsylvania Society Dinner

Local Association Visitation Expectations

Installation Events at local associations
Special Events, e.g., anniversary celebrations at local associations

NAR Committee Assignments

NAR Board of Directors (attend Delegate Body meeting)
State Presidents/Presidents Elect Information Exchange
Leadership Forum
Large State Sub-forum
State President's Breakfast
Others by personal choice (subject to appointment by the NAR Leadership)

NAR Meeting and Event Attendance Requirements

Annual Meeting, Conference & Expo
Midyear Meeting
Pennsylvania Caucus meetings and events (Chair)
Region 2 meetings and events
Delegate Body Meeting
NAR Board of Directors Meeting
NAR 360

NAR Meeting and Event Attendance Expectations

Congressional hill visits and receptions
State Leadership Forums
NAR Inaugural Celebration

Other Association and Event Attendance Expectations

Installation Events at select State Associations (New York and New Jersey)
Special Events, e.g., anniversary celebrations at select State Associations (New York and New Jersey)
Pennsylvania Society Dinner

Travel Reimbursement Budget and Guidelines

PAR Officer travel budget approved annually in the operating budget.

NAR Director travel budget approved annually in the operating budget.

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org.

President-elect

General Duties and Responsibilities

Perform all the duties of the President in the event the President is absent or unable to perform his/her assigned duties.

Act as the representative of the President whenever assigned to do so by the President.

Assist the President and other Line Officers in the performance of their duties as requested and as available.

PAR Committee Assignments

Executive Committee

Board of Directors

Strategic Oversight Committee

Administrative Coordinating Committee

Public Policy Coordinating Committee

Others by personal choice

PAR Meeting and Event Attendance Requirements

Three regular business meetings and preparatory meetings

Special called meetings of the Board of Directors, Executive Committee

Annual Budget Meeting

Meetings of Pennsylvania NAR Directors PAR Leadership Advancement Conference

Spokesperson Training

TriplePlay Convention, including certain special events

Periodic conference calls with Officers, local staff/leadership and PAR staff

PAR Meeting and Event Attendance Expectations

District Conferences where appropriate

Pennsylvania Society Dinner

Public Policy Regional Training

Local Association Visitation Expectations

Installation Events, if requested

Special Events, e.g., anniversary celebrations

NAR Committee Assignments

NAR Board of Directors (attend Delegate Body Meeting after BOD if convenient)

State Presidents/Presidents Elect Information Exchange

Leadership Forum

Large State Sub-forum

State President-elect breakfast/meeting

Others by personal choice (subject to appointment by the NAR Leadership)

NAR Meeting and Event Attendance Requirements

Annual Meeting, Conference & Expo
Midyear Meeting
Pennsylvania Caucus meetings and events
NAR Region 2 meetings and events
NAR 360

NAR Meeting and Event Attendance Expectations

Mid Atlantic Caucus meetings and events
Congressional hill visits and receptions
Annual Leadership Summit
State Leadership Forums
NAR Inaugural Celebration

Travel Reimbursement Budget and Guidelines

PAR Officer travel budget approved annually in the operating budget.

NAR Director travel budget approved annually in the operating budget.

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org

First Vice President

General Duties and Responsibilities

Act as the representative of the President in such duties as assigned in the event the President and President-elect are absent or unable to perform their assigned duties.

Assist the President and other Line Officers in the performance of their duties as requested and as available.

PAR Committee Assignments

Executive Committee
Board of Directors
Strategic Oversight Committee
Administrative Coordinating Committee
Association Services Coordinating Committee
Pennsylvania Builders Association Government Affairs Liaison
Others by personal choice

PAR Meeting and Event Attendance Requirements

Three regular Business Meetings and preparatory meetings
Special called meetings of the PAR Board of Directors, Executive Committee
PAR Leadership Advancement Conference

Spokesperson Training
Annual Budget Meeting
TriplePlay Convention, including certain special events
Periodic conference calls with Officers, local staff/leadership and PAR staff

PAR Meeting and Event Attendance Expectations

District Conferences, where appropriate
Public Policy Regional Training
Pennsylvania NAR Directors

Local Association Visitation Expectations

Installation Events, as requested
Special Events, e.g., anniversary celebrations

NAR Committee Assignments

Personal choice

NAR Meeting and Event Attendance Requirements

Annual Meeting, Conference & Expo
Midyear Meeting
Pennsylvania Caucus meetings and events
NAR Region 2 meetings and events

NAR Meeting and Event Attendance Expectations

Mid Atlantic Caucus meetings and events
Congressional hill visits and receptions
Installation and other NAR Functions, as requested
NAR Inaugural Celebration
NAR 360

Travel Reimbursement Budget and Guidelines

PAR Officer travel budget approved annually in the operating budget.

NAR Director travel budget approved annually in the operating budget. (NOTE: First Vice President is **not** an automatic NAR Director, but does get reimbursed for attending NAR meetings at the same rate as an NAR Director).

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org

Treasurer

General Duties and Responsibilities

Responsible for all the funds and securities of the association.

Work with staff to ensure that an annual operating budget for PAR is developed and available for review and approval by the Executive Committee and Board of Directors.

Work with staff to ensure that written financial reports for PAR are developed and made available for regular review by the Executive Committee and Board of Directors.

Assist the President and other Line Officers in the performance of their duties as requested and as available.

PAR Committee Assignments

Executive Committee

Board of Directors

Finance Committee (Chair)

Strategic Oversight Committee

Administrative Coordinating Committee

Member Services Coordinating Committee

Association Headquarters and Staffing Needs Committee

Others by personal choice

PAR Meeting and Event Attendance Requirements

Three regular Business Meetings and preparatory meetings

Special called meetings of the PAR Board of Directors and Executive Committee

PAR Leadership Advancement Conference

Annual Budget Meeting (Chair during year as Treasurer)

Spokesperson Training

TriplePlay Convention, including certain special events

Periodic conference calls with Officers, local staff/leadership and PAR staff

PAR Meeting and Event Attendance Expectations

District Conferences, where appropriate

Public Policy Regional Training

Local Association Visitation Expectations

Installation Events, as requested

Special Events, e.g., anniversary celebrations

NAR Committee Assignments

Personal choice

NAR Meeting and Event Attendance Requirements

Annual Meeting
Midyear Meetings
Pennsylvania Caucus meetings and events
NAR Region 2 meetings and events
NAR 360

NAR Meeting and Event Attendance Expectations

Congressional hill visits and receptions
NAR Inaugural Celebration and other NAR Functions, as requested

Travel Reimbursement Budget and Guidelines

PAR Officer travel budget approved annually in the operating budget.

NAR Director travel budget approved annually in the operating budget. (NOTE: Treasurer is **not** an automatic NAR Director, but does get reimbursed for attending NAR meetings at the same rate as an NAR Director).

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org.

District Vice President

General Duties and Responsibilities

Serve as liaison to the constituent local associations that comprise the district from which the District Vice President was elected.

Act as the representative of the President on any such issues as may be assigned.

Assist the President and other Line Officers in the performance of their duties as requested and as available.

Chair the District Meetings at the PAR Business Meetings. As Chair, the DVP facilitates discussions on issues on the Board of Directors Meeting agenda, solicits feedback on emerging issues, and relays concerns and issue positions to the PAR Line Officers prior to the Board of Directors meetings. The DVP also facilitates District appointments to certain PAR governance entities, pursuant to the rules of those entities.

Be thoroughly prepared to speak on and generate support for association issues, industry issues and PAR's strategic goals before members, the public and government decision makers.

Serve as a resource for local associations regarding NAR Core Standards requirements.

Facilitate District participation during the Board of Directors Meetings, including the monitoring and collection of the Member Response System (MRS) as requested by the Credentials Committee.

PAR Committee Assignments

Executive Committee

Board of Directors

Strategic Oversight Committee

PAR Meeting and Event Attendance Requirements

Three regular Business Meetings

Special called meetings of the PAR Board of Directors and Executive Committee

District Conferences

PAR Leadership Advancement Conference

Periodic conference calls with Officers, local staff/leadership and PAR staff

PAR Meeting and Event Attendance Expectations

Public Policy Regional Training

TriplePlay Convention, including certain special events

Others by personal choice

Local Association Visitation Expectations

Installation Events at local associations within the District

Assist President during local association visits within the District

Special Events, e.g., anniversary celebrations at local associations within the District

NAR Committee Assignments

By personal choice

NAR Meeting and Event Attendance Requirements

None by virtue of this office

NAR Meeting and Event Attendance Expectations

None by virtue of this office

Travel Reimbursement Budget and Guidelines

PAR Officer travel budget approved annually as part of the operating budget (currently \$3,000)

No NAR travel budget (unless independently selected as an NAR Director from PAR)

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org

Election Cycles

District Vice Presidents are elected to two (2) year terms commencing January 1 and continuing until a successor is designated or elected. Terms for odd-numbered districts begin in odd-numbered years; terms for even-numbered districts begin in even-numbered years.

CHIEF EXECUTIVE OFFICER

General Duties and Responsibilities

Responsible for the overall operation of the association through planning, executing and implementing the policies, programs and activities of the association.

Help set the strategic direction of the association.

Manage all aspects of staff operations, including hiring, evaluation and supervision of staff.

Provide periodic reports to the President, Executive Committee and Board of Directors on the operations of the association

In conjunction with the Treasurer and CFO, ensure that the funds and securities of the association are maintained in accounts authorized by the Board of Directors, and provide appropriate reports and records.

Serve as a non-voting member of the Executive Committee and Board of Directors, and serve on or participate in other committees and task forces as appropriate.

Serve as the Secretary of the association.

Ensure that minutes are disseminated for the meetings of the Board of Directors and other committee meetings.

Other duties and functions as delegated by the Executive Committee and the Board of Directors

Authority to Sign Contracts

The Chief Executive Officer has the authority to sign any and all contracts for the association, under the direction of and subject to the approval of the Board of Directors, except as the Board of Directors may by resolution or record otherwise provide.

LEADERSHIP TEAM - DEFINITIONS

It is common practice for association members and staff to use varying terms to refer to PAR's elected leadership, though many of those terms are not defined in the Bylaws. The following definitions are adopted (or referenced) for clarity.

- "Officers" are defined in Article XVII, Section 1, of the Bylaws as the President, President-elect, First Vice President, one District Vice President for each District, and Treasurer.
- "Line Officers" will refer to the President, President-elect, First Vice President and Treasurer.
- "Leadership Team" will refer to a group made up of all Officers, along with the CEO and the Immediate Past President

Though each individual officer position has responsibilities assigned through the PAR Bylaws, neither the Line Officers nor the Leadership Team have defined governance responsibilities as a group. Their primary roles are to provide guidance and support to the President in fulfilling his or her duties, though they may be given other duties and responsibilities through official Policies as well. Meetings of the Line Officers and Leadership Team may be called at the discretion of the President. Attendance and participation by other staff or members, as well as the conduct of the meetings, is at the discretion of the President.

