

Greater Las Vegas Association of REALTORS®

Las Vegas REALTORS®

Policy Manual

2021

PREAMBLE

The Greater Las Vegas Association of REALTORS® Members are governed by the Bylaws of the Greater Las Vegas Association of REALTORS® and by the Constitution and Bylaws of the National Association of REALTORS®, along with the Policies contained within this manual.

Greater Las Vegas Association of REALTORS®

Las Vegas REALTORS®

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100-4	NAR Mediator & Mediation Training Scholarship	July 18, 2019
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100-6	Harassment Prevention	January 28, 1999
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100-7	Association Owned Equipment	August 31, 2000
100-7A	Association Room Rentals	December 6, 2012
100-8	Chief Executive Officer Review	December 18, 1997
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100-11	Commercial Alliance of Las Vegas	November 30, 2000
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100-13	Record Retention	December 6, 2012
100-14	Alcoholic Beverages on Premises	October 17, 2002
100-15	GLVAR Data	December 14, 2017
100-16	Weapons	December 6, 2012
100-17	GLVAR Forms Policy	October 13, 2006
200-1	Orientation Class	February 4, 2000
200-2	Instructor Qualifications and Requirements	February 4, 2000
200-3	GLVAR Dress Code	February 25, 1999
200-4	Computers	December 6, 2012
200-5	Criteria for Education Joint Venture Classes	April 29, 1999

300	Internal Revenue Service Rules	
300-1	Investment Policy	April 25, 2002
300-1A	Selection, Review and/or Termination of Investment Consultant	June 27, 2002
300-2	Payments to the Association	February 4, 2000
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300-4	Non-Sufficient Funds Payments	November 30, 2000
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300-7	Vendor Contracts	February 4, 2000
300-8	Detrimental Conflict of Interest	February 4, 2000
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300-10	Volunteer Travel Policy	March 28, 2002
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400-4	Professional Standards and Grievance Fees and Financial Issues	March 23, 2000
400-5	Record Retention, Publication of Names of Ethics Violators	March 23, 2000
400-6	Ethics Mediation	April 28, 2011

400-7	Ombuds Program	February 23, 2006
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800-8	Flowers and Donations	February 4, 2000
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800-10	Las Vegas REALTORS® Good Neighbor Award	January 18, 2018
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800-12	Las Vegas REALTORS® Instructor of the Year Award	November 15, 2018

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100

SUBJECT: **Mission Statement**

SOURCE: **Board of Directors**

REFERENCE: **Strategic Plan**

It is the policy of the Greater Las Vegas Association of REALTORS® that the following statement will serve as the Mission Statement for all committees:

GLVAR is the united voice for REALTORS® in Southern Nevada and the center for education, business tools and standards for professional conduct essential for a successful career in real estate.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-1

SUBJECT: Scholarship Awards

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (“GLVAR”) to:

1. Grant full time college and/or university students, achievement-based scholarship awards, at a meeting as determined by the Trustee Foundation Committee under the criteria established by the Board of Directors as outlined below.
2. Make an annual elective contribution of up to three (3) percent of GLVAR’s budgeted gross revenue to the scholarship fund for distribution to eligible candidates as approved annually by the Board of Directors.

Scholarship Criteria:

1. Scholarships are available to any GLVAR REALTOR® member or their immediate family as follows: Recipients must be a current REALTOR® member, an immediate family member (child, spouse, or grandchild) of a current REALTOR® member or an immediate family member of a deceased (for four years or less) REALTOR® member. For purposes of this Section, a “current REALTOR® member” must have membership in GLVAR for the entire previous two years.
2. Other relevant criteria as deemed applicable by the Trustee Foundation Committee and as approved by the Board of Directors.
3. All scholarships made through GLVAR will be paid directly to the recipient’s institution of higher education on behalf of the recipient.
4. Applicants must have and maintain no less than a 3.1 grade point average on a 4.0 scale. If an applicant’s grades are on not on a 4.0 scale, they will be converted to a 4.0 scale for consideration of the application.
5. To rank scholarships on a point system for the immediately prior academic year as follows:
 - a. GPA = 3 or 4 points depending on their current GPA. A 3.5 GPA or higher will receive 4 points. A GPA of at least 3.1 but less than 3.5 will receive 3 points.
 - b. Special Awards received within the last 4 years = 1 point. “Special Award” includes any award by the applicant’s school or from an outside organization that recognizes a special achievement by the applicant (e.g., academic fitness award, physical fitness award, volunteer award, etc.)
 - c. Voluntary Community Service done within the last 4 years = 1 point. “Voluntary Community Service” includes any volunteer service done without compensation for the community or a needs-based group within the community (e.g., meal deliveries to home-bound individuals, literacy programs, working at a homeless shelter, Habitat for Humanity, volunteering at their church, etc.).

- d. GLVAR Community Service done within the last 4 years = 2 points. “GLVAR Community Service” includes any volunteer service done without compensation for the community or a needs-based group within the community that is sponsored or coordinated by GLVAR.
- e. Out of School Activities = 1 point. “Out of School Activities” includes any activities outside of school (e.g., team sports, Boy Scouts or Girl Scouts, 4H, etc.).
- f. In School Activities = 1 point. “In School Activities” includes any school-sponsored activities including extracurricular school-sponsored activities (e.g., band, orchestra, cheerleading, school sports, drama society, etc.).
- g. Work Experience = 1 point
- h. Currently Employed = 1 point
- i. Active Members
 - i. 2-5 years = 1 point
 - ii. 6-10 years = 2 points
 - iii. 11 on up = 3 points

Unless otherwise specified in the award criteria, an applicant must achieve a cumulative annual minimum of seven points; provided, however, the Committee may award additional points upon the attainment and demonstration of other miscellaneous criteria related to either academics, extra-curricular activities, benefit to the real estate industry, volunteerism, leadership or civic or social involvement and/or accomplishment that are not activities or accomplishments that are otherwise eligible for points. Three points is the maximum number of points that may be awarded for other criteria. To the extent practicable, any additional criteria used will be objectively-based and all applicants meeting those additional criteria will be awarded the applicable number of points.

