

POLICIES & PROCEDURES

National Association of Hispanic Real Estate Professionals

Mission Statement: “to increase the sustainable Hispanic homeownership rate by empowering the real estate professionals that serve Hispanic consumers”.

Board of Directors' Policies and Procedures

Officers:

President; at all times during the term of office, the President shall represent the organization and act in its name in accordance with the bylaws. The President shall be ex officio member of all committees except Nominating and Audit Committees. The President may assign and charge Officers/Directors with the responsibility to meet with committees; the assignees have no vote and only acts as an observer. Committee visitation gives Officers/Directors the opportunity to be more knowledgeable about the organizations operational structure.

- a) Presides with a well-planned agenda at general, special and Board meetings.
- b) Supervises and controls all of the business affairs of the organization.
- c) Attends all National/State meetings and serves as a voting member when applicable.
- d) Furnishes each Board Member with copies of the Bylaws and Standing Rules and copies of Policies & Procedures.
- e) May appoint two (2) Officers/Directors to monitor and have access to the Chapter's post office box
- f) Whenever possible, include the President-Elect in all duties of the President in preparation for the President-Elect's year, if possible select an agreed upon month whereas the President-Elect shall conduct on meeting out of the year.
- g) Coordinate the travel arrangements or assign this duty to another Officer or designated member.
- h) The president is authorized to use the organization's Debit Card for purchases of goods and services in accordance with the bylaws.

President-Elect; in the absence of the President, the President-Elect shall preside at all meetings and perform the necessary duties of this office. The President-Elect automatically succeeds to the presidency the following year.

- a) In the event of the death, disability, removal from office or resignation of the President, succeeds to the presidency.
- b) Attends all National/State meetings and serves as a voting member when applicable in those instances when the President is unable to attend.
- c) Attends educational sessions when traveling on HAREP business and reports back to the board and the membership at the next meeting, may publish an article through the newsletter, or Internet communications.
- d) It is the responsibility of the President-Elect to be preparing for the following year. He or she should prepare fo the selection of the Committee Chairs as early as possible.
- e) The President-Elect shall appoint the Audit Committee before the second Mondayn the month of October and perform the audit duties pursuant to the bylaws.
- f) President-Elect may preside over one meeting.

- g) A leadership orientation is to be presented before the end of the year for the incoming gBoard of Directors.
- h) Is responsible, for collecting data, monitoring the progress and preparing the annual Business Plan. The President-Elect is responsible to the President to assure that the entry is submitted in a timely manner.

Secretary; takes clear, concise, and accurate minutes of each meeting. Copies of minutes will be kept in chronological order in a binder for the fiscal year.

Copies of General meeting minutes should be given to all Officers/Directors and made available to members. Original copies of all minutes should be kept in a permanent book along with an electronic back up. These should be placed in permanent storage.

- a) Takes roll at each meeting and notify the President of the status of a quorum present.
- b) Coordinate with President to notify the National office of names and addresses of newly elected Board of Directors of the Chapter as soon as elected.
- c) Maintaining the Chapter and other important documents, keep all records on file with current lists of members.
- d) See that all notices required by the bylaws or as directed by the Board are duly given.

Treasurer;

- a) Collects the funds of the Chapter and deposits them in accounts in a financial institution approved by the Board within seven (7) calendar days. All monies collected by the Chapter will be turned over to the Treasurer within seven (7) calendar days of receipt. Funds will be disbursed in compliance with the Board approved budget and according to accounting categories.
- b) Two Officer's signatures will be required on all checks for amounts in excess of \$500.00. Officers eligible for check signing authority are the President and Treasurer.
- c) Provides a monthly financial report that will be presented at the Board meetings and at the General Membership meetings. This report should include a list of year-to-date account balances, income versus expenses and budget/actual.
- d) Provides a transaction detail by category to all Board members for review on a quarterly basis, in order to correct improperly posted items on a timely basis.
- e) Notifies the Committee Chair, who is responsible for income/expense categories for a committee, of the current status of the categories.
- f) Disburses funds for budgeted and approved items only when original receipt or statement with expense report is received. No checks are to be written on a category that is over budget unless approved by Board and the Board must approve increasing the budget in any category.
- g) Seeks Board approval prior to any transferring of funds from one budgeted item to another.
- h) Maintains records of all receipts and disbursements. The Board, prior to a check being disbursed, must approve any unbudgeted item of \$100.00 or more.