BOARD OF DIRECTORS & EXECUTIVE COMMITTEE

BOARD OF DIRECTORS

Composition

Article VIII, Section 1, of Bylaws

The government of the association shall be vested in a Board of Directors composed of the following:

- (A) The President, President-elect, First Vice President, one District Vice President for each District, and the Treasurer; *(Amended 9/15; Effective 1/16)*
- (B) The Past Presidents of the association who continue to be affiliated with the association;
- (C) Members who are Directors to the National Association of Realtors®;
- (D) One (1) representative of each Institute, Society and Council of the National Association of Realtors®, to be elected by each body at an annual forum (See Article XI, Section 4);
- (E) All members of the Executive Committee; *(Amended 9/16; Effective 1/17)*
- (F) Realtors® or Realtor-Associates® designated by Member Boards according to the following formula:
 - (1) Member Boards with 500 primary members or fewer shall be entitled to two (2) Directors.
 - (2) Member Boards with more than 500 primary members shall be entitled to the number of Directors calculated by dividing the primary membership by 250 and rounding any resulting fraction up to the next highest whole number.
 - (3) Directors shall be designated or elected for terms of one (1) year each and shall be certified to the association's office within ten (10) days of their appointment or election and be effective for the ensuing calendar year or until their successors are designated or elected by the Member Boards. *(Amended 9/16; Effective 1/17)*
- (G) Each Member Board may also designate one (1) Alternate Director for each two Directors. Subject to the exception provided herein, Alternate Directors shall not have voting rights, shall not be considered in determining if a quorum exists, and are not subject to the attendance requirements of Directors, but are encouraged to attend all meetings for purposes of professional development and to stay involved in issues important to the Association's governance. Alternate Directors shall have voting rights and shall be considered in determining if a quorum exists when attending a meeting of the Directors in the place of a Director selected pursuant to Subsection (F) above, provided that the Alternate is present at the commencement of the meeting and has, at that time or previously, reasonably demonstrated the absence of a Director from the Alternate's Member Board. An Alternate who has voting rights pursuant to this Subsection will continue to enjoy voting rights until the conclusion of the meeting provided that the total number of Directors, including the voting Alternate representing a Member Board, shall not exceed the number of Directors from that Member Board. *(Amended 9/16; Effective 1/17)*

Director Selection Criteria

Where Directors and alternates are to be selected by local associations or another entity, each association or entity has discretion to establish its own selection criteria. PAR must receive timely notice of the appointment of these selections to ensure proper certification and voting eligibility.

Term

One (1) year term commencing on January 1 of the year in which the term begins.

Duties and Responsibilities

Be well informed about the work of PAR and its specific objectives.

Know the issues of importance to the industry and bring matters to the attention of the association.

Relay information from PAR to the membership in local area.

Attend and participate in the three Business Meetings as well as the PAR Board of Directors meeting and any special meetings that may be called.

Prepare for all meetings by reviewing materials in advance and becoming familiar with the issues at hand.

Strive to make informed decisions based on sound, factual information.

Represent the Pennsylvania Association of Realtors® and all its members, and make decisions based upon what is best for PAR as a whole rather than any other constituency.

Lead by example, which includes participating in and supporting association activities, programs, and goals and encouraging others to do so.

Maintain the confidential nature of association business as appropriate.

Adhere to all relevant policies and procedures, including the avoidance of conflicts of interest pursuant to the Conflict of Interest Policy.

Acknowledgment of Duty Contract

All PAR Directors are required to sign an Acknowledgement of Duty Contract which highlights the responsibilities of a Director. Voting credentials will not be issued unless a signed form is received, and Directors who refuse, including those appointed by a local association, may be replaced.

Voting Policy

Only members who are in attendance, have signed the Acknowledgement of Duties contract and have been certified by the Credentials Committee are able to vote. Voting by proxy is not permitted.

Liability

A well-informed Board of Directors seldom makes mistakes. However, in the unlikely event that any litigation should result from actions taken by the Board, PAR provides blanket coverage to Directors through its errors and omissions liability insurance. Protection is also provided in the PAR Bylaws that exempt the Directors of the association from liability for monetary damages.

Attendance Policy

Members of the Board of Directors are subject to the PAR [Attendance Policy](#).

Board of Directors Meetings

The PAR Board of Directors regularly meets on the last day of each set of business meetings in Harrisburg. Business meetings are generally held three times per year and are designated as Winter (January), Spring (May/June) and Fall (September/October).

Authority

Robert's Rules of Order, latest edition, is the recognized authority governing all meetings.

Quorum

A quorum for the Board of Directors is one third of its members.

Additional Information

To address the Board of Directors during a meeting, a Director should stand behind a microphone located throughout the meeting room until recognized by the Chair/President. Prior to addressing the issue or asking a question, Directors should state their name, office and local association. Directors are asked to limit comments to the specific subject at hand, and to speak only once on each subject to allow all interested members the opportunity to speak. All comments should be directed to the Chair, and not to other individual members.

PAR Directors are strongly encouraged to serve on [at least one committee or forum](#) so as to better understand the committee process and be better informed on the background of certain issues. The committee selection process is open during the Spring and Summer of each year, with the goal of making committee appointments by the Fall prior to the start of the term. PAR will notify members via email and web when the process opens each year.. Director Certification and Voting Credentials

Directors may either be certified online at least five (5) days prior to the start of the business meetings, or on-site at the business meetings no later than the start of the Board of Directors meeting.

At the time of certification, each Director will receive a Certification Form. If self-certifying online, the Director must print the Certification Form and bring it to the Board meeting.

On the day of the Board meeting, each Director must present his/her Certification Form to the assigned member(s) of the Credentials Committee in order to receive voting credentials.

Each Director will receive **only one** copy of the Certification Form. No Certification Form will be reissued to any Director for any reason.

Alternate Directors may be certified and vote in the absence of a Director from the same local association, if authorized by that association. Alternates may only be certified if they are present at the start of the Board meeting and have reasonably demonstrated the absence of a Director. Alternates shall maintain voting rights until the conclusion of the Board meeting provided that the total number of Directors, including the voting Alternate, shall not exceed the number of Directors from that local association.

EXECUTIVE COMMITTEE

Composition

Article IX, Section 1, of Bylaws

There shall be an Executive Committee composed of the following:

- (A) The President, the President-elect, the First Vice President, one District Vice President for each District, the Treasurer and the Immediate Past President;
- (B) Three representatives from the Institutes, Societies, and Councils affiliated with the National Association of Realtors®, who shall be appointed by the President from the elected representatives serving on the Board of Directors.
- (C) One representative each from the Small Member Boards, Medium Member Boards, and Large Member Boards (See Section 3, below) to be elected at annual forums (See Article XI, Section 4).
- (D) One representative each from the Small, Medium, and Large firms, to be elected at annual forums (See Article XI, Section 4).
- (E) One Executive Officer from a Member Board to be elected by the Executive Officers at an annual forum. (See Article XI, Section 4).
- (F) The Chief Executive Officer of the association, who shall be a non-voting member.

Term

Executive committee members serve for 1 year terms, concurrent with the role that authorizes them to sit on the Executive Committee

Duties and Responsibilities

The Executive Committee meets at the call of the President or the Board of Directors and serves three primary functions:

- To make recommendations to the Board of Directors regarding possible Board actions

Most committee action items that will be presented to the Board of Directors are first presented to the Executive Committee for review. The Executive Committee may elect to recommend or to not recommend action items to the Board of Directors, but the lack of a recommendation does not prevent the item from being presented to the Board for a final determination.

- To transact emergency business on behalf of the Association between meetings of the Board of Directors, with a report to the Board at its next meeting.

Article VIII, Section 3 of the Bylaws authorizes the Executive Committee to approve expenditures of up to five (5) percent of any line item in the budget, and up to twenty (20) percent in an emergency.

- To conduct specific business reserved to the Executive Committee by the Bylaws.

The Executive Committee has final approval authority for: Legal Action Committee appointments, bylaws changes and funding recommendations; Keystone Analytics® appointments and rules changes; and Independent Expenditures Committee appointments and rules changes. The Executive Committee also is authorized to conduct certain disciplinary hearings in the event of member misconduct, to rule on local appeals from the NAR Core Standards process, and to rule on whether the absences of a Director or committee member are to be considered excused.

Authority

Robert's Rules of Order, latest edition, is the recognized authority governing all meetings.

Quorum

A quorum for the Executive Committee is sixty (60) percent of its members, at least four of whom must be Officers.

Absence Policy

Members of the Executive Committee are subject to the PAR [Attendance Policy](#).

COMMITTEES

COMMITTEE & ENTITIES STRUCTURE

PAR utilizes a combination of ongoing and temporary entities such as committees and task forces. The [Committee Reporting Structure](#) explains these entities and their basic reporting rules. A list of current standing committees can be found on the [PAR Website](#).

PAR also operates several related entities for the benefit of the association and its members, including:

Issues Mobilization Fund
Legal Action Fund
PA Realtors Education Foundation
PA Realtors® Political Action Committee (RPAC)
Pennsylvania Foundation for Housing Opportunity
Alliance for a Better Pennsylvania
Keystone Analytics®
Association Independent Management (AIM)

These entities have varying governance structures and operational rules. Additional information can be found on the [PAR website](#) or by contacting the appropriate [staff liaisons](#).

Appointment/Election

Committee members are appointed by the President except otherwise as provided for in the PAR bylaws or the rules of the various entities. The committee selection process is open during the Spring and Summer of each year, with the goal of making committee appointments by the Fall prior to the start of the term. PAR will notify members via email and web when the process opens each year.

Term

Committee members generally serve one (1) year terms commencing January 1. Several committees and entities have rotating multi-year terms, as stated in their rules or bylaws, and members of the Realtors® Political Action Committee and RPAC Fundraising Committee serve for terms coinciding with the NAR RPAC fundraising year. Committee members are generally not restrained by term limits, except on selected groups where limits are imposed by the entity bylaws.

Committee Member Duties and Responsibilities

Attend and participate in committee meetings

Stay up to date on issues of importance to the committee

Serve on task forces or other informal committee work groups based on expertise

COMMITTEE CHAIRS & VICE-CHAIRS

Appointment/Election

Most committees have a Chair and Vice-Chair. Some entities with their own bylaws may have a slightly different structure or naming conventions.

Committees Chairs and Vice-Chairs are generally appointed by the President, except otherwise as provided for in the PAR bylaws or the rules of the various entities.

Term

One (1) year commencing January 1 and continuing until a successor is designated or elected, except for the Chair of the Realtors® Political Action Committee and RPAC Fundraising Committee, which serve for one (1) year coinciding with the NAR RPAC fundraising year.

Duties and Responsibilities

Work with staff to develop an annual work plan for the committee and monitor progress on implementation.

Work with staff to develop meeting agendas and meeting schedules.

Chair committee meetings.

Represent the Committee at Finance Committee, Executive Committee and Board of Directors Meetings, when necessary.

PAR Committee Assignments

Most Committee Chairs serve on one Coordinating Committee by virtue of their position.

Others by personal choice.

PAR Meeting and Event Attendance Requirements

Committee meetings and events

Three regular business meetings

Coordinating Committee, as assigned

Regular and special meetings of the PAR Board of Directors and Executive Committee as necessary to represent the interests of the committee.

PAR Meeting and Event Attendance Expectations

Attend Finance Committee (if funding is being requested), Executive Committee and Board of Directors to report action items.

Travel Reimbursement Budget and Guidelines

PAR does not reimburse committee chairs for travel and expenses related to attendance at business meetings. Any committee and task force meetings at other times are subject to the PAR [Expense Reimbursement Policy](#). In addition, many local associations may reimburse local Directors or others who attend the business meetings.

COMMITTEE PROCEDURES

Meeting Schedule

PAR committees generally meet during scheduled business meetings of the association; the Chair of a committee may also call other meetings during the year as necessary to complete the business of the committee. Task forces and work groups generally meet between business meetings to allow for the group to conduct its work and report back to the appointing entity at the business meetings.

Meetings must be held by a method that allows for the real-time sharing of information and voting (i.e., face-to-face, conference call, video conference).