- 6. Applicants must be enrolled in at least 12 credit hours at an accredited college or university at the time of application including community college, undergraduate and graduate students.
- 7. Applicants receiving a scholarship award will provide GLVAR with their social security number so that GLVAR may issue an appropriate statement to the IRS. Taxation of scholarship awards may be determined by the recipient by consulting IRS Publication 970.
- 8. Recipients of the scholarship will sign a consent form authorizing a refund of the scholarship award, in whole or in part, if the recipient withdraws from their academic program, the amount of the award exceeds the amount the recipient owes to the academic institution, or other circumstances in which the award is either not needed or the recipient is no longer eligible for receipt of the award.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-2

SUBJECT: Leadership Scholarship

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (“GLVAR”) to recognize and identify emerging leaders and assist in developing leadership skills of those who have the potential to exert a strong positive influence on the future of GLVAR and the real estate industry.

Recognizing that leadership development is an essential element of the maintenance and advancement of GLVAR, the Nevada Association of Realtors (“NVAR”) and the real estate industry, GLVAR has established a scholarship program, as specified in the GLVAR budget, to subsidize those participants in the NVAR Leadership Institute who meet the applicable GLVAR and NVAR criteria.

Subject to any limitations as provided in the GLVAR budget, scholarships are available to any GLVAR REALTOR® member enrolled or accepted into the NVAR Leadership Institute. Each candidate will be evaluated based on the following criteria:

1. A sincere concern about the future of GLVAR and a personal desire to help shape that future.
2. A minimum of three years REALTOR® member membership in GLVAR.
3. Successfully graduated from the NVAR Leadership program.

The scholarship award is up to 100% of the cost/tuition for the NVAR Leadership Institute and will be paid upon approval by the working group created by the President and approved by the Board after the applicant’s demonstration of the successful completion of all courses and receipt of the Certification of completion from the Nevada Association of REALTORS®.

Applicants receiving a scholarship award will provide GLVAR with their social security number so that GLVAR may issue an appropriate statement to the IRS. Taxation of scholarship awards may be determined by the recipient by consulting IRS Publication 970.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-3

SUBJECT: Scholarships for Designations Awards

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to:

Help members increase their skills, proficiency and knowledge of the real estate industry, and in doing so, grant scholarships for up to one course per year to those GLVAR members pursuing National Association of REALTORS® (“NAR”) Family Designations, according to those designations recognized by NAR.

Subject to any limitations as provided in the GLVAR budget, scholarships are available to any GLVAR REALTOR® member enrolled in any of the NAR Family Designations programs.

NAR Family Designations Scholarship Criteria:

1. Recipients must be a REALTOR® member in good standing with GLVAR for a minimum of three full years.
2. Recipients must be a Nevada resident at the time of the award.
3. Recipients must have served a full year on a GLVAR committee within the last two years.
4. Other relevant criteria as deemed applicable by the working group created by the President and approved by the Board.
5. All selected recipients will be approved by the Board of Directors.
6. The scholarship grant will be paid directly to the GLVAR member and must be used for (or in reimbursement of) tuition within the same year they receive notification of the grant of the scholarship.
7. Applicants receiving a scholarship award will provide GLVAR with their social security number so that GLVAR may issue an appropriate statement to the IRS. Taxation of scholarship awards may be determined by the recipient by consulting IRS Publication 970.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-4

SUBJECT: NAR Mediator & Mediation Training Scholarship

SOURCE: Board of Directors

Effective in 2020 It is the policy of the Greater Las Vegas Association of REALTORS® (“GLVAR”) to recognize and identify qualified mediators and assist in developing leadership skills who have the potential to exert a strong positive influence on the future of GLVAR and the real estate industry.

Having qualified trained mediators is an essential element of the maintenance and advancement of GLVAR. GLVAR has established a scholarship program, as specified in the GLVAR budget, to subsidize those participants in the National Association of REALTORS® Mediator & Mediation Training who meet the applicable GLVAR criteria.

Subject to any limitations as provided in the GLVAR budget, scholarships are available to any GLVAR REALTOR® member accepted into the National Association of REALTORS® Mediator & Mediation Training. The Trustee Foundation Committee will evaluate each candidate based on the following criteria:

1. A sincere concern about the future of GLVAR and a personal desire to help shape that future.
2. A minimum of five years REALTOR® member membership in GLVAR.
3. A minimum of a three-year term on GLVAR Grievance Committee.
4. A demonstrated commitment through past and present involvement at GLVAR, NVAR or NAR. Applicant must submit a list of any and all committees served on in the last four years.
5. Once scholarship is approved Applicant to opt in and serve as mediator for five years.

The committee would like to see, but is not a requirement, a demonstrated commitment to the growth and proliferation of GLVAR through past and present community involvement. A list of community activities, which may include civic, religious, political, social or athletic organizations.

The scholarship award is the full cost of the tuition plus travel expenses, following the current GLVAR travel policy, with a cap of \$2,500. The awardee will be paid upon approval by the Trustee Foundation Committee and the Board of Directors after the applicant’s demonstration of the successful completion of the training and receipt of the Certification of completion from the National Association of REALTORS®.

Last Revision: November 22, 2019

**Application for the
Greater Las Vegas Association of REALTORS®
NAR Mediator & Mediation Training Scholarship
2020**

The content of this scholarship application is confidential

This Scholarship is only for the NAR Mediator and Mediation Training held annually in Chicago.

Seminar: This intensive two-and-a-half day learning experience is designed to enhance and refine one's existing mediation skills. The seminar features one full day of three-person mediation simulations, guided by individual mediation coaches. The training arms participants with techniques, skills, and expertise they can share with others. The instruction and comprehensive support materials enable participants to serve as mediators and ombudsmen.



BEFORE YOU CONTINUE PLEASE READ THE BELOW CRITERIA:

1. A sincere concern about the future of GLVAR and a personal desire to help shape that future.
2. A minimum of five years REALTOR® member membership in GLVAR.
3. A minimum of a three year term on GLVAR Grievance Committee.
4. A demonstrated commitment through past and present involvement at GLVAR, NVAR or NAR. Applicant must submit a list of any and all committees served on in the last four years.
5. Once scholarship is approved Applicant to opt in and serve as mediator for five years.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. This application is to be completed by the applicant.
2. Please type or print clearly. Be sure to answer every question.
3. Mail Completed* application with attachments to:

Greater Las Vegas Association of REALTORS®
Attn: Krista Baker
6360 S. Rainbow Boulevard
Las Vegas NV 89118

** Incomplete applications will be automatically rejected*

Application Deadline is XXXX XX, XXXX

Date _____

Applicants Name _____

Address _____

Telephone # _____ Public ID# _____

Company Name _____

Name of Broker _____

How/where did you learn about this scholarship? _____

How long have you been in good standing with GLVAR _____

Are you a now or have you ever been a member of any other REALTOR® Associations?

