

# POLICY MANUAL

## REALTORS® COMMERCIAL ALLIANCE OF SOUTHEASTERN NORTH CAROLINA

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### Committees

#### **Committee Structure**

The president will appoint the chairs and vice chair to all committees. The chair and vice chair of each committee will be in charge of recruiting volunteers to accomplish annual objectives. The president is an ex officio member of all but the Recruiting/Certifying Committee. (see RCA BofD minutes 03/17/09)

#### **MLS Committee**

**Purpose:** To analyze and improve the RCASENC's MLS and related software programs; provide recommendations on related technologies for the RCASENC's board to approve.

**Composition:** The RCASENC President Elect will be the chair of this committee. The RCASENC Past President, President, and Treasurer shall hold permanent seats and the President may appoint up to seven additional members. (approved via email vote 07-22-08)

#### **Legislative Committee: From the WRAR Policy**

There shall be a ten-member Legislative Committee that shall advise the Governmental Affairs staff and make reports to the Directors for action. The members shall be appointed as follows:

1. 5 RCASENC members appointed by the RCASENC Board of Directors and
2. 5 WRAR member appointed by the CFR Board of Directors

### Communication

#### **Weekly Updates**

Extending timeline for submittals in the Weekly Updates to thirty days after the listing has been entered into the MLS. Do not allow them to run for more than 2 weeks. (see RCA BofD minutes 07/24/06). Do not allow Wants to run for longer than 4 weeks. (see RCA BofD minutes 01/15/08).

### Events and Education

#### **Installation Banquet**

Providing free tickets to the Installation Banquet for all RCA Past Presidents (see RCA BofD minutes 01/18/06).

Providing free tickets to the Installation Banquet for RCA Officers, Directors, and their spouse/guest. (see RCA BofD minutes 2/27/14).

#### **New Member Orientation**

Staff shall do the following:

1. Schedule Orientation semi-annually. (BOD minutes 3.12.13)
2. New members are required to attend the next course offered.
3. Staff is to notify the member and their Designated REALTOR® about the policy for non attendance.
4. Staff shall charge a fifty dollar (\$50) fine to the member who has been scheduled to attend the Orientation, but does not attend. Staff shall reschedule the member for the next Orientation. Failure to attend will result in termination of all services.

- Members can be exempt from the \$50 fee if they are hospitalized, extremely ill, injured, or due to the loss of a family member. (see RCA BofD minutes 10/16/06 amended on 10/25/07)
5. Members who have earned the CCIM, SIOR, CPM, RLI, CRE, MAI designation or have already attended the Fundamentals of Commercial Real Estate course, shall be exempt from the RCASENC Orientation. (see RCA BofD minutes 07/13/06 amended on 10/25/07)
  6. No personal marketing materials may be brought to the Orientation. (see RCA BofD minutes 10/16/06)

### **Non Attendance**

RCASENC Event/CE Cancellation Policy. The non attendance fee shall be \$25. However, if the cost of attendance is greater than \$25, the fee shall be the attendance fee. (see RCA BofD minutes 10/25/07)

## **Membership**

### **Alliance Membership**

**Alliance Benefits** Alliance Member benefits will vary depending on each organizations needs and benefits that they can offer.

1. Reciprocal Memberships with access to membership meetings and functions as a full member.
2. Reciprocal Advertising of events and membership solicitation.
3. Access to the Membership E-Newsletter allowing them to forward information on to their members provided they give the RCASENC credit. (see RCASENC bod minutes 01-15-08)

### **Allied Membership Fee Structure**

- Initiation fee (Primary Member) \$125.00
- Annual dues (Primary Member) \$175.00
- 2nd Allied Member Annual dues \$50.00

### **Allied Members:** (From CFR Allied Structure)

1. An individual joining as an Allied Member must designate him/herself as the firm.
2. Staff will charge the initiation fee and annual dues to a person designated by the firm. A sole practitioner would pay the current initiation fee and pro rata dues. A company with multiple employees would pay \$100 and the person so designated would pay \$100 pro rata dues.
3. Other individuals within the firm may pay the fee set annually pro rata which would cover the quarterly meeting expenses (see RCA BOD Min 01/15/08)

### **MLS Subscribers**

- Initiation fee for all RCA/MLS Subscribers/DR is \$150.
- Processing fee for MLS \$300. However, if an applicant joins the Division this fee will be waived. (see RCA BofD minutes 06/24/08)

### **Reinstatement**

If a participant or subscriber who has resigned with no money owing requests to be reinstated within 12 months of the date that the resignation became effective, there will be a reinstatement fee of \$45. (see RCA BofD minutes 03/17/09)

## **Endorsements**

### **Board Representation**

Representation of the REALTORS® Commercial Alliance of Southeastern North Carolina on any Board, Commission, Committee, or in any other capacity etc must be approved by the RCASENC Board.