Open Meetings

All committee meetings with the exception of Association Headquarters and Staffing Needs, Awards, Independent Expenditures and Screening Committees will convene in an open setting.

Executive Session

With majority approval of a committee, the committee Chair may declare an Executive Session for bona fide and legitimate reasons of confidentiality. When declaring an Executive Session the Chair must state the reason for the session and what will be discussed. All attendees who do not serve on the committee will be excused for the duration of the Executive Session.

Authority

Robert's Rule of Order, latest edition, will be recognized as the authority governing all meetings when not in conflict with Bylaws.

Quorum

A quorum exists when a majority of committee members are *present* (not the number of members voting). In the absence of a quorum any business, other than a vote to adjourn, is null and void. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.

Where there is an important opportunity that would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency with the hope that their action will be ratified by a later meeting which a quorum is present. The members present might also decide to present their issue to the Executive Committee and ask the Executive Committee to move the issue on their behalf.

Absence Policy

Members of the Board of Directors are subject to the PAR [Attendance Policy](#).

Action Items

Each committee is authorized to act within its sphere of responsibility, subject to oversight by the Board of Directors. Certain committee action items can be adopted and implemented by the committee directly, while others will need approval from the Board of Directors or Executive Committee.

Any bylaws or policy changes must be presented to the Board, and any requests for funding that have not previously been included in the budget must be presented to both the Finance Committee and Board.

Issues that require a vote at the Board of Directors meeting are generally known well in advance. The issue is included on the committee's agenda and an Issues Briefing Paper is prepared to educate the Board on the issue.

Although procedures may vary depending on the specific issue at hand, most action items will require the following steps:

- Debate and approval by the committee
- Finance Committee review and recommendation (if requesting unbudgeted funds)
- Executive Committee review and recommendation
- Board of Directors approval or denial

Legislative and Public Policy issues are subject to additional levels of review. Issues are generally vetted by the Public Policy Coordinating Committee, the Legislative Forum and/or one or more task forces prior to debate by the Legislative Committee. Additional information can be provided by appropriate staff.

For most action items, once approved by a committee, only the Board of Directors is authorized to deny an action item. The Finance Committee and Executive Committee may choose to recommend or not recommend a request, but a committee may still seek approval from the Board even if the request is not recommended by the Finance Committee or Executive Committee.

In some instances the rules or bylaws of an entity delegate final approval to the Executive Committee, in which case the Executive Committee decision is final unless there is a procedure for appealing that decision to the Board of Directors.

Staff Liaisons

Each committee or entity is assigned a Staff Liaison who works closely with the group and its Chair. Staff liaisons handle most administrative duties and can be a valuable resource for members. Responsibilities include:

- Assist the Chair with preparing agendas, Issues Briefing Papers and other materials needed for meetings.
- Become and remain knowledgeable and prepared to educate the Chair and committee on certain issues.
- Track issues that need to be addressed at future meetings.
- Facilitate scheduling committee, task force or work group meetings outside of the business meetings.
- Record meeting minutes.

FORUMS

In addition to committees, PAR utilizes several standing forums for feedback and education.

Appraisal Forum

Open forum, with topics focusing on appraisers and appraisal-related issues. Moderator appointed by PAR President.

Association Executives Forum

Forum membership limited to local association executives. Provides opportunities for discussion and education on both general management topics and specific association issues. Forum selects its own Chair and Vice-chair.

Association Forums

Open forums with no appointed membership, dedicated to discussion issues of importance to Realtor® associations. Moderator selected by each Forum attendees at third business meeting of each year.

Attendance is by size of association:

Small Association – 1 to 299 members

Medium Association – 300 to 699 members

Large Association – 700 and up

Firm Forums

Open forums with no appointed membership, dedicated to discussion issues of importance to real estate firms. Moderator selected by each Forum attendees at third business meeting of each year. Attendance is by size of firm:

Small Firm – 1 to 19 agents

Medium Firm – 20 to 74 agents

Large Firm – 75 + agents

Legislative Forum

Open forum, with membership appointed by local associations. Discusses and provides input for current and possible legislative or regulatory issues; feedback provided to Legislative Committee for consideration and possible action.

Local President & President-elect Forum

Forum membership limited to local associations' current presidents and presidents-elect (if known). Provides opportunities for discussing current issues of importance to local association, and for associations to share ideas among themselves. Moderator appointed by PAR President.

MLS Forum

Open forum, generally attended by local MLS staff and members serving on local MLS committees. Discusses MLS-related policy issues and provides opportunity for information exchange among local MLSs. Moderator appointed by PAR President.

Standard Forms Forum

Open forum, with membership appointed by Chair of the Standard Forms Oversight Committee. Discusses and provides input for existing forms and revisions proposed by task forces; feedback provided to Standard Forms Oversight Committee for consideration and possible action.

NAR PARTICIPATION

NAR INVOLVEMENT

There are a number of ways to become involved with NAR at the national level. Each state (and locals over 2,000 members) can select a certain number of NAR Directors, and there are also many opportunities to serve within the [NAR committee structure](#). Members with an interest in NAR involvement should become familiar with NAR's [committee selection process](#), and should start by filling out the NAR Member Expertise Profile.

NAR Directors from Pennsylvania

NAR allocates Director positions to state associations based on total membership count, and allocates additional Directors to local associations with more than 2,000 members.

Article X of Bylaws

SECTION 1. SELECTION OF NAR DIRECTORS

Members who shall serve as Directors of the National Association of Realtors® shall be composed as follows:

- (A) The President and President-elect of PAR;
- (B) One Member elected by the Nominating Committee pursuant to Section 4 (B) of this Article; and
- (C) Members of the association in the number of NAR Director positions that are vacant and available to be filled by PAR after taking into consideration those Directorships filled pursuant to (A) and (B) above.

SECTION 2. NOMINATING COMMITTEE

There shall be a Nominating Committee consisting of three (3) NAR Directors whose terms will not expire during their year of service on the Nominating Committee, and two (2) Past Presidents of the association who are not also NAR Directors and who shall be ineligible to serve as an NAR Director while serving on the Nominating Committee. Members of the Nominating Committee shall be selected by their respective bodies (current NAR Directors and Past Presidents Council) during the first business meeting of the association each year. In the event there are not three (3) NAR Directors eligible to serve, the additional Members of the Nominating Committee necessary to reach the full complement of five (5) shall be selected from the Past NAR Directors by current NAR Directors. Members of the Nominating Committee shall serve a one (1) year term commencing with the first business meeting of the year. Members of the Nominating Committee may serve multiple terms without limitations other than as set forth above. The Nominating Committee shall elect its chairperson and Vice Chairperson.

SECTION 3. NOMINATION OF NAR DIRECTORS

- (A) Members seeking to run for NAR Director shall submit a completed application no later than June 30.
- (B) The Nominating Committee shall meet in closed session no later than fifteen (15) days before the third business meeting to interview the applicants, assess their qualifications and nominate one less applicant than the number of NAR Directorships for which there are vacancies to be filled. This will be the number of nominees to be elected by the Directors of the association.

(C) The Committee shall give notice of those nominated, and those who applied but were not nominated and wish to be identified, no later than seven (7) days prior to the election of NAR Directors.

(D) Applicants for Director not nominated by the Committee may be nominated by a majority of the Board of Directors in attendance at the meeting of the Directors at the third business meeting.

(E) All nominees shall be given equal time to address the members of the association at the meeting of the Board of Directors. The nominees selected by the Nominating Committee shall be identified as such.

SECTION 4. ELECTION OF NAR DIRECTORS

(A) Election of NAR Directors, in the number identified in the preceding Section, shall be by vote count from a single election of the Board of Directors at the third business meeting of the association. If two or more nominees receive an equal number of votes such that the tie affects the outcome of the election, there shall be a run-off election between those nominees at the same meeting of the Directors.

(B) Thereafter and prior to the NAR annual meeting, the Nominating Committee shall elect the remaining NAR Director from among the applicants for NAR Director who were not elected. In the event the full slate of applicants were elected by the Directors to fill NAR Directorships, the remaining NAR Director shall be elected from among the PAR members. The Committee may take multiple votes until a member receives a majority of the votes cast.

SECTION 5. TERMS

The President-elect will serve as Director during his/her term of office only. The Director selected pursuant to Section 1 (B) will serve a one year term. The remaining directors of the National Association of Realtors® shall serve staggered terms of three years.

SECTION 6. REMOVAL FROM OFFICE AND VACANCIES

(A) In the event the number of PAR members to serve as NAR Directors is reduced, the Nominating Committee shall determine whose NAR Directorship shall be terminated.

(B) The Nominating Committee shall fill, by election, vacancies that occur during the term of a Director.

(C) Any member serving as an NAR Director who also becomes entitled to Directorship by virtue of an NAR appointment to the Board or their status as officer of PAR shall resign the Directorship bestowed by PAR pursuant to this Article, including the balance of his/her term.

General NAR Director Duties and Responsibilities

Approve NAR expenditures.

Establish dues and dues policies.

Set public policy positions as it relates to the real estate industry.

Establish governing policies of the association.

Approve member programs, products and services.

Approve amendments to the bylaws.

Recommend to the Delegate Body constitutional and code of ethics amendments.

Recognize members for outstanding services (DSA, Realtor® Emeritus Status, etc.).

Define local association jurisdictions.

NAR Directors should consider and cooperate to the fullest extent possible on issues relevant to Pennsylvania. NAR Directors are encouraged to discuss issues and their impact on Pennsylvania with fellow NAR Directors to help make better-informed decisions on behalf of all PAR members. PAR does not control either the selection or voting rights of the association or firm appointment Directors, nor does PAR control the voting rights of its own NAR Director appointments.

NAR Meeting and Event Attendance Requirements

Annual Meeting, Conference & Expo

Midyear Meeting

New NAR Directors need to attend New Director Orientation at Midyear Meeting

Region 2 Caucus meetings and events

Pennsylvania Caucus meetings and events

Other meetings of the PAR delegation as called by the PAR President

NAR360

NAR Board of Directors Meetings

NAR Committee Meetings to which the Director is an appointed member, and other meetings at the request of the PAR President

NAR Meeting and Event Attendance & Participation Expectations

Social functions and hospitality rooms sponsored by PAR

Educational seminars and informational sessions of benefit to the Director and PAR, that do not conflict with NAR committee appointments or requested meeting attendance

Directors will be notified by email from NAR when registration for the Midyear Meeting and Annual Meeting, Conference & Expo has opened. It can be particularly challenging to get a hotel room at designated headquarters hotels, so Directors are encouraged to register and make hotel reservations immediately upon receiving the notification email from NAR.

PAR Responsibilities of NAR Directors

PAR Board of Directors meetings (as a PAR Director by virtue of this position).

Periodic reports to PAR committees or the Board of Directors regarding NAR actions or initiatives.

Assist in advancing issues important to PAR and/or Region 2 within the National Association

Meeting Attendance Policy

In accordance with the *NAR Constitution*, any Director, except the former Presidents of NAR, who are absent from two consecutive regular meetings of the Board of Directors, shall automatically forfeit his office unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, shall waive this provision. Please notify Leah Krnjaic, lkrnjaic@parealtor.org if you are unable to attend a meeting.

Expense Reimbursement Guidelines

NAR Director travel budget approved annually in the operating budget.

All reimbursements are subject to budget limitations and all requirements of the [Expense Reimbursement Policy](#). All questions should be directed to Jim Antonio, jantonio@parealtor.org

NAR REGION 2 APPOINTMENTS

For NAR governance purposes Pennsylvania is grouped in NAR's Region 2 along with New Jersey and New York. The three states have agreed to certain policies and procedures that address various NAR appointments and other governance issues.