Yes currently___ Yes but not currently_____ No _____

If yes, Association name and phone number

Board of REALTORS® Involvement

Please list local/state/national committees you have served on in the last 4 years

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Community service that you have done within the last 4 years **for GLVAR**:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

COMMUNITY INFORMATION

We are interested in your participation in activities within the community. Also, please list any award you have received during the last four years (from any source).

Community Service that you have done within the last 4 years.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Organizations that you have been involved with within the last 4 years.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Awards received within the last 4 years:

1. _____
2. _____

- 3. _____
- 4. _____
- 5. _____
- 6. _____

Additional Information that you would like us to know

In support of this application, I submit the above information and certify it to be true and correct. I understand that any information submitted is determined to be untrue or incorrect, the GLVAR Trustee Foundation Committee may reject this application.

Signed: _____

Dated: _____

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-5

SUBJECT: Non-Smoking

SOURCE: Board of Directors

As required by Nevada law, It is the policy of the Greater Las Vegas Association of REALTORS® to provide a smoke-free environment throughout the Association's building located at 6360 S. Rainbow Boulevard, Las Vegas, Nevada, including all meetings, classes, programs and seminars held on the premises.

No smoking signs will be clearly and conspicuously placed throughout the Association's building, as provided by Nevada law.

This policy applies to all smoking products and smoking devices.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-6

SUBJECT: Harassment Prevention

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

Zero Tolerance Policy for Harassment of Any Type

The Greater Las Vegas Association of REALTORS® is proud of its work environment in which all individuals, Association Members, employees, staff, vendors, contractors, customers and visitors are treated with respect and dignity. Each individual has the right to function and work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Harassment, either intentional or unintentional, is a form of illegal discrimination. The Greater Las Vegas Association of REALTORS®, will not tolerate any form of harassment based on race, sex, religion, color, national origin, age, disability, sexual orientation, gender identity or any other protected class recognized under the law.

Definition of Harassment¹

For purposes of this policy, the term “harassment” includes, but is not limited to, threatening, belittling, obscene or offensive language, jokes, or other verbal or physical conduct, which unreasonably interferes with work performance by creating a hostile, intimidating or offensive volunteer or work environment.

1. submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, access to training, promotion or other aspects of employment or participation in a GLVAR sponsored function; or
2. such conduct substantially interferes with job performance or creates an intimidating, hostile or offensive work environment or an intimidating, hostile or offensive environment at GLVAR sponsored functions or events.

Examples of Illegal Sexual Harassment May Include, But Are Not Limited To:

- Unwanted sexual advances; demands for sexual favors, whether in exchange for favorable treatment, continued employment or participation in a GLVAR sponsored function;
- Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit or participation in a GLVAR sponsored function;

¹Sexual harassment is only one form of harassment against a protected class.

- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting or obscene comments or gestures or other verbal abuse of a sexual nature;
- Graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies;
- Flirtations, advances, stalking, leering, whistling, touching, pinching, assault, coerced sexual acts or blocking normal movements;
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays of sexually suggestive objects or pictures in the workplace or at GLVAR sponsored functions or events;
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual;

These behaviors are unacceptable in the workplace itself and in other GLVAR work-related settings.

Ways to Avoid All Types of Harassing Conduct

All Association Members of The Greater Las Vegas Association of REALTORS® are responsible for following this policy and maintaining a work environment that is free from all types of harassment. Often the best way to stop offensive conduct is to simply tell the person/s of your objection to it. The Greater Las Vegas Association of REALTORS® encourages you to do so.

Even if no one has told a harasser that his/her conduct is offensive, the harasser may still be subject to discipline as set forth in this policy. To avoid the risk of violating this Policy, Association Members will want to follow these guidelines:

- Remember that another individual may consider touching to be unwelcome or offensive.
- Racial, religious, ethnic, age-related and sexual jokes and epithets have no place in the work environment or at work-related functions or events.
- Compliments to others should be kept general.
- Drinking impairs good judgment. When at work related social functions or events, whether on or off the premises, avoid having one drink too many.
- Do not behave in a way you would not want your spouse, significant other, children or clergy to witness.

Individuals Covered Under the Policy

This policy covers all individuals in the GLVAR workplace or at GLVAR related events or functions. The Greater Las Vegas Association of REALTORS® will not tolerate, condone or allow harassment, whether engaged in by Association Members, employees, supervisors, or by representatives who are involved in a GLVAR sponsored event or function. The Greater Las Vegas Association of REALTORS® encourages reporting of all incidents of harassment, regardless of who the offender may be, or of the offender's relationship to GLVAR.

Reporting A Complaint

The following steps should be followed in reporting a harassment complaint.

1. Notification of Appropriate Staff

Individuals who believe they have been subjected to harassment should report the incident to the CEO or the President of the Board of Directors or the next highest officer who is not the subject of the complaint.

2. Description of Misconduct

An accurate record of objectionable behavior or misconduct is encouraged to resolve a formal complaint of harassment.

Reports of harassment may be made verbally or in writing. However, no specific form of complaint is required, and a complaint will be received and investigated even if the person making it heard about it from another individual or does not describe it as harassment. Although the report may be made in any form (oral or written), the Greater Las Vegas Association of REALTORS® strongly recommends the report to be made in writing to ensure that the allegations of suspected discrimination or harassment are reported accurately.

Any report should only include information about the suspected discrimination or harassment.

Individuals who believe that they have been or are currently being harassed, should attempt to maintain a record of objectionable conduct in order to prepare effectively and substantiate their allegations.

3. Time frame for Reporting a Complaint

The Greater Las Vegas Association of REALTORS® encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the complainant, but also helps to maintain an environment free from discrimination for all Association Members, employees, staff, vendors, contractors, customers and visitors.