- i) Conducts all invoicing except local affiliate membership renewals. All Committee Chairs are responsible for submitting a complete list to be invoiced including name, company name, complete address and phone number and a copy of the signed commitment and dollar amount with explanation for invoicing.
- j) Coordinate with President to notify the National office of may change in the amount of local dues. (Bylaws must be changed and re-approved)
- k) Submit the books to the Audit Committee immediately upon written request. Upon receipt of such request, the Treasurer shall inform the Board of the time and date of inspection. The Treasurer will be available for audit committee meetings.
- l) Serves as a member of the Ways and Means and Budget Committees.
- m) Makes arrangements to change the authorized signers on the bank accounts, adding the newly installed President and Treasurer and removing the departing officers.
- n) At the end of the year, the Chapter's financial records shall be electronically backed up and placed in permanent storage.
- o) The Treasurer-Elect will begin meeting as soon as possible with the Treasurer for training on the accounting program and the chapter's rules of accounting.
- p) Is responsible for the organizations laptop, projector and screen and POS.

Immediate Past President; upon expiration of his or her term, they shall serve on the Board and his or her primary role shall be to serve in an advisory capacity to the Board.

- a) Serves as a voting member of the Board.
- b) Serves as Nomination Committee Chairman, pursuant to the bylaws

Parliamentarian & Compliance Officer;

- a) Shall serve as a source of information on parliamentary procedure to the President and the Board.
- b) Chair Bylaws Review Committee for the purpose of conducting a review of the bylaws and make recommendation for amendments, if any are needed, to be approved in accordance with the bylaws.
- c) Shall be required to bring or otherwise make available a copy of the Bylaws, Standing Rules and Robert's Rules of Order to all meetings.
- d) Makes sure the Chapter is in Compliance with National HAREP rules and policies.

Directors:

Director of Membership;

- a) Oversee all membership activities. Accountable for recruiting, retention, and recapturing membership efforts of the chapter. Responsible for the implementation and follow through on the national membership marketing campaign when one is in effect.

- b) Establish local chapter membership goals in coordination with the President and Board.
- c) Communicate membership goals and organize chapter efforts to achieve goals.
- d) Monitor membership reports or data received from the National office for accuracy and follow-up on any discrepancies.
- e) Report to the National office any corrections, changes (i.e. telephone, address) to member information.
- f) Some duties may be delegated to the membership chair, however the ones listed above should not be delegated.
- g) Organize and track membership database to include monthly maintenance. Insure that they are transferred on each year to the succeeding President-Elect.
- h) Receives the membership report or data from the National office and sends copies of each report to the Chapter President, Membership Chair and Treasurer.
- i) Maintains a complete membership roster, including all National, National-Affiliate, and Local Affiliate members.
- j) Updated copies of the membership roster will be provided at least quarterly to the Board or upon request of the Board.
- k) Attends educational sessions when traveling on Chapter business and reports back to the Board.
- l) Coordinates the New Member Orientation/Inductions on a quarterly basis and follows the guidelines for new member program.
- m) Corresponds with members with regard to get-well cards, sympathy cards, congratulatory card, etc.
- n) Upon receipt of membership application and dues, the checks will be forwarded to the Treasurer within seven (7) calendar days. (A photocopy of all check shall be retained through the year-end review)

Director of Public Affairs;

- a) Promotes and maintains a favorable image of HAREP in the eyes of the public.
- b) Prepares and submits media releases to President for approval to publicize activities and achievements as required.
- c) Coordinates with President to notify National of any radio and television coverage of an event.
- d) Cooperate with other committees on communications for the membership
- e) Be available to speak at local events, broker offices and any other opportunities.