Regional Vice President

The position of NAR Regional Vice President will rotate annually among the three states, with the selection of the Regional Vice President (RVP) at the discretion of each state during its year in the cycle. During the term of an RVP, his/her state is responsible for organizing and funding the Region 2 Leadership Luncheon during NAR meetings, as well as organizing the Region 2 Reception during NAR Mid-Year meetings, with the cost split among all three states. Qualifications for this position are set by NAR and may change from time to time.

The rotation, to be continued in the same order after the first three years, will be:

New Jersey: 2020, 2023, 2026, 2029, 2032, 2035
New York: 2018, 2021, 2024, 2027, 2030, 2033
Pennsylvania: 2019, 2022, 2025, 2028, 2031, 2034

NAR Nominating Committee

The Region 2 representative and alternate representative to the Nominating Committee will rotate annually among the three states and will be filled by the state holding the immediate past-NAR RVP. The term of the alternate shall be limited to one year.

New Jersey: 2018, 2021, 2024, 2027, 2030, 2033
New York: 2019, 2022, 2025, 2028, 2031, 2034
Pennsylvania: 2020, 2023, 2026, 2029, 2032, 2035

Regional RPAC Fundraising Trustee

The position of NAR Regional RPAC Trustee will rotate every two (2) years among the three states, with the selection of the Trustee at the discretion of each state during its years in the cycle.

The rotation, to be continued in the same order after the first three cycles, will be:

New Jersey: 2019/20, 2025/26, 2031/32
Pennsylvania: 2021/22, 2027/28, 2033/34
New York: 2017/18, 2023/24, 2029/30

Regional RPAC Disbursement Trustee

The position of NAR Regional RPAC Disbursement Trustee will rotate every two (2) years among the three states, with the selection of the Trustee at the discretion of each state during its years in the cycle.

The rotation, to be continued in the same order after the first three cycles, will be:

New Jersey: 2020/21, 2026/27, 2032/33
Pennsylvania: 2022/23, 2028/29, 2034/35
New York: 2018/19, 2024/25, 2030/31

GENERAL ASSOCIATION POLICIES

APPOINTMENTS TO COMMISSIONS AND BOARDS

NOTE: As originally adopted, this Policy includes an appendix that lists entities on which PAR has secured one or more appointment, and others to which PAR may seek appointments. For an up-to-date copy of the appendix, contact PAR Public Policy department staff.

Background

The Pennsylvania Association of Realtors® (“PAR”) serves as the “voice for real estate®” in the Commonwealth of Pennsylvania for its members. In order to facilitate that goal, PAR shall seek appointments to licensing agencies, as well as other groups that impact real estate and economic development as outlined in the appendix.

General

The Public Policy Coordinating Committee (“Committee”) will collect applications from interested members (“applicants”) requesting PAR support for appointments to the various commissions, boards, agencies and groups as outlined in the appendix. The PAR Leadership Team shall also be permitted to identify and solicit potential applicants.

The Committee shall annually appoint a work group to review new applications and vet applicants through an interview process. The work group shall consist of the chair and vice chair of the Committee plus three (3) members of the Committee as selected by the chair. The work group shall assess each applicant’s educational background and experience, together with all other pertinent information provided through the application as well as the interview process. This assessment may include contacting relevant individuals and groups such as professional colleagues and PAR committee members to verify the scope of the applicant’s qualifications. PAR favors supporting applicants who promote diversity (business, ethnic, geographic and/or political), but will not subordinate quality applicants in order to ensure that diversity. The work group shall recommend to the Committee the names of those applicants who should be reserved in a pool for consideration when a vacancy occurs.

When a vacancy occurs within any group listed in the appendix, the Committee shall use the following procedure and policy to assess whether to support an applicant.

The Committee shall monitor the terms of appointment to the agencies and groups listed in the appendix. At the Business Meeting closest in proximity to the date on which the vacancy shall occur, the Committee shall make a decision as to which applicant to support. The decisions will be made as follows:

- Winter Business Meetings – vacancy March through June
- Spring Business Meetings – vacancy July through October
- Fall Business Meetings – vacancy November through February

The Committee is encouraged to submit one (1) name for each vacancy to the Executive Committee in consideration for PAR support. Where the qualifications of the applicants are similar or close in terms of applicant strength, the Committee, in its discretion, may submit up to three (3) names to the Executive Committee.

The Executive Committee will consider for approval those applicants proposed by the Committee pursuant to the preceding paragraph. The Executive Committee may approve any or all of the applicants whose names have been submitted by the Committee. Once the Executive Committee has decided on which applicant(s) to support, PAR staff will notify the selected individual(s), and will also send a letter to the appropriate appointing authority with the name or names of the individual(s) supported by PAR, and shall include resume(s) and other supporting documentation. Once a name(s) is sent to the appropriate authority, no further submission will be made for that particular vacancy.

PAR staff and volunteer leadership shall, as necessary, use appropriate resources to support the appointee to the extent those activities do not interfere with Legislative Priority issues.

Unexpected Vacancy

In the case of a resignation or unexpected vacancy, PAR will, to the extent possible, follow the above outlined procedures.

Re-Appointments

In cases where a current member of any group listed in the appendix seeks PAR support for re-appointment, this policy shall not apply.

Appendix

As necessary, the appendix will be revised by PAR staff to reflect current appointees. In addition, the Committee shall provide recommendations to the Executive Committee regarding revisions to groups to which PAR shall seek appointment.

Revised January 2016

ATTENDANCE POLICY

General Policy

Article VIII, Section 7, of Bylaws

(A) Any member of the Board of Directors who misses two consecutive meetings shall be removed from the Board unless such absence was excusable due to sickness or other reasons. It shall be the affirmative duty of the removed member to request reinstatement and provide proof to the Executive Committee of the Board, in advance of the next meeting of the Board of Directors, supporting the member's request for reinstatement on the basis that such absence(s) was excusable. The Executive Committee shall have sole discretion in such matters and shall make a final and binding determination of whether any absence was excusable and shall report their findings to the removed member and to the Board of Directors. The member shall be reinstated only if the Executive Committee finds that the member's absence(s) was excusable.

The following justifications generally qualify as excusable, at the discretion of the Executive Committee:

- Hospitalization (extends to immediate family)
- Death (extends to extended family)
- NAR and Realtor®-affiliated business
- Education
- Vacation
- Weather
- Military Service

Please email Kim Smith, ksmith@parealtor.org regarding an absence and the reason for the absence.

Policy Exceptions

Certain committees or other entities of the Association may have formally adopted rules or policies that impose a different attendance policy, which will supersede the general attendance policy.

Board of Directors and Officers

Article VIII, Section 7, of Bylaws

(B) Any member of the Board of Directors removed, but not reinstated, through the procedures set forth in this Section shall be deemed ineligible to be a member of the Board during the first two calendar years following the date of their removal. For purposes of this Section a removed member's date of removal shall be the date of the meeting of the Board on which the member's absence caused their removal.

(C) Any member of the Board of Directors who is also an Officer as defined in Article XV who is removed, but not reinstated, through the procedures set forth in this Section shall be deemed ineligible to hold any Office defined in Article XV during the first two calendar years following the date of their removal.

ANTI-TRUST

While the Pennsylvania Association of Realtors® (“PAR”) is a trade association that seeks to promote the common interests of its members, it also strongly believes in competition and abides, in all respects, with all antitrust laws. Antitrust laws are designed to promote competition by making it unlawful for competitors to agree, intentionally or tacitly, to anti-competitive practices. An antitrust violation does not require proof of a formal agreement. A discussion of a sensitive topic, such as price, followed by the actions by those involved or present at the discussion is enough to show a price-fixing conspiracy. Agreements to fix prices, allocate market shares, engage in product boycotts, and/or refusing to deal with third parties are illegal under the antitrust laws. There should not be any discussion with competitors about pricing (including commissions, flat fees and/or blended fees), geographic areas or limitations in which competitors will market or target clients, or discussions regarding with which competitors to avoid cooperating. All PAR members should be very circumspect when speaking to competitors and business colleagues, especially at professional meetings, gatherings or conventions.

It is unlawful when one or more brokers agree, intentionally or tacitly, to any of the following practices:

- Fixing or establishing commission rates
- Standardizing or fixing compensation to be paid to cooperating brokers;
- Agreeing to a set of agency practices (e.g. multiple brokers agree that they will not compensate subagents); and
- Agreeing to exclude a broker(s) from the general policy of compensating cooperating brokers.

COMMITTEE REPORTING STRUCTURE

PAR operates several types of committees and related entities, some of which are ongoing (Coordinating Committee, Committee, Forum) and some of which are temporary (Presidential Advisory Group, Task Force, Workgroup). This policy outlines the guidelines for the creation and operations of both types of entities.

Ongoing Entities

Coordinating Committee

Purpose

Coordinating committees have two distinct purposes:

Coordination - The primary role of a coordinating committee is to coordinate the activities and recommendations of the committees under its purview, and to make suggestions designed to assist in aligning the work of those committees with the overall direction and priorities of the PAR Strategic Plan. The coordinating committee also addresses any conflicts and inconsistencies between committees within its purview, as well as conflicts and inconsistencies among the various coordinating committees, and makes recommendations to resolve them.

Policy - Certain coordinating committees have also explicit policy responsibilities as set forth in the PAR bylaws or other association policies. For example, a coordinating committee could be authorized to act as the board of directors of a PAR-related entity, or could be given approval authority over the activity of a committee or other governance entity. In those instances, the coordinating committees shall act as a committee, subject to the specific rules governing that responsibility.

In order to ensure that these two different responsibilities are fulfilled appropriately, it is strongly recommended – and in some instances may be required – that coordinating committees adjourn and reconvene a separate meeting with separate minutes for each function.

Subgroups

A coordinating committee may appoint a task force or work group.

Reporting Structure

Because a coordinating committee has two distinct responsibilities, it has two reporting structures:

Coordination - Committees under a coordinating committee's purview provide only informational reports to the coordinating committee. Except as otherwise stated in the PAR bylaws or other governing documents, a coordinating committee does not approve, disapprove, or direct the activities or action items of a related committee, but may provide comments or suggestions as it deems appropriate.

Where an issue arises that has not been assigned to a specific committee, the coordinating committee may be asked to consider the issue. The coordinating committee in most instances will refer these issues to the appropriate committee, or will form a work group or task force, with or without a suggestion for action. A coordinating committee is not prohibited from considering an issue itself and reporting a recommendation directly to the Finance Committee, Executive Committee, Board of Directors and/or Strategic Oversight Committee (as appropriate) if it believes that doing so would be in the best interests of the association.

Policy - Where a coordinating is acting as a committee and fulfilling a policy-making responsibility, the coordinating committee shall report to the Executive Committee and Board of Directors in the role of a committee, subject to the specific rules governing that responsibility. The coordinating committee in this situation shall have no authority outside its explicitly established policy responsibilities.

In either capacity, a task force or work group of a coordinating committee shall report any recommendations to the coordinating committee, which may accept, modify or reject the recommendations as it sees fit.

Committee

Function

A committee has the authority to act within the policy parameters assigned by the PAR bylaws, as well as fulfilling responsibilities assigned by the Board of Directors, President, Strategic Oversight Committee and its coordinating committee. A committee should at all times seek to align its work with the overall direction and priorities of the PAR Strategic Plan, and should continually review existing programs and potential new programs within that framework. Many committees are established in the PAR Bylaws, and the President has the authority to appoint additional *ad hoc* committees.