Although for purposes of its Members the Greater Las Vegas Association of REALTORS® is not a covered employer under Title VII of the Civil Rights Act or its Nevada counterpart, N.R.S. § 613.310(2), it is the Association's policy to follow the requirements of Nevada law for the timely reporting of alleged discrimination or harassment (which places a 180 day time period on such reports). The Greater Las Vegas Association of REALTORS® strongly encourages anyone with knowledge of a suspected violation of this policy to report it immediately to ensure the complaint is resolved promptly and effectively.

A report made more than 180 days after the incident of suspected discrimination or

harassment may not be considered except as background for incidents of suspected discrimination or harassment that have occurred within 180 days or less of the complaint.

4. No Prejudging the Person(s) Accused of Harassment

Out of respect for the integrity of any investigation, and the due process rights of any person accused of a violation of this Policy, it is improper to prejudge the accused, to demand a particular result, or to seek discipline against the accused before the investigation has been completed and the findings and recommendations are presented to the Board of Directors.

General Guidelines for Investigating a Complaint

Confidentiality

Any allegation of harassment brought to the attention of The Greater Las Vegas Association of REALTORS® will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Zero Tolerance Policy for Retaliation

The Greater Las Vegas Association of REALTORS® will not tolerate retaliation against any Association Member for reporting harassment or participating in the investigation or hearing of a complaint of harassment.

Investigation of Members

The Investigatory Team

The CEO will refer any complaints against the Chair of the Member Conduct Committee or any member of the Member Conduct Committee to outside counsel. The CEO will select the outside counsel and make arrangements with them.

For all other complaints that fall within the scope of the Member Conduct Committee's authority under Policy Number 500-12L, the Member Conduct Committee has the discretion to determine whether complaints by or against Members of The Greater Las Vegas Association of REALTORS® will be handled internally or conducted by an outside third-party neutral investigator retained by the Association. Generally, straight-forward complaints should be handled internally by the Member Conduct Committee. Complaints that are more complex, including those that involve evaluation of the scope of policies and/or application of policy or the law to the allegations, typically should be referred to outside counsel. If a complaint is to be referred to outside counsel, the Member Conduct Committee will inform the CEO. The CEO will select the outside counsel and make arrangements with them.

The Investigation

In pursuing the investigation, the Investigatory Team will take the wishes of the complainant under consideration, but will thoroughly investigate the matter, keeping the complainant informed as to the general status of the investigation, while maintaining the confidentiality of the investigatory process.

Discipline of Association Members

The Investigatory Team may recommend that any Member of the Association will be reprimanded, placed on probation, suspended or expelled or removed from any office or committee for harassment of an Association Officer, Director, vendor, customer, or GLVAR staff.

Final Action to be Taken by the Board

The written recommendation of the Investigatory Team will then be forwarded to the Board of Directors for ratification and final action.

Maintaining a Written Report of the Complaint

The Association will maintain a complete written record of each complaint and how it was investigated and resolved. This record will be maintained for five years from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.

Appeal Process

If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision to the Board of Directors of the Greater Las Vegas Association of REALTORS®. The party should submit his/her written comments in a timely manner but no more than thirty (30) days after the outcome or resolution was issued to the Board of Directors care of the CEO.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-6A

SUBJECT: Whistleblower Policy

SOURCE: Board of Directors

GLVAR requires Association directors, officers, and members to maintain high standards of business and personal ethics in the conduct of their duties and responsibilities at all times.

It is the responsibility of all directors, officers and members to comply with all applicable laws, regulations and policies and to report violations or suspected violations, including ethics violations or suspected violations of criminal law.

If any director, officer or member reasonably believes that some policy, practice, or activity of GLVAR is in violation of law, he or she should bring their good faith complaint to the CEO or the President. Reports will not be made to the person who is the subject of the complaint.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-6B

SUBJECT: Workplace Violence Policy

SOURCE: Board of Directors

GLVAR promotes a safe environment for its directors, officers, employees, members and visitors. GLVAR is committed to working with its employees and members to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior.

Violence, threats, intimidation, and other disruptive behavior on GLVAR's premises or at GLVAR events will not be tolerated. Appropriate action will be taken against anyone who violates this policy.

GLVAR needs your cooperation to implement this policy effectively and to maintain a safe environment in the workplace or at GLVAR functions.

Zero Tolerance Workplace Prevention Policy

GLVAR has a policy of zero tolerance for violence. If you engage in any violence or threaten violence on GLVAR's premises or at a GLVAR event, or engage in other acts prohibited by this policy, you may be removed from the premises or GLVAR events, including the potential for being permanently barred for serious offenses. Association members who violate this policy may be removed from boards, committees, and barred from participating in other GLVAR activities.

“Violence” includes, but is not limited to, the following: physically harming another; shoving; pushing; oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm; any statements or actions that are intended to or are likely to provoke an oral or physical response that would violate this policy; brandishing weapons; and threatening or talking of engaging in those activities.

It is the intent of this policy to ensure that everyone associated with GLVAR, including its directors, officers, employees, members and visitors, never feels physically threatened by anyone's actions or conduct on GLVAR's premises or at any GLVAR function.

Reporting violence. It is everyone's business to prevent violence on GLVAR's premises and at GLVAR's functions, regardless of where they are located. You can help by reporting what you see in the workplace or at a function that could indicate someone who is in trouble or who may be violating this policy. GLVAR's employees frequently are in a better position than management to know what is happening with those with whom they work.

You are encouraged to report any incident that may involve a violation of GLVAR’s policies that are designed to provide a safe environment in the workplace or at GLVAR functions. If you observe or experience violent, threatening, intimidating, or other disruptive behavior by anyone on GLVAR’s premises or at a GLVAR event, regardless of who they are, report it immediately to the Chief Executive Officer. If the complaint pertains to the CEO, then you should report it immediately to the President of the Board of Directors. All reports will be taken seriously and will be dealt with appropriately, in GLVAR’s discretion.

Investigation of Members

The Investigatory Team

The CEO will refer any complaints against the Chair of the Member Conduct Committee or any member of the Member Conduct Committee to outside counsel. The CEO will select the outside counsel and make arrangements with them.