Director of Education;

- a) Plans and develops programs for local Chapter meetings consistent with the needs of the membership and the goals of the Chapter.
- b) It is essential that excellent programs be provided that are relevant to the HAREP mission statement. Funds should be budgeted and approved by the Board.
- c) One (1) program during the year will be on Professional Standards, emphasizing real estate professionalism and the HAREP and NAR Code of Ethics.

Meeting Policies and Procedures

General Chapter Luncheons

Set up duties and responsibilities:

All Board Members are expected to attend the General Chapter luncheons and arrive by 11:00 am

All Board Members are expected to wear their HAREP name badge and welcome participants

- President: shall be prepared to preside over meeting and insure meeting starts on time
- President-Elect: shall coordinate speakers and obtain their bio, have them arrive early and convey rules regarding time limit and no self promotion.
- Secretary: shall provide and make available copies of Agenda and General meeting minutes or any other required correspondence.
- Treasurer: shall provide the money box with \$80 petty cash, receipts and provide organizations required equipment (laptop/projector/POS)
- Immediate Past President: shall serve as advisor
- Parliamentarian/Compliance Officer: shall be required to bring or otherwise make available a copy of the Bylaws, Standing Rules and Robert's Rules of Order
- Director of Membership: shall arrange to have committee/team present with up-to-date membership and guest lists, display HAREP banners and provide required membership materials (cards & brochures)
- Director of Public Affairs: shall arrange for media promotion, shall solicit lunch partnerships and provide for Underwriter's promotional material
- Director of Education: shall arrange for announcements regarding educational opportunities

Meeting duties and responsibilities:

- President: is responsible for the order and flow of meeting
- President-Elect: shall read bio and introduce and & thank speaker
- Secretary: shall take clear, concise and accurate minutes
- Treasurer: shall collect the funds and keep in a safe place
- Immediate Past President: shall serve as advisor
- Parliamentarian/Compliance Officer: shall introduce the President, address any point of orders or parliamentary inquiries, provide bylaw updates as needed, ensure proper compliance
- Director of Membership: shall arrange for at least one team member to receive late entries, arrange for door prize drawing and 50/50 tickets as needed. Shall introduce guests, dignitaries, past board members and recognize members' achievements
- Director of Public Affairs: shall introduce and thank lunch partners, recognize Underwriters and announce any special events

- Director of Education: shall have Education Committee members present when needed , shall announce educational events

Ending Duties:

- President: shall adjourn meeting
- President-Elect: shall send a “Thank You” card to speaker
- Treasurer: shall count the funds received, review bill and compare number of registrants, arrange for President’s signature on check, shall collect all organizations required equipment (laptop/projector/POS)
- Director of Membership: shall work with Treasurer to verify number of registrants and shall collect HAREP banners and membership materials (cards & brochures)

Board of Directors Meeting

- President is to provide agenda 48 hours prior to meeting. Board members are to send all requests for agenda items to President & Secretary
- Board Members are expected to be on time and arrive 10 to 15 minutes early and silence all cell phones
- Three (3) unexcused absences trigger an automatic removal of office, absences may be excused if the request is made in writing prior to the meeting and approved by the Board of Directors
- Attending the meeting via Tele-conferences shall be allowed in accordance with the bylaws.
- Must adhere to the HAREP “Code of Conduct” and keep all sensitive and negative information regarding a member in confidence
- Board meeting are open to HAREP members, President to recognize, welcome and thank members and advise them of the rules of not speaking unless hand is raised and they are addressed by the President
- Secretary to provide a copy of the minutes seven (7) calendar days prior to Board meeting for review, Board members are to read prior to meeting
- Treasurer to present an accurate financial report, to include year-to-date account balances
- Email motions should be made when absolutely necessary or on an emergency basis and should not require a great deal of discussion
- All Board members are to be accountable and follow through on items prescribed to the m until removed from Old Business
- When submitting motions under “New Business” it should be of relevance to our mission statement and have appropriate time constraints