Subgroups

A committee may appoint a task force or work group.

Reporting Structure

A task force or work group of a committee shall report any recommendations to the committee, which may accept, modify or reject the recommendations as it sees fit. A committee may also deliberate and act on issues without assigning them to subgroups. The chair of a committee reports the committee's action(s) and recommendation(s) to the Finance Committee, Executive Committee and Board of Directors (as appropriate), and also provides informational reports to its coordinating committee.

Forum

Function

A forum's function is to inform and educate. Forums provide a means to inform members of important issues and/or to obtain feedback on those issues. Forum meetings are open to all members who have an interest in the topics being discussed. At discretion of Leadership, Forums may have membership list, and there may be a process for PAR to select a Chair, moderator or facilitator.

Subgroups

None.

Reporting Structure

A forum does not make or receive motions or recommendations. Relevant discussions and deliberations of the forum are directed to the appropriate decision-making entities as valuable input. For example, some Forums (Legislative; Standard Forms) are affiliated with standing committees; others (Firm; Association) have representatives on the Executive Committee.

Temporary Groups

Presidential Advisory Group (PAG)

Function

A Presidential Advisory Group is appointed by the president to address issues that may not fall within the jurisdiction of a standing committee or to address issues that may be time sensitive or of wider importance. A PAG may only be appointed to evaluate a single activity or issue, pursuant to a written charge from the President, and may not be utilized for other purposes. The term of a PAG shall not extend beyond the term of the appointing President. Should the study of an issue extend beyond the term of the appointing President, the new President may choose whether to re-appoint the PAG, and if so, whether to alter its membership.

Subgroups

A PAG may appoint a work group to analyze specific issues within the authority of the PAG.

Reporting Structure

The report of a Presidential Advisory Group will be delivered to the president. The president may then refer elements of the report to appropriate entities for further action. The president may also elect to take no action on the report.

An informational report explaining the action(s) (or inaction) taken shall be provided to the Executive Committee and Board of Directors no later than their next scheduled meeting, except if counsel advises that such a report would be a violation of established rules or policy, or a potential violation of law.

Task Force

Function

A task force is appointed by the chair of a coordinating committee or committee for the purpose of accomplishing, analyzing and/or making recommendations regarding one or more goals of the appointing entity, pursuant to a written charge from the chair. Members of the task force may be members of the appointing entity, or other individuals (who may or may not be Realtors®) chosen for their expertise and/or perspective regarding the assigned task(s). A task force may extend past the calendar year of its appointment and will continue in place until the completion of its task without the need to be reappointed, though a subsequent chair of the appointing entity does have the right to disband a task force or change its membership if desired. A task force is automatically dissolved at the conclusion of its charge.

Subgroups

None.

Reporting Structure

A task force reports to the entity that appointed it. That entity may accept, modify or reject any task force recommendations.

Work Group

Function

A work group may be appointed by a coordinating committee, committee, or PAG for the purpose of accomplishing, analyzing and/or making recommendations regarding one or more goals of the appointing entity, pursuant to a written charge from the chair. Members of the work group are limited to those who serve on the appointing entity. A work group shall dissolve when its task(s) is completed, or at the end of the calendar year, whichever comes first. If the assigned task(s) has not been completed, the new chair of the appointing group may choose whether to re-appoint the work group, and if so, whether to alter its membership.

Subgroups

None.

Reporting Structure

A work group reports to the entity that appointed it. The appointing entity may accept, modify or reject any work group recommendations.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The Pennsylvania Association of Realtors® (“PAR”) property includes not only tangible property, but also intangible property such as information. Proprietary information includes all information obtained by members during the course of their work or while performing PAR-related functions. PAR members will receive and have access to information that is confidential in nature to PAR, its members, and vendors. This information includes, but is not limited to, research, strategic plans, personnel files, marketing data, legislative policies, formulae, and member lists. Members are not to disclose any such information to (a) any other person in PAR unless there is a legitimate business reason for doing so, or (b) any person outside PAR unless the association President or Chief Executive Officer has expressly stated that the information can be disclosed to that person. This obligation exists even after the member leaves PAR. This duty of confidentiality is included in the PAR Bylaws, and a violations could be considered the breach of a duty of membership.

Article XIV, Section 3, of PAR Bylaws

Members, Directors and Officers of the association who serve in positions of leadership or on committees, forums, presidential advisory groups and the like must maintain in confidence certain information the association desires, in its reasonable judgment, to keep and maintain as confidential. Members, Officers and Directors should therefore not disregard, or overrule the association’s determination to designate and treat certain information as confidential, which obligation to maintain as confidential continues indefinitely and after the Member, Officer or Director is no longer in a position of leadership in the association.

CONTENT USE/REPRINT POLICY

Definitions

For the purposes of this policy:

"PAR Member" means an individual who is a Realtor® member of the Pennsylvania Association of Realtors®, any real estate firm that maintains a Designated Realtor® who is a Realtor® member of the Pennsylvania Association of Realtors®, and any local Realtor® association affiliated with the Pennsylvania Association of Realtors®.

"Public PAR Content" means all public content developed and/or owned by PAR that is distributed in print, or through the [PAR website](#), other media, services, processes or networks now existing or later developed, where access to that content is not limited solely to PAR members (e.g., access does not require use of a password, or the content is not identified as a members-only resource). **This does not include any third-party content not developed or owned by PAR, such as images or submitted content that may be subject to their own copyright and usage rules.**

Use by Members

PAR members may use/reprint any public PAR content for distribution in print or through mechanisms such as social media, email, websites, or any other similar media services, processes or networks now existing or later developed. Such content must be reproduced in full, with the following attribution:

"Copyright Pennsylvania Association of Realtors®. Reprinted with permission. Originally published on <date>."

When feasible, any such use in any electronic format should also link back to the original PAR source (e.g, PAR Website).

PAR members who are referencing but not reproducing the content may link to public PAR content without permission or attribution, but should note that the content was originally produced by PAR.

Use by Non-members

Individuals or entities that are not PAR members may not reprint or otherwise utilize any PAR content without express written permission. Any non-member must contact PAR directly, and permissions will be determined on a case-by-case basis.

Special rules for use of PAR Standard Forms

PAR Standard Forms may not be reproduced for print or electronic distribution except under the following circumstances:

- PAR members may use PAR Standard Forms obtained through the PAR website for use in a transaction in which they represent either party or are serving as a transaction licensee.
- PAR members may provide educational/reference copies to current clients or customers. Any electronic distribution in this context must be reasonably designed solely to reach current clients or customers. (For example, a form could only be posted on a PAR member's website if that page of the site is password protected and access is limited to current clients.)

- Both PAR members and non-members may reproduce and use forms obtained through a licensed forms vendor, subject to the license agreement of that vendor, with terms established by PAR.
- For non-members, permission may be requested for legitimate educational purposes, with appropriate attribution and subject to limitations that may be imposed for certain specific uses.

Contact Information

For information and permission requests regarding PAR Standard Forms, contact PAR through our online [Standard Forms feedback form](#).

For additional information and permission requests regarding most other PAR content, contact permissions@parealtor.org.

Adopted 1/18

DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

The Pennsylvania Association of Realtors® (“PAR”) regards alcoholism and drug addiction as an illness. The association may, at the discretion of the Chief Executive Officer and/or association President, make reasonable efforts to assist members suffering from such illness to obtain treatment, provided PAR is aware of the condition. However, the Chief Executive Officer and/or association President may refuse to take any steps or efforts to assist members suffering from such illness, at its sole discretion. Impairment due to alcohol or drug addiction is likely to have an adverse impact on employees and PAR members, as well as representing and providing services for PAR and its membership. For this reason, it is important for a member who suffers substance abuse problems to seek help as early as possible. Treatment for a drug or alcohol problem may be covered by an insurance policy (including HMOs) under which the member is insured. Consult your personal and professional insurance policies. Nothing in this policy is deemed to guarantee or represent that such coverage is provided by PAR.

No member will be disciplined for voluntarily seeking help for a substance abuse problem provided they participate in a qualified treatment program. A qualified treatment program is one that is acceptable to a physician specialist selected by PAR, consulting with the member’s physician. Entering a treatment program will not be considered to be voluntary if entering the program is made in response to corrective counseling/discipline, criminal procedures, and/or investigating possible violations of this or any other PAR policy.

The association President or Chief Executive Officer is the administrator who will represent this association in helping any member obtain treatment for alcoholism or drug addiction. No other person, member or employee employed by or affiliated with PAR will be informed of any consultation or referral under this policy without the written consent of the participating individual, except as required to complete and monitor treatment. Participating in a qualified treatment program will remain confidential except with the member’s written consent, or as otherwise required by law.

Using or possessing alcohol or illicit drugs on PAR’s premises and/or while working for PAR, or participating in a PAR-sponsored function, except when specifically approved by the Chief Executive Officer and/or association President may result in discipline. Any member who reports to PAR or performs any function or task in connection with their membership while under the influence of alcohol or drugs subjects that member to discipline. A drug or alcohol problem does not excuse performance deficiencies or behavioral problems. Members who have drug or alcohol problems will be held to the same standards as others performing similar jobs. PAR members who have drug or alcohol problems will be held to the same ethical and behavioral standards as other members. The Pennsylvania Association of Realtors® is committed to helping members recover from alcoholism or other drug addiction. This policy is designed to encourage those who want help to get the help they need. If you have any questions about this policy, please contact the Chief Executive Officer or association President.

DUES POLICY

The PAR Board of Directors sets the dues amount for the following year no later than the Fall Business Meeting.

State dues are collected by the member's primary association which then remits that amount to PAR on a timely basis.

Dues may be submitted electronically through NAR's eCommerce system.

For those who submit dues via check, different portions of the dues bill will require separate checks. For example:

PAR dues payable to PAR

RPAC payable to RPAC

Foundation contributions payable to the Foundation

PAR membership dues are due and payable Jan. 1st of each calendar year. However, PAR mimics NAR's grace period, which is currently 90 days, and makes March 31st the deadline for dues payment without penalty.

Members who have not paid their dues as of March 31st will be terminated by their local association until their dues have been paid. PAR dues for continuing members are not pro-rated if paid late; members must pay the full year of dues regardless of when they join during the year.

Dues for new members are pro-rated, and to be sent as they are received throughout the year. In addition to dues, PAR charges a Capital Investment Fee to all licensees who join PAR for the first time. Proceeds from this fee are allocated by the PAR Finance Committee, and are generally intended to benefit PAR's dedicated funds such as the Legal Action Fund, Issues Mobilization Fund, and Education Foundation. This fee is not pro-rated throughout the year and must be submitted in its entirety regardless of when a member joins.

ETHICS AND CONFLICT OF INTEREST

Pennsylvania Association of Realtors® (“PAR”) members are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of PAR. PAR needs to know that the transactions and business conducted by members are ethical and within the law, both in letter and in spirit. PAR recognizes that different organizations have different codes of ethics. For Realtors®, that code of ethics is embodied in the National Association of Realtors’® Code of Ethics. Members who perceive that another member has committed an ethical violation are encouraged to file a complaint. Complaints should not be brought to the PAR Board of Directors or any other group of Realtors®; rather, complaints should be filed in accordance with the established procedures that are outlined in the current edition of the *Code of Ethics and Arbitration Manual*.

Conflicts of interest or unethical behavior may take many forms including, but not limited to, accepting gifts from competitors, vendors, potential vendors or other members of the association. Gifts may only be accepted if they have a nominal retail value and only on appropriate occasions (for example, a holiday or birthday gift). Members are cautioned not to accept any form of remuneration for non-business related entertainment, nor may members sell to third parties any information, products, or materials acquired from PAR.