For all other complaints that fall within the scope of the Member Conduct Committee’s authority under Policy Number 500-12L, the Member Conduct Committee has the discretion to determine whether complaints by or against Members of The Greater Las Vegas Association of REALTORS® will be handled internally or conducted by an outside third-party neutral investigator retained by the Association. Generally, straight-forward complaints should be handled internally by the Member Conduct Committee. Complaints that are more complex, including those that involve evaluation of the scope of policies and/or application of policy or the law to the allegations, typically should be referred to outside counsel. If a complaint is to be referred to outside counsel, the Member Conduct Committee will inform the CEO. The CEO will select the outside counsel and make arrangements with them.

The Investigation

The Investigatory Team will take the wishes of the complainant under consideration, but will thoroughly investigate the matter, keeping the complainant informed as to the general status of the investigation, while maintaining the confidentiality of the investigatory process.

Discipline of Association Members

Disciplinary Guidelines. Discipline for violations of the Workplace Violence Prevention Policy by a Member reflects the substantial risk of physical or mental injury that such violations pose. Discipline will be crafted commensurate with the offense, using the guidelines that follow. To determine which guideline to apply, the consideration will be given to the factors identified in Appendix VII to Part Four of the “Code of Ethics and Arbitration Manual” published by the National Association of REALTORS®.

1. First violation (or first violation within three (3) years)
 - a. ***Offense causing little or no harm or injury to others.*** Discipline may include:
 - Letter of Reprimand
 - Fine of \$1,000 or less

- Suspension of membership for up to one (1) year. The suspended member is banned from the Association’s premises and all Association functions or events, wherever located, during the period of suspension.
 - Other requirements, as may be determined (e.g., could be an anger management course, counseling by a licensed and accredited mental health provider, etc.).
- b. ***Offense causing some harm or injury to others.*** Discipline may include:
- Letter of Reprimand
 - Fine of \$5,000 or less
 - Suspension of membership for not less than one (1) year. The suspended member is banned from the Association’s premises and all Association functions or events, wherever located, during the period of suspension.
 - Other requirements, as may be determined (e.g., could be an anger management course, counseling by a licensed and accredited mental health provider, etc.).
 - Six (6) months prior to the end of the suspension period, if the suspended member wishes to be reinstated once the suspension term is served, they must petition the CEO and establish the facts and circumstances of their rehabilitation supporting their reinstatement.
- c. ***Offense causing substantial harm or injury to others.*** Discipline will be:
- Permanent termination of Realtor membership. The terminated member is permanently banned from the Association’s premises and all Association functions or events, wherever located.
2. Repeat violations. A repeat violation of any kind will be treated as an offense causing substantial harm or injury to others, with the same penalty described in 1(c) (e.g., Permanent termination of REALTOR® membership).

In addition, an administrative processing fee of up to \$500 may be imposed on any Member found to have violated the Workplace Violence Prevention Policy. This processing fee is not considered discipline and is in addition to, and not part of, any disciplinary sanction (including fine) that is imposed.

Final Action to be taken by the Board

The Investigatory Team’s written recommendation will be forwarded to the Board of Directors for ratification and final action.

Maintaining a Written Report of the Complaint

The Association will maintain a complete written record of each complaint and how it was investigated and resolved. This record will be maintained by the CEO for five years from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.

Appeal Process

If any party directly involved in a workplace violence investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision to the Board of Directors of the Greater Las Vegas Association of REALTORS® and no other board or body. The party should submit his/her written comments in a timely manner but no more than thirty (30) days after the outcome or resolution was issued to the Board of Directors care of the CEO.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-7

SUBJECT: Association Owned Equipment

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that all Association owned equipment will stay in Association building / property and not be loaned out.

No Member may touch, adjust, or work on the A/V, computer system or other Association equipment located in the classroom. If a Member requires a particular equipment setup or has any other problems with the equipment located in the classroom, they are to notify Association staff. If a Member violates this policy, they are responsible for any damage that they cause to the Association's equipment.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-7A

SUBJECT: Association Room Rentals

SOURCE: Board of Directors

Meeting Rooms in the GLVAR building may be leased to groups for business meetings with the approval of the CEO.

All activities, events, and functions must be compatible with the mission and goals of GLVAR.

Association events or uses take priority over all outside requests for use of the Association's space. A request does not guarantee the space.

The CEO reviews all requests. Events will be limited to those relating to or benefitting REALTORS® or property rights. Approval is based on the purpose of the event and whether it is compatible with GLVAR's mission and purpose, the availability of the requested space, and the impact if any on GLVAR's operations and planned programs.

Requirements for outside use of facilities.

All agreements for the outside use of the Association's facilities require the following:

- An up-front security deposit to be set by the CEO, including at least half to be provided at the time the agreement is executed;
- The individual or group using the space is responsible for all damage to the Association's property, which will be withheld from the deposit;
- Deposits for events that are cancelled 45 days or less before the scheduled date will be forfeited to the Association, except as otherwise approved by the CEO;
- An insurance bond that covers the event and all persons and uses associated with the event;
- For events at which alcohol will be served, the business providing the alcohol services must be licensed and insured to serve alcohol, with all other required licenses and certifications for servers working at the event;
- Those attending the event are prohibited from bringing and consuming their own alcohol at the event or on the Association's premises;
- Smoking is limited to designated smoking areas outside of the building within 50 feet of the perimeter of the building;

- Possession, distribution and use of marijuana or any marijuana products and all illegal drugs is prohibited on the Association's premises during the event.

All persons entering or using the Association's facilities, including those attending special events or functions, are required to comply with the Association's rules and regulations regarding personal behavior and the use of the facilities.

GLVAR prohibits discrimination against any person for any reason including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable law.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-8

SUBJECT: Chief Executive Officer Review

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that an annual meeting will be held by the Executive Committee (the Treasurer, Vice President, President-Elect, and Immediate Past President) to evaluate the job description, duties, obligations and performance of the CEO.