The Board shall determine if representation is appropriate, and shall review potential candidates for said position. If a candidate is selected and approved by the Board, said candidate shall serve at the discretion of the Board and may be terminated or replaced at any time. The Board shall provide appointments, endorsements and/or contributions as deemed appropriate when the position or issue serves as representation of the Association. Requests for Association representation must be submitted to the RCASENC Executive Vice President or Governmental Affairs Director. Otherwise, The Governmental Affairs Director, working with a Candidate Selection Task Force, will recommend to the Board of Directors which candidates/issues to endorse and funding (optional) for each. *(adopted from WRAR Policy)*

## **Finance**

### **Signing Checks**

The RCASENC Treasurer and President are authorized to sign checks. If needed the Board of directors may appoint a third person to sign checks. *(see RCA BofD minutes 03/17/09)*

### **Dues Billing**

The Bylaws require that dues of each REALTOR® and Allied RCASENC Member shall be in such amount as established annually by the Board of Directors. Members shall be billed monthly in the amount established by the Board of Directors.

## **Sponsorships**

### **Membership Meeting:**

Cost to sponsor a membership meeting will be set by committee per event.

Sponsors get:

- Logo on Agenda
- 3-5 minutes to talk to the membership, if time permits
- Advertisements such as pamphlets, brochures, and CD's are welcome. Any other forms of advertisement must be submitted for approval to the EVP of the RCASENC. (extra advertisements will be taken back by the sponsor)
- Sponsors name will be mentioned with advertisements in the Weekly Update E-Letter

### **New Member Orientation:**

Cost to sponsor a RCASENC Orientation is \$500.

Sponsors get:

- Logo on Agenda
- 3-5 minutes to talk to the membership before the Orientation begins, if time permits.
- Allowed to network before and after the first session of the Orientation.
- Advertisements such as pamphlets, brochures, and CD's are welcome. Any other forms of advertisement must be submitted for approval to the EVP of the RCASENC. (extra advertisements will be taken back by the sponsor)
- Sponsors name will be mentioned with advertisements in the Weekly Update E-Letter

## **Travel**

### **Companion Travel**

The RCASENC President and President-Elect and a companion shall be sent to the NAR and NCAR convention and paying for expenses as per the current Travel Policy. *(see RCA BofD Minutes 08-08-04)*

### **NAR Midyear Meeting and Convention**

\$500 maximum may be spent at the NAR Midyear and NAR Convention for an RCA dinner. At least one officer must be present at the dinner. *(see RCA BofD Minutes 11-21-13)*

### **RCA NCAR Committee**

RCASENC will endeavor to reimburse reasonable travel, lodging, and meal expenses for those who notify the RCASENC Executive of their RCA NCAR leadership role and of the planned travel in advance of said travel. These notifications must be in writing and the failure to so notify will serve as a bar to reimbursement. It is expressly understood that any and all reimbursement for travel is voluntary, not guaranteed and is in the sole discretion of the Board of Directors of RCASENC. Reimbursement is done as an accommodation and is subject to budgetary constraints and may or may not be granted on a case by case basis. A maximum of \$75 per day for meals will be reimbursed. All receipts must be submitted within 30 days of travel. *(see RCA BofD Minutes 3-12-13)*

### **CFR Board of Directors**

When eligible, the RCASENC President and President-Elect will serve on the Board of Directors of the Cape Fear REALTORS® as directors. If either or both are ineligible, then the RCASENC Board of Directors shall make the selection. *(see RCA BofD Minutes 8-11-16)*

### **Board of Directors**

Applicants for Director must have been a REALTOR® member of RCASENC for at least two years prior to taking office. *(see RCA BofD Minutes 7-18-12)*