Members may not use proprietary and/or confidential information for personal gain or to PAR’s detriment, nor may they use assets or PAR employees for personal use. In addition, close personal relationships between members and PAR employees could be considered to be a conflict of interest where a member has possible influence over the working conditions of the employee, and should be avoided.

Members are encouraged to seek assistance with any legal or ethical concerns from association officers or the Chief Executive Officer. Members who feel they cannot discuss their concerns with these individuals may instead contact PAR Counsel.

Article XIV of PAR Bylaws

SECTION 1. CONFLICT OF INTEREST

“Conflict of Interest” is defined as: Use of confidential information received by an association Officer, Director or member of a committee, task force or *ad hoc* committee (“Committee Member”) pursuant to the authority of his/her office for private benefit, the benefit of a member of the immediate family of the Officer, Director Committee Member or for the benefit of a business with which the Officer, Director, Committee Member or a member of his/her immediate family is associated. Conflicts of interest also include any interest, direct or indirect, that an Officer, Director or Committee Member might have with persons or firms which might affect, or might reasonably be thought by others to affect, the judgment or conduct of an Officer, Director or Committee Member of the association.

SECTION 2. RESTRICTED ACTIVITIES

No Officer, Director or Committee Member of the association shall:

- (A) Engage in conduct that constitutes a conflict of interest;
- (B) Solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding that the vote, official action or judgment of the Officer or Director will be influenced thereby;

(C) Enter into any contract valued at excess of Five Thousand (\$5,000.00) Dollars with the Association unless the provision is waived or altered after due deliberation by the Board of Directors; the same limitation shall apply to the immediate family of any Officer or Director or any business in which the Officer or Director is associated; and

(D) Vote on a matter that would result in a conflict of interest.

EXPENSE REIMBURSEMENT POLICY

General

The following is a policy that outlines reimbursable expenditures for members traveling on behalf of the association. This policy is designed to:

- 1) Ensure compliance with minimum Internal Revenue Service (IRS) requirements,
- 2) Ensure that members are reimbursed on a fair and equitable basis, and
- 3) Avoid undue recordkeeping and reimbursement delays.

Receipts

Receipts for any expenses of \$25 or more are required. Reimbursement may not be made for expenditures of \$25 or more not accompanied by a receipt. Your receipts should be included when submitting expense reports.

Expenses that require receipts:

- 1) Lodging
- 2) Rail, plane, or bus
- 3) Car rental (including gasoline receipts)
- 4) Meals, including tips (if over \$25)

Expenses that do not require receipts:

- 1) Meals, including tips (if under \$25)
- 2) Mileage of personal vehicles
- 3) Tips
- 4) Taxi, including tips
- 5) Parking (if under \$25)
- 6) Tolls

Transportation

Transportation used for official PAR business travel may include personal vehicles, rental cars, planes, trains, taxis, and buses.

Personal Vehicles

- Per mile (standard rate allowed by IRS)
- Parking & tolls (actual costs)

Rental Cars

- Rental cars are reimbursable only if necessary for PAR business, and not for personal use. Reimbursement is limited to the amount calculated as though a personal vehicle were used (round trip mileage X the standard IRS mileage reimbursement rate).

- Parking & tolls (actual costs)

Air Travel

- Coach class (unless member wishes to pay the difference of upgrade)

- Reimbursement limited to the amount calculated as though a personal vehicle were used (round trip mileage X the standard IRS mileage reimbursement rate)

- Advance purchase whenever possible to take advantage of lower cost fares

Train, Taxi, Bus

- Actual costs

Lodging

Reimbursement will be made for necessary overnight lodging expenses incurred upon the presentation of a paid original bill. When a room is shared with other members on travel status, reimbursement will be calculated on a pro-rata basis. A member on PAR business, if accompanied by a spouse/significant other, is entitled to reimbursement at the single room rate.

Overnight lodging is considered necessary if the member must leave home earlier than 7:00 a.m. or arrive home later than 10:00 p.m. to attend a required PAR meeting. Exceptions may be made due to special circumstances.

In the case of rooms which are master-billed to PAR, incidentals should be paid by the member upon checkout. PAR pays only the room and tax.

Meals and Incidentals

Reimbursement will be made for all reasonable meals, including tips, while on business.

When dining with other members, record amount under Guest Entertainment and list guests on reverse side of expense report form. Please remember that each reimbursable member is limited to his or her maximum allowance.

Non-Reimbursable Expenditures

Expenses of a personal nature will not be reimbursed.

Reimbursement Procedure

Submit, within 14 days, expense reimbursement form, including required receipts, to PAR.

Within two weeks, PAR will send a reimbursement check.

Officer Travel Budget

Officer travel is reimbursed through a separate Officer travel budget approved annually as part of the operating budget. All general rules for submission of receipts and reasonableness are still in effect.

President and President-elect

The President and President-elect are eligible for reimbursement of all necessary expenses for conducting PAR business, including reasonable expenses for a spouse/significant other. The President and President-elect are also NAR Directors based on their elected positions, so travel to NAR Mid-year meetings and Annual Convention is eligible for reimbursement through the NAR Director travel budget, which is approved annually as part of the operating budget.

First Vice-President and Treasurer

The First Vice-President and Treasurer are eligible for reimbursement of all necessary personal expenses for conducting PAR business (**not** including a spouse/significant other). The First Vice-President and Treasurer are **not** NAR Directors based on their elected positions, but travel to NAR Mid-year meetings and Annual Convention is still eligible for reimbursement through the NAR Director travel budget, which is approved annually as part of the operating budget.

NAR Travel Budget

NAR Directors

NAR Directors are entitled to reimbursement of the necessary expenses of attending the NAR Mid-year meetings and Annual Convention, up to the maximum stated in the PAR Budget (\$2,100 for Mid-year meeting \$2,700 for Annual Convention). All reimbursements are still subject to current budget limitations and all requirements of the expense policy.

Other NAR Meeting Reimbursement

Chairs and Vice Chairs of NAR committees, the PAR Legislative Chair, and the PAR First Vice President and Treasurer are also entitled to reimbursement of the necessary expenses of attending the NAR Mid-year meetings and Annual Convention, up to the maximum stated in the PAR Budget (\$2,100 for Mid-year meeting \$2,700 for Annual Convention). All reimbursements are still subject to current budget limitations and all requirements of the expense policy.

FACEBOOK POLICIES FOR PAR COMMITTEES, TASK FORCES AND SIMILAR GROUPS

Any Standing committee, *ad hoc* committee, Task Force, Fund or other organized group (collectively “Organization”) affiliated with PAR may have a dedicated “Group” on Facebook.

Facebook Groups will be formed following a formal request submitted by the Chair or leader of the Organization, which was duly passed and/or adopted by the members of the Organization. Facebook Groups will not be an automatic addition to the traditional communications vehicles for PAR Organizations.

PAR staff will serve as the administrator of the Facebook Group. This may include, but not be limited to the staff liaison assigned to the Organization.

The administrator will have full authority and discretion to monitor content and edit or delete any posts that:

- Are unrelated to the Organization’s or PAR’s mission
- Contain profanity, hostility, or other language that is counterproductive to a collegial and productive environment
- Are of an overly personal nature

No official business shall be conducted via Facebook Groups. Motions, deliberations and discussions on action items pending before the Organization shall be reserved for meetings that have been properly noticed to members.

Facebook Groups are to be used solely for informational purposes and updates between meetings. Informational purposes and updates include discussions about progress on Requests for Proposals, requests for research, or potential topics for guest speakers

Example of acceptable content: “We have researched vendors for the project and have requested proposals from four companies. Three of the four companies submitted proposals. Summaries will be provided to you with your meeting materials, and we look forward to discussing the proposals at the meeting.”

Example of unacceptable content: “We received proposals from four companies. ABC company’s proposal was much higher than the others. XYZ has a good price, but there are rumors that they are having financial difficulties. It looks like ACE company may be the best one for our project and we can vote on it at the meeting.”

Group members will consist exclusively of active members of the Organization who are also members in good standing with PAR, other non-members who are duly serving as board members (or other members), employees of PAR and counsel. Individuals who may be members of the Organization but are not members in good standing with PAR will not be invited to the Facebook Group. Any Group member whose term on or membership within an Organization ends or expires will be removed from that Organization’s Facebook Group.

Participants may not use the Facebook Group to engage in any sales or recruiting activities, or activities that could be construed as such.

Participants may not use the Facebook Group to engage in any discussions that could be construed as anticompetitive, including references to commissions or pricing structures.

Participants will conduct themselves as business professionals while participating on the site, including complying with the NAR Code of Ethics requirements and PAR’s code of conduct.

HARASSMENT

Any member of PAR may be reprimanded, placed on probation, suspended or expelled for harassment of an association or MLS employee or association officer or director after an investigation in accordance with the procedures of PAR. Harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, unwelcome touching, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. Harassment may also occur through the transmission of e-mail, text messages, or any other electronic or digital media. Members will be in violation of the anti-harassment policy if they send harassing, discriminatory, or otherwise inappropriate messages in any manner.

Incidences of harassment or discriminatory conduct should be reported to the association president, President-elect, First Vice President, Chief Executive Officer or association counsel. Upon receiving a report of harassment or discriminatory conduct, PAR will appoint an investigatory team and investigate the reported conduct in as confidential a manner as possible. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the president, and President-elect and/or vice president and one member of the board of directors selected by the highest ranking officer not named in the complaint, and legal counsel for the association. Disciplinary action may include any sanction authorized by the Code of Ethics and Arbitration Manual. If the complaint names the president, President-elect or vice president, they may not participate in the proceedings and shall be replaced by the immediate past president or, alternatively, by another member of the board of directors selected by the highest ranking officer not named in the complaint.

JUSTLISTED COMMENT GUIDELINES

PAR welcomes your comments and encourages you to join in the conversation. To keep our site focused on relevant topics, we have created these comment guidelines:

NOTE: PAR reviews all comments but does not pre-moderate them. However, we reserve the right to do so. These guidelines may be updated by PAR at any time.

- Do not share proprietary information about PAR including confidential or trade secrets.
- Do not post material that is unlawful, defamatory, invasive of another's privacy or obscene to a reasonable person.
- Get permission from colleagues before writing about them.
- NEVER post unconfirmed industry or company announcements.
- Know the industry and state laws. Never write about topics which would put yourself or PAR in legal trouble.
- Stay on topic. Only comment on the subject.
- Any spam will be removed.
- Any profane, provocative, offensive or derogatory content will be removed.
- If you are wondering why your comment was removed, email justlisted@parealtor.org with the name and date of the post and your original comment. PAR reserves the right not to respond.

LEGAL HOTLINE

The PAR Legal Hotline provides members with free assistance from some of the state's most experienced real estate attorneys. The Legal Hotline is a members-only service provided through dues dollars, so it is important that members understand how to utilize the Hotline in order to make the most efficient use of those dues dollars.

A full set of Hotline guidelines is available on the [PAR website](#).

LEGISLATIVE POLICY STATEMENTS & PRIORITY ISSUES

From time to time PAR will adopt policy statements on issues of importance to Pennsylvania Realtors®. These Policy Statements can be found on the [PAR Website](#).

PAR prioritizes certain core issues of importance. Legislative priorities can be found on the [PAR website](#).

MEDIA RELATIONS GUIDELINES

The Pennsylvania Association of Realtors® (PAR) has established the following Media Relations Policy to ensure that concise and factual information is delivered to our members, consumers, the legislature and the media. This document applies to any form of official communications regarding PAR.