Last Revision: February 20, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-9

SUBJECT: Communication Protocol with Association Employees

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that all communications with GLVAR employees will be directed solely through the CEO.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-10

SUBJECT: Key System

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that only MLS subscribers (licensees) affiliated with MLS Participants (principals), licensed/certified Home Inspectors that are Affiliate Members and licensed Appraiser Members are authorized to obtain the key app. The key app is for the Licensees' exclusive use only and cannot be loaned, assigned, accessed or otherwise transferred to any person or entity. In addition to comply with these restrictions, the Licensee is reminded that their use of the key app also is governed by the Terms of Use Agreement included in the key app (which may be accessed in the app by clicking on the three lines on the top left, clicking on "My Settings," and then clicking on "Application Information").

Key App

Any member obtaining a new key app or who has had their key app terminated during a calendar year will pay the key activation fee of \$250 and prorated key fees:

- **Rejoin after 30 days but before 1 year:** When Lessee rejoins, they owe the applicable reactivation fee of \$100 and the prorated maintenance fee.
- **Yearly key maintenance fees:** Refer to Policy 300-12A.

Keyboxes

The Organization may, at the discretion of the Board of Directors, buy back keyboxes that are in re-saleable condition at the prevailing buy back price, subject to change without notice. Keyboxes are leased equipment and therefore cannot be transferred to another Association until the term of the lease.

Fines

VIOLATION FINES	FINE
Loaning your key app access or information to anyone 1 st \$500 – 2 nd \$1500 – 3 rd Loss of Key	
Computer data of an available listing for rent or sale indicating a keybox on the property when there is none will result in an Automatic Fine to the Listing Agent.	\$250.00
Failure to remove a keybox within two business days of recordation, expiration, or withdrawal from the MLS by the listing agent will result in a courtesy letter being sent and the keybox will be forcibly removed. Fine charged if keybox is not removed per courtesy letter instructions.	\$250.00
If the house key is taken and returned to the appropriate keybox within 24 hours, an Automatic Fine will be issued.	\$250.00
If the house key is taken and not returned to the appropriate keybox within 24 hours, an Automatic Fine will be issued.	\$500.00
Failure to report a missing key from a keybox (if your number is the last number registered in the keybox when the missing key is discovered, you will be considered the responsible party).	\$350.00
If a house key is missing from an electronic keybox and the Listing Agent fails to submit the electronic keybox printed report to the Organization within two (2) business days of notification.	\$250.00
Failure to secure the house (locking all doors, etc.) prior to leaving the property.	\$500.00

The Organization may take legal action for any unpaid charges plus cost of legal defense.

(NOTE: SentiLock keys in use, beyond the technology of the SentiLock Key need to be recognized.)

I have received, read and agree to comply with the policies described above.

Name

Signature

Date

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-10A

SUBJECT: Removal of Electronic Key boxes

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the procedures for removal of Electronic Key box that a listing agent failed to remove will be as follows:

After a request is received from a homeowner, tenant or Agent, the Association staff will identify the name of the listing agent and determine the shackle code for the key box. GLVAR calls the agent. If the box is not removed within five (5) business days, GLVAR sends an authorized person to remove the key box from the property and return it to the Association office. If GLVAR removes the box, a fee of \$75 will be invoiced to the Member's account along with applicable fine(s). In addition, a notice informing the agent to pick up their key box at the Association office within ten (10) days is sent. If not retrieved, the key box will be placed in the "used" key box inventory for re- sale.

Once the agent retrieves their damaged key box, it is their responsibility to purchase a new shackle or key container for further use.

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-11

SUBJECT: Commercial Alliance of Las Vegas

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to support the mission and activities of the Commercial Alliance of Las Vegas, consistent with NAR and GLVAR policy and applicable law.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-12

SUBJECT: Agent Recruitment

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to maintain, whenever possible, a brokerage-neutral environment in its building and at Association events for the enjoyment of all GLVAR members and for the furtherance of GLVAR's objectives and mission to foster professionalism among its Members.

No Solicitation or Recruitment on GLVAR Property

No solicitation or recruitment will be initiated by a REALTOR® Member on the Association's premises including at any education course, member forum, committee meeting or work group meeting, either orally or in any written or printed form. Solicitation is meant to include promotion inside and outside (e.g., within the remainder of the GLVAR building) of the classroom/meeting room, general distribution of personal/promotional materials on GLVAR property, any description of sales volume, staff, revenue or other information pertaining to a Member's business acumen or a Member's business, or solicitation of attendees by use of Association student lists or committee/work group lists.

Sponsorship of Events

Sponsorship of GLVAR Education Classes, Orientation and open Forums will be available to Affiliate Members only.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-13

SUBJECT: Record Retention

Seven Years

- Purchase orders
- Bank reconciliations
- Duplicate bank deposit slips
- Expired insurance policies
- General correspondence
- Internal audit reports and working papers
- Petty cash vouchers
- Physical inventory logs
- Accident reports and claims (settled cases)
- Accounts payable ledgers (computer runs)
- Accounts receivable ledgers (computer runs)
- Automobile logs
- Bank statements
- Bills of lading
- Cash books
- Commission records
- Contracts and leases (expired)
- Employee personnel records after termination
- Employment tax reports
- Expense reports
- General journals
- Inventory records
- Invoices to customers and from vendors
- Payroll records and summaries, including payment to pensioners

- Personal property tax returns
- Purchase Orders
- Sales tax returns

Permanently

- Articles of Incorporation
- Audit reports of public accountants
- Canceled checks for important payments such as taxes and property acquisition
- Capital stock and bond registers
- Copyrights
- Correspondence (legal and important matters only)
- Deeds and mortgages
- Depreciation schedules
- Financial statements (year-end – other months optional)
- General ledgers and year-end trial balances
- Licenses and permits
- Patents
- Property appraisals by outside appraisers
- Property records – costs, blueprints and plans
- Tax returns and worksheets, revenue agents' reports and other documents relating to determination of tax liability
- Trademark registrations

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-14

SUBJECT: Alcoholic Beverages on Premises

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that individuals renting the Association's classrooms will not provide any alcoholic beverages.

There will be no open bars at Association events or sponsored events. Special exemption of this policy may be approved by the Board of Directors, using up to two (2) drink tickets per person, to limit consumption.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-15

Subject: GLVAR Data

Source: Board of Directors

The protection and safekeeping of Association data is something that the Greater Las Vegas Association of REALTORS® (GLVAR) takes very seriously. GLVAR's members have repeatedly indicated that this is one of the most important issues facing GLVAR.