Press Releases

PAR press releases are issued at the discretion of the Director of Communications. Each department is responsible for notifying Director of Communications of issues or events and should supply the information needed. PAR staff, AEs, Line Officers, Communications Specialists and GADS will be notified prior to distribution of any press releases.

Official Spokespersons

The Director of Communications will choose the appropriate spokesperson for the media. Each spokesperson will be briefed and given key messages and talking points relevant to the subject. New members and staff will be media trained prior to any interviews.

Press Communications Initiated by Member Organizations

Any media communications referencing PAR must be submitted to the Director of Communications three days prior to distribution. This advance notification ensures that the PAR staff will be able to fact check specific references to PAR and respond positively to any press inquiries. Since many local associations handle their own local media issues, Communications Specialists and GADS should inform PAR on any major news releases, media events or public speaking engagements in their region.

When issuing press releases, speaking to editors or doing interviews, local member organizations should:

- Have three key messages on any issue
- Should communicate clearly and concisely
- Should be prepared before any conversations with the media
- Remember that when talking to the media, nothing is off the record.

Presentations at Conferences, Seminars, Other Events

To speak publicly on behalf of PAR an individual should:

- Be a PAR member or PAR staff
- Notify PAR Director of Communications prior to the event
- Format any Power Point presentation using the branded PAR logo and font.

Policy Feedback

Questions on the media policy should be directed to PAR's Director of Communications.

MEMBER PRIVACY POLICY

PAR and its related entities collect certain Personal Information and Professional Information regarding members, and stores that information in one or more electronic databases. Some of this information is provided voluntarily by members as part of the membership process or through various surveys and response forms, while other information is purchased from various governmental and non-governmental sources or is automatically obtained through various electronic tracking mechanisms (e.g., open rates on emails; responses to Calls For Action, etc.).

In the context of this policy, “Professional Information” shall mean: member name; business name; street address, telephone number and email address noted as “work” or “office” in the database; membership class; nature of license (e.g., broker, salesperson), license number and any other information otherwise available through the State Real Estate Commission.

“Personal Information” shall include any information that is not Professional Information, including but not limited to: Social Security Number; date of birth; street address, phone number, email address or other identifying information listed as “home” or “personal” in PAR’s database; and any records regarding educational, voting and donation history.

Requests for Personal Information

The Personal Information of PAR members is not disclosed or made available to any outside parties, except where:

- Disclosure is authorized by a member in writing or is otherwise required by law.
- PAR shares certain personal information within and between affiliated entities that are owned and operated by PAR, such as Keystone Analytics® and the Realtors® Political Action Committee (RPAC), which may also utilize a common database of information.
- PAR or an affiliated entity may utilize third-party service providers for tasks such as data analysis or mailing services, in which case there will be contractual protections to ensure proper use of the data.

Requests for Professional Information

PAR will only disclose or make Professional Information of members available under the following circumstances:

Member Access

PAR members may request access to view and copy Professional Information of other members located in the membership database, books and records of account, and records from proceedings involving members, directors or other bodies, for any purpose reasonably related to the interest of the person as a member. Such information will not be provided to members for a business purpose such as recruiting or marketing a product, except where a member may also be a Sponsor or Partner as noted below.

To obtain access Professional Information, a member must submit a written request to PAR at its offices at 500 North 12th Street, Lemoyne, Pennsylvania 17043, in care of its Chief Executive Officer, explaining the purpose of the request. Should the member wish for an attorney or other agent to review said information on the member’s behalf, the request for access must be accompanied by a verified power of attorney or other writing that authorizes the attorney or other agent to act on behalf of the member.

The Chief Executive Officer will review the request and determine whether to grant access. If access is granted, the member will be entitled to access and examine the records at the PAR office during normal office hours, except as may be agreed to otherwise in writing. The member and/or an agent for the member will also be required to sign a written acknowledgement that the information will not be utilized for any improper purpose.

Sponsorship and Partnership Programs

From time to time PAR may operate certain Sponsorship or Partnership programs for the benefit of PAR and commercial entities. Those programs may offer Sponsors or Partners access to certain Professional Information of members as authorized by this Policy.

Pursuant to the specific rules of these programs, Sponsors or Partners may be provided access to the following subset of Professional Information: member name; business name; street address, telephone number and email address noted as “work” or “office” in the database; membership class; license class (e.g., broker, salesperson).

Sponsors or Partners will be prohibited from using this information for any purpose other than marketing their own products and services covered by the appropriate Sponsorship or Partnership relationship, and will be explicitly prohibited from using the information for real estate recruitment and making the information available to any additional third parties in whole or in part.

Members may elect to have their Professional Information withheld from Sponsor or Partner requests by sending a written request to PAR at its offices at 500 North 12th Street, Lemoyne, Pennsylvania 17043, in care of its Chief Executive Officer.

Third Party Disclosures

Subject to the limitations stated above, PAR will not disclose or release professional information about members to any third party non-member without a member’s prior written authorization, except that PAR or an affiliated entity may utilize third-party service providers for tasks such as data analysis or mailing services, in which case there will be contractual protections to ensure proper use of the data.

Disclosures Pursuant to Orders of Court

PAR may be required to disclose personal and/or professional information in response to a valid court order or request from an authorized government agency. When possible, PAR will notify the member of the request and will endeavor to limit such disclosure by providing only that information which counsel advises must be disclosed.

Consumer Data

From time to time PAR will acquire consumer data from third parties or through outreach initiatives run by NAR, PAR or other affiliated entities. This consumer data is not drawn from PAR membership information, but may include information on PAR members obtained through these other means. Consumer data is stored separately from member data and used for different purposes under different guidelines, so consumer data is not subject to this Member Privacy Policy.

Amendments and Consent to Member Privacy Policy

PAR retains the right and obligation to update this Member Privacy Policy at any time. Through continued membership in PAR, members consent to the use of information as described.

NAR CORE STANDARDS REVIEW

In 2014 the NAR Board of Directors implemented a series of Organizational Alignment recommendations, generally referred to as “Core Standards.” The Core Standards policies require state and local associations to meet specific operational goals each year in order to maintain their NAR charter. These goals are modified on a periodic basis. Specific information on the requirements can be found [on the NAR Website](#).

Each association is required to submit their compliance form on a yearly basis no later than December 31 of each year, and each state association is required to verify local association no later than January 31 of the following year. This policy is adopted by the PAR Board of Directors to facilitate that process.

- The Board of Directors delegates compliance recommendations to the PAR Credentials Committee, except where a local association appeals a recommendation against recertification. (See below)
- Local associations are encouraged to update their online Core Standards compliance form continually through the year and to complete it as soon as possible.
- In November of each year the PAR Credentials Committee will meet for an “Early Bird” review of compliance forms that have been completed by the time of the meeting. Prior to the committee meeting, staff will compile relevant information and prepare a summary for the committee members.
 - The Credentials Committee will recommend recertification for any local association that has met all Core Standards compliance requirements. Associations not recommended for recertification will receive information highlighting any deficiencies in the compliance forms and suggestions for fixing those deficiencies.
- The Credentials Committee will meet one or more times to review any compliance forms submitted or resubmitted after the Early Bird deadline. Scheduling of these meetings is at the discretion of the Committee, with all submissions reviewed no later than January 10.
 - The Credentials Committee will recommend recertification for any local association that has met all Core Standards compliance requirements. Associations not recommended for recertification will receive information highlighting any deficiencies in the compliance forms and suggestions for fixing those deficiencies. Where the review occurs after January 1, however, local associations will not have the ability to conduct new compliance activities. Any local associations not recommended for certification will receive information about their right to appeal that recommendation to the PAR Executive Committee.
- An association that is not recommended for recertification may appeal to the PAR Executive Committee. The Executive Committee will meet in person or via teleconference no later than January 30, in order to make a final recommendation to NAR by January 31. The appeal will allow for a representative of the Credentials Committee to explain their decision and for the appealing association to explain why it feels the recommendation was incorrect.
 - The decision of the Executive Committee is the final step of PAR’s review process. A local association may appeal that recommendation to a panel of the NAR Association Executives Committee, subject to the policies put in place by NAR.
- All final recommendations will be reported to the Board of Directors at its Winter meeting, except that any appeals which occur after the Winter meeting will be reported at the Spring meeting.

PAR HEADQUARTERS: STAFF, OFFICE LOCATION AND HOURS

Staff

A list of all staff members, along with their basic responsibilities and contact information, is available on the [PAR Website](#).

Office Location & Contact Information

Address

500 N. 12 Street
Lemoyne, Pennsylvania 17043

Contact Information

Phone: 800-555-3390
717-561-1303

Fax: 717-561-8796

Website: www.parealtor.org

Members can also submit [general questions](#)/comments and [Standard Forms questions](#)/feedback through the PAR website.

Office Hours

The PAR office is generally open Monday – Friday, 8 am – 5 pm, with the exception of the following holidays, which are taken on the day recognized by common business practice:

New Year's Day
Martin Luther King Day
President's Day
Good Friday (1/2 day)
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day (1/2 day)
Christmas Day

PAR AWARDS

Realtor® Active in Politics of the Year Award (RAP)

Background Information

The Realtor® Active in Politics (RAP) of the Year Award recognizes an individual who has significantly advanced the legislative agenda of the Pennsylvania Association of Realtors® through political involvement.

Eligibility

All Realtor® and Realtor®-Associate members are eligible for nomination. Current appointed or elected public officials do not qualify.

Application/Selection Procedure

- Nominations shall be submitted by the applicant to PAR. PAR will then send the application to the nominee's local association President and Association Executive for consideration and approval.
- Nominees may be carried over and reconsidered for the award for two years, with updates to the nominee's application provided as necessary.
- Each year the current PAR President will appoint an anonymous committee, giving consideration to equitable geographic representation, to review all nominations and make the final selection for the PAR RAP of the Year Award. The Committee will be chaired by the previous year's recipient and shall include no more than five members (the chair plus four additional members).
- The award will be presented to the best-qualified candidate at the PAR Awards Reception held during the Fall Business Meetings.

Nomination Deadline:

All nominations must be received at PAR by July 1st. Any application received after the deadline will be ineligible for consideration.

Send Nomination Forms To:

RAP of the Year Committee
c/o Pennsylvania Association of Realtors®
Attn: Elizabeth Hensil
500 North 12th Street
Lemoyne, PA 17043-1213

Pennsylvania Association of Realtors® Realtor® of the Year Award (ROTY)

Background Information

The Realtor® of the Year Award is the greatest honor bestowed upon a Realtor® by their peers at the state level. The award recognizes a Realtor® for meritorious contributions to the advancement of their profession and the real estate community at large.

The purpose of the Award is to: recognize outstanding Realtor® members of our Association for the effort and work expended in the interest of their fellow Realtors®, their profession, and the real estate community at large; demonstrate the outstanding work done by Realtors® to the general public; identify those Realtors® best suited for leadership positions; and foster a spirit of camaraderie among those who are in a position to do much of the productive work in local associations/boards, the state association, and the national association.

Eligibility:

All Pennsylvania Realtor® and Realtor-Associate® members are eligible for nomination (the award is not limited to Designated Realtors®).

Application/Selection Procedure:

- Nominations shall be submitted by the applicant to PAR. PAR will then send the application to the nominee's local association President and Association Executive for consideration and approval.
- Nominees may be carried over and reconsidered for the award for two years, with updates to the nominee's application provided as necessary.
- Each year the current PAR President will appoint an anonymous committee, giving consideration to equitable geographic representation, to review all nominations and make the final selection for the PAR Realtor® of the Year Award. The Committee will be chaired by the previous year's recipient and shall include no more than five members (the chair plus four additional members).
- The award will be presented to the best-qualified candidate at the PAR Awards Reception held during the Fall Business Meetings, and the individual will be honored at the National Association of Realtors® Awards Luncheon during the National Convention.

Nomination Deadline:

All nominations must be received at PAR by July 1st. Any application received after the deadline will be ineligible for consideration.

Send Nomination Forms To:

Realtor® of the Year Committee
c/o Pennsylvania Association of Realtors®
Attn: Kim Smith
500 North 12th Street
Lemoyne, PA 17043-1213

Lifetime Achievement Award

Background Information

The Lifetime Achievement Award recognizes an individual who has significantly contributed to the Realtor® organization.

Eligibility

Nominees must:

- Be a Realtor® or Realtor®-Associate member.
- Have at least 25 years of Realtor® membership.
- Continue to participate or have participated at PAR.
- Have been recognized as a local leader whose performance of service and involvement in political and/or community activities is extraordinary; including leadership positions in the local, state, and national association, as well as Institutes, Societies, and Councils.

Application/Selection Procedure

- Nominations can be self-nominated and mailed to PAR. PAR will then send to local association to have either President or Association Executive sign off on the application.
- Nominees may be carried over and reconsidered for the award for two years, with updates to the nominee's application provided as necessary.
- Each year the current PAR President will appoint an anonymous committee, giving consideration to equitable geographic representation, to review all nominations and make the final selection for the PAR Lifetime Achievement Award. The Committee will be chaired by the previous year's Award recipient and shall include no more than five members (the chair plus four additional members).
- The award will be presented to the best-qualified candidate at the PAR Awards Reception held during the Fall Business Meetings.

Nomination Deadline

All nominations must be received at PAR by July 1st. Any application received after the deadline will be ineligible for consideration.

Send Nomination Forms To:

Lifetime Achievement Award Committee
c/o Pennsylvania Association of Realtors®
Attn: Kim Smith
500 North 12th Street
Lemoyne, PA 17043-1213

PERSONAL CONDUCT

The Pennsylvania Association of Realtors® (“PAR”) expects all members to observe certain standards of behavior while attending business meetings, committee meetings, and at PAR-sponsored events. Although meetings and events include both business and social components for Members, it is important to remember that meetings and events are still the workplace for PAR employees. Members shall be responsible for ensuring that their conduct and the conduct of any of their guests at a PAR-sponsored function is respectful and not offensive to anyone in attendance, including PAR employees. These standards are not intended to restrict members, but to insure a consistent application of policies and procedures for all members.

These standards include, but are not limited to: maintaining satisfactory attendance and punctuality; performing duties and operating equipment with care to protect the safety of other members, PAR employees, and the public; carrying out assigned duties and following reasonable instructions or requests from officers, management and/or supervisors; not posting any literature, handbills, petitions, posters, or other materials at PAR headquarters, business meetings, committee meetings, or at PAR-sponsored events without prior approval of the association President and/or Chief Executive Officer; refraining from soliciting funds or selling any item, commodity, or service without prior approval of the association President or Chief Executive Officer ; not possessing weapons at PAR headquarters, at business meetings, at committee meetings or at any PAR-sponsored function; refraining from any manner or form of discrimination and/or harassment, regardless of whether it is sexual, racial, religious or related to another’s gender, age, sexual orientation, or disability; using PAR property or that of another member or PAR employee in an inappropriate manner; reporting to PAR business meeting, committee meetings or PAR-sponsored functions fit for duty and not under the influence of alcohol and/or drugs and refraining from using, selling or possessing illegal drugs or alcohol on PAR headquarters’ premises, or while on or attending PAR business. While working or otherwise attending to PAR-related business, members should only possess and take drugs that are medically authorized, approved, and determined by the member, the member’s physician and PAR not to impair performance or cause a safety hazard. Members are responsible for notifying PAR officers and/or Chief Executive Officer that they are taking prescription medicine if it would affect their performance; refraining from fighting, threatening, intimidating, or coercing fellow members and/or employees and/or the general public during working hours at PAR headquarters, business meetings, committee meetings or at any PAR-sponsored functions; refraining from using foul or offensive language; disclosing or using confidential or proprietary information only with property authorization; engaging in conduct unbecoming a member of PAR and/or conduct that appears to reflect badly upon PAR; not being convicted of a felony; and participating in any action that would in any way interfere with or disturb the normal operation of PAR or that would interfere with the ability of management to manage.

PRESIDENTIAL VISITS – GENERAL PROTOCOL

The visit by PAR's President to a local association function should be one of the highlights of the regular meeting schedule.

The President speaks for PAR. During the President's year in office he or she travels more than 15,000 miles within the confines of the state. This can become very time consuming considering he or she must also earn a livelihood while serving as PAR President.

Because of the importance of the President's visit, we are providing Protocol to assist local associations in their planning.

Protocol

The President plans to visit as many of our associations as possible. In some cases, two or more associations plan to join together but this is optional and depends upon the circumstances, interest, etc. The President is primarily interested in having the opportunity to meet the members of each local association to talk with as many of them as possible informally before the meeting starts, and to give an address which will carry his or her message to every member. It must be remembered that most of the members of each association have no opportunity to meet the President except at a function such as a visit to their local association.

As soon as possible, decide on the tentative meeting date and the hour for the visit by the President and immediately check with Kim Smith, ksmith@parealtor.org, or 800-555-3390 to be sure that the date is one which the President is available. The master schedule for the President is maintained at PAR Headquarters. **Always schedule visits through PAR.** The telephone number is 800-555-3390, or you may email ksmith@parealtor.org.

When the date has been set, the formal invitation should be sent to the President at PAR Headquarters. If appropriate to the function it is suggested that you include the President's spouse in your invitation.

Naturally, we regard our President and his or her spouse as honored guests and this same procedure will hold true for the District Vice President or any other member of the PAR official family who may be present on this occasion.

It is advisable to delegate a member who will make it his or her business to greet the President and the other invited guests on their arrival, making arrangements to check the coats, etc. This member will also alert you and/or the association President when the President arrives so that the President and his or her spouse are greeted upon arrival.

As soon as you have greeted the President, please attempt to introduce as many members as possible to him or her and his or her spouse. Occasionally, there will be one or two members in the association who have known the President, the District Vice President, or the Chief Executive Officer previously who will tend to monopolize their time. The President is especially anxious to meet the members of your association, as are your other guests.

Seating arrangements: If you use a head table, it is advisable to adhere to a standard plan of seating with the toastmaster in the central place at the table and the guest of honor (the President) on his or her right. The second ranking guest in the situation would be the District Vice President, who should be seated on the left of the toastmaster. Keep in mind that the higher the rank of the guest, the closer he or she should sit to the toastmaster. If no arrangements are included at the head table for the spouses of the invited guests, then a table should be reserved for them, but it is desirable to put the spouses at the head table if possible.

This illustration clarifies the foregoing:

(facing the audience)

X	X	X
District Vice President	Toastmaster	PAR President

Place cards at the head table are a great convenience and eliminate much confusion. Always arrange to introduce those at the head table to each other. Be sure to introduce all at the head table before or during the meeting.

It is preferable to confine the speaking to the address given by the President, except that the District Vice President, or the member of the official family taking his or her place, should be introduced by the toastmaster and asked in turn to introduce the President. This gets very gracefully around the problem of courtesy to the Vice President, as it gives him or her an opportunity for a brief remark and the Vice President will affect a smooth and interesting introduction of the President.

Arrange in advance that the headwaiter will have the room cleared as soon as you are ready to introduce your honored guests and if there are noisy fans, music, etc., shut them off if possible. Whenever the association officers are to be installed at the same occasion, the District Vice President should do this before the address of the President.

At the close of the meeting, the Association Executive, Program Chairman, or the member delegated for this post, should usher the President out, having retrieved coats, etc., making sure that someone ushers the guests out in the proper manner. The same courtesy should be extended to the District Vice President and/or the Chief Executive Officer.

PRESIDENTIAL VISITS – MEDIA PROTOCOL

Local Associations

PAR has developed a protocol for media coverage during presidential visits to local associations. Please observe the following when inviting the press.

Contact PAR Director of Communications

Please contact the Director of Communications at least three days prior to any media availability with the PAR President. The Director of Communications needs the following:

- Reason for interview: Local market conditions with an overall state perspective or other local housing issues
- A brief fact sheet including local statistics for the president
- Director of Communications will provide state statistics for comparisons.

Media Availabilities

Media availabilities with the PAR President should occur before or after a local association Board meeting.

- Schedule media interviews prior to an evening meeting
- For morning or afternoon meetings, check with the president to see which time is more convenient

Give the president the following:

- Reporter's name and media outlet
- Angle of the story
- Has the reporter ever written stories about the local association?
- Are there any contentious issues?
- Local associations need to advise the president on local issues.

IMPORTANT: Local associations need have a spokesperson prepared to respond to the media regarding local issues and conditions.

Closed Meetings

Most local association business meetings should be closed to the press. Discussions in these meetings may disclose proprietary information. Schedule a specific interview time to be respectful to both the president and media.

Why Invite the Media?

Inviting the media to talk with the PAR President sets a good precedent and opens up other opportunities for the media to call. All real estate is local; associations need to communicate that message to local media outlets.

After the Interview

It is important to review any coverage by the media.

- Review for messaging and accuracy
- Collect clips and establish a media section on your web site, if possible
- Send electronic copies of the stories to Director of Communications

SPONSORSHIP & PREFERRED PARTNERS

PAR offers various sponsorship opportunities to businesses and other entities that wish to support the association. Several sponsorship options are available, with varying benefits. More information about the current sponsorship opportunities can be found on the [PAR Website](#).

PAR has also partnered with certain businesses to provide valuable services to PAR members – often at a discount – in our “Preferred PARTners” program. In addition to providing products and services to members partners may also provide non-dues income to the association in return for our marketing efforts.

Members can learn more about the Preferred PARTners program on the [PAR Website](#).

TOBACCO USE

The use of tobacco products, including but not limited to, cigarettes, cigars, pipes, and smokeless tobacco is prohibited inside the Pennsylvania Association of Realtors® (“PAR”) headquarters. The use of tobacco products will be allowed in association-designated areas outside the building. Appropriate signs will be placed at all entrances to PAR headquarters advising members, employees and visitors that the Pennsylvania Association of Realtors® maintains a tobacco-free environment. The Chief Executive Officer will designate areas outside the building where the use of tobacco products will be allowed. This policy relates to all work areas, at all times, including before and after normal working hours.

WHISTLEBLOWER POLICY

A whistleblower is an employee, volunteer or member of the Pennsylvania Association of Realtors® who reports information that he/she has reasonable cause to believe discloses a violation of law or association policy to one or more of the parties specified in this policy.

If an employee volunteer or member has information which he/she reasonably believes discloses a violation or wrongdoing, that violation should be reported. Employees should contact their immediate supervisor, Chief Executive Officer, Chief Financial Officer, or the association's Counsel. Volunteers or members should contact the Chief Executive Officer or the association's Counsel. Employees, volunteers or members are also permitted to contact the appropriate law enforcement or government agency. Sound judgment must be exercised to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to provide accused individuals their legal rights of defense. The association will not retaliate against a whistleblower or any employee who refuses to participate in an activity that would result in a violation of law. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm. Any employee who believes they are being retaliated against must contact the Chief Executive Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated, or disclosures that would constitute a violation of the attorney-client privilege.