In conjunction with industry experts, GLVAR has developed a series of data requirements designed to protect the data, limit how the data can be used, ensure that the listing agent receives the credit for the listing, as well as a financial component. GLVAR requires all vendors who receive Association data directly from the Association to comply with these requirements.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-16

SUBJECT: Weapons

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to provide, to the extent possible, a safe work place for its employees, Members and visitors.

Despite some laws that allow people to carry firearms in public, the Greater Las Vegas Association of REALTORS® prohibits anyone from possessing or carrying firearms or weapons of any kind in the GLVAR Building. This includes:

- any form of weapon, chemical or explosive;
- all firearms; and
- all illegal knives, swords or knives with blades that are more than four (4) inches in length.

If a Member is unsure whether an item is covered by this policy, it is the responsibility of the Member to contact the CEO regarding the item. Law enforcement officers (such as police officers or security guards) and other individuals who have been given consent by the organization via the CEO to carry a weapon on the property will be allowed to do so.

While GLVAR has a policy prohibiting weapons, nothing in this policy will be construed as creating any duty or obligation on the part of the organization to take any actions beyond those required of an employer by existing law.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 100-17

Subject: GLVAR Forms Policy

Source: Board of Directors

The Greater Las Vegas Association of REALTORS® creates various forms for its members' use in their real estate businesses. GLVAR retains all rights in its forms to ensure that only current members may use them. GLVAR licenses its current members to use the forms in their real estate business only. Individual members may not alter or edit the forms nor are members authorized to print out blank forms for use by nonmembers. Forms may only be accessed via GLVAR's authorized forms vendor.

It is the policy of the Greater Las Vegas Association of REALTORS® that each of the forms written by GLVAR is protected under the federal Copyright Act as the Association's property. The copyright symbol ©, on any document is an indication that the work is protected.

Brokerages may incorporate GLVAR's forms into brokerage transaction software with GLVAR's written authorization. Brokerages may not alter the forms in any way and must agree to a separate licensing agreement.

Violation of the policy will result in a fine of \$1,500 per occurrence.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 200-1

SUBJECT: Orientation Class

SOURCE: Board of Directors

REFERENCE: GLVAR Bylaws, Article V, Section 4

It is the policy of the Greater Las Vegas Association of REALTORS® that the Orientation classes are held over a two-day period from 8:30 a.m. to 4:30 p.m. each day. The Orientation Classes are held at least monthly; however, additional Classes may be scheduled, as needed, to accommodate the increase in new members. All applicants are expected to attend the complete session, with the exception of non-MLS members who will not be required to attend the MLS portion of Orientation. If said member becomes an MLS member in the future, member will be required to attend the MLS portion of Orientation at that time. If for any reason the applicant is late or must leave early, acceptable allowance will only be ten (10) minutes to be able to receive full credit. The instructor or monitor should be notified of an emergency or problem. However, a CE course taught at orientation will comply with the Real Estate Division's requirement in NAC 645.463 that a student "may receive credit for continuing education only upon certification by the sponsor that the licensee has attended and completed at least 90 percent of the course." Failure to comply with the policy will result in the applicant being required to re-attend the session.

No applicant for membership may be excused from more than one (1) Orientation Course or Induction Date, provided the applicant has received at least seven (7) days written notice to attend said Orientation Course or Induction Date.

However, new Brokers are exempt from attending the realtor.org portion of the Orientation Course so that they can attend a special Broker Orientation presented by the GLVAR Executive staff.

If an applicant has been an active REALTOR® in another association for a period of two (2) years or more, and has not been inactive for more than four months, the applicant must present a letter from their previous board/association indicating the date of membership, the date membership was dropped and that the REALTOR® was a member in good standing and that the member has completed NAR accepted 'Biennial Ethics' training. Upon receipt of such letter, the REALTOR® applicant will be waived from taking the Code of Ethics, REALTOR® Organization and Fair Housing session of Orientation. All other requirements for membership into the Greater Las Vegas Association of REALTORS® will apply with Induction being the final phase of those requirements.

If an applicant, requesting a secondary membership, is a member in good standing with another association of REALTORS[®], the applicant will be waived from taking the Code of Ethics, REALTOR[®] Organization and Fair Housing session of Orientation.

There will be no taping or recording of any kind at the Orientation class. The exception will be that GLVAR may tape education classes.

Applicants for membership, who's properly completed applications are received after the cut-off date but before the next regularly scheduled Orientation Course, will be permitted to attend that Course.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 200-3

SUBJECT: Instructor Qualifications and Requirements

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that Instructors will have the qualifications and meet the requirements established by the Nevada Real Estate Division and under Nevada law in Nevada Administrative Code Chapter 645.

ELIGIBILITY:

1. Be a REALTOR→ or Institute Affiliate Member practicing within the boundaries of the Greater Las Vegas Association of REALTORS®.
2. Have written approval from the Real Estate Division to teach a course and be in full compliance with the requirements of Nevada Administrative Code 645.426 at the time of instructing a course.
3. Not have the written approval withdrawn by the Real Estate Division pursuant to Nevada Administrative Code 645.427.

CRITERIA TO MAINTAIN STATUS AS AN INSTRUCTOR:

1. Unexcused failure to show up for a contracted class will result in automatic termination of the Instructor's contract. Excused absences are listed in Policy 500-10. It is recommended that Instructors plan on showing up for class at least 45 minutes before their assigned class.
2. Turning down 3 or more classes within a calendar year will result in automatic termination of the Instructor's contract.
3. Attend a GLVAR, NVAR or NAR approved instructor development workshop course, a minimum of every two years.
4. Conform to the REALTOR®→ Code of Ethics.
5. Remain an approved instructor in full compliance with the requirements of Nevada Administrative Code 645.426.
6. Meet acceptable levels of performance, as provided by the Instructor's contract.

EVALUATION OF AN INSTRUCTOR:

The Real Estate Division will periodically review and evaluate each approved Instructor, as provided by Nevada Administrative Code 645.426(7).

TEACHING DUTIES OF AN INSTRUCTOR:

An Instructor is required to comply with all of the teaching duties in Nevada Administrative Code 645.428, which requires the following:

1. An instructor will ensure that:
 - (a) Class sessions are commenced in a timely manner and are conducted for the full amount of time that is approved; and
 - (b) Each course is taught according to the course plan and instructor guide that was approved by the Commission, including the furnishing to students of appropriate student materials.
2. An instructor will conduct himself or herself in a professional and courteous manner when performing his or her instructional duties and will conduct classes in a manner that demonstrates the following basic teaching skills:
 - (a) The ability to present instruction in a thorough, accurate, logical, orderly and understandable manner, to utilize illustrative examples as appropriate and to respond appropriately to questions from students;
 - (b) The ability effectively to utilize varied instructional techniques in addition to lectures, including, without limitation, class discussion, role-playing and other techniques;
 - (c) The ability to utilize varied instructional aids effectively to enhance learning;
 - (d) The ability to maintain an appropriate learning environment and effective control of a class; and
 - (e) The ability to interact with adult students in a positive manner that:
 - (1) Encourages students to learn;
 - (2) Demonstrates an understanding of varied student backgrounds;
 - (3) Avoids offending the sensibilities of students; and
 - (4) Avoids personal criticism of any other person, agency or organization.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 200-3

SUBJECT: GLVAR Dress Code

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that a personal conduct policy and dress code is required for GLVAR on site activities.

PURPOSE: To promote a professional and favorable image of the members of our Association to the community.

DRESS CODE: Business casual and undergarments are required. No see-through clothes are permitted, Dress should be neat in appearance and in a manner consistent with a professional atmosphere. For examples of appropriate business attire and what is not acceptable see <https://www.thebalancecareers.com/what-is-business-casual-attire-2061168>.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 200-4

SUBJECT: Computers

SOURCE: Board of Directors

COMPUTERS: Students may use a laptop computer or tablet for the sole purpose of taking notes during classes and seminars. Students will be asked to discontinue using their computer or tablet if such use becomes distracting to other students and/or the instructor. Education Monitors are authorized to monitor students' use of computers, tablets and other electronic devices for compliance with this policy. Students sending or receiving emails or texts or using an internet browser will be asked to discontinue use of the electronic device during class periods.

Last Revision: Created December 6, 2012

Greater Las Vegas Association of REALTORS®
 Las Vegas REALTORS®
 POLICY 200-5

SUBJECT: Criteria for Education Joint Venture Classes

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

Responsibility:

Sponsor	GLVAR
1. Sign a Joint Venture Room Usage agreement specifying size, audio, microphone, coffee, etc. required. Sign a joint venture contract agreement indicating class, date, time, and the adherence to this policy.	1. Education Director to sign a Joint Venture Room Usage agreement. Prepare a joint venture contract agreement stipulating class, date, time, and the adherence to this policy.
2. Prepare an original flyer and press release on the course, to be submitted via electronic medium, no later than 60 days prior to course date. Sponsor to promote the class in any and all newsletters they send.	2. Education Director or CEO will review flyer and press release within 10 days of receipt and prior to any distribution. GLVAR to promote the class through all of its media outlets as available.
3. Early-bird registration prices for a class will be a minimum of \$25.00 pre-registration for members and a minimum of \$35.00 non- members up until 5 days before class. A minimum of \$45.00 thereafter and at-the-door. 48 hours advance cancellation policy for full refund. Deviation from the above price will be at the approval of the course sponsor and the CEO.	3. Early-bird registration prices for a class will be a minimum of \$25.00 pre-registration for members and a minimum of \$35.00 non-members up until 5 days before class. A minimum of \$45.00 thereafter and at-the-door. 48 hours advance cancellation policy for full refund. Deviation from the above price will be at the approval of the course sponsor and the CEO.
4. Sponsor will provide a master Continuing Education Certificate and signature for duplication no later than 60 days before class, or provide an adequate number of CE certificates to cover course registrations at least ten (10) business days prior to the course.	4. Staff will be responsible for the acceptance of all reservations and fees for the course. Staff will prepare CE certificates based on attendance as validated by sign-in sheets. Sign-in sheets will be made available to attendees as per Nevada Real Estate Division requirements.

<p>5. Provide all handouts for the continuing education course that has been approved for credit. If GLVAR is to provide handouts, allow 10 business days to allow adequate time for materials to be reproduced.</p>	<p>5. Should GLVAR staff provide copies, the cost will be a minimum of \$0.06 per page.</p>
<p>6. Sponsor is responsible for preparation of class, CE credit and the updating of all teaching materials.</p>	<p>6. Process a check for the sponsor reflecting a 50/50 split of the Gross proceeds less allowable expenses within 15 days after class.</p>
	<p>Expenses to be allowed prior to the split of gross income to include only the following: Actual receipted expenses from the sponsor for copies pre-approved in writing by the CEO; copies @ \$0.06 each if made by GLVAR; and beverages provided to the students (i.e., coffee and/or soda).</p>

Last Revision: October 13, 2006

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300

SUBJECT: Internal Revenue Service Rules

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to follow and comply with all rules and regulations of the Internal Revenue Service.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-1

SUBJECT: Investment Policy

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

PURPOSE:

The purpose of the Greater Las Vegas Association of REALTORS® (GLVAR) Investment Policy (“Policy”) is to provide procedures for the management and investment of certain assets of GLVAR in a prudent manner so that such assets are available for GLVAR’s use for specific purposes, including but not limited to the generation of operating income, the funding of current programs or services, or the funding of new programs or services, and the income and growth of value derived therefrom will be sufficient and available to meet GLVAR’s obligations as they become due. This policy will serve GLVAR and the Investment Consultant (as defined below) as the principal source for developing an appropriate investments strategy, and it will serve as the basis for the performance evaluation of the invested assets and the Investment Manager, as from time-to-time amended by GLVAR.

The purpose of the GLVAR investment portfolio (defined below and referred to in the Policy as the “Portfolio”) is to support the ongoing mission of GLVAR. The Portfolio is to provide a reliable source of funds for specific current and future needs of GLVAR; the income and growth of value derived from the Portfolio should be sufficient and available to meet those needs as they become due. The Portfolio is the property of the GLVAR and is held for its exclusive use, benefit and purpose.

GLVAR will utilize the services of an outside professional investment consultant or consultants (referred to herein both singular and collectively as the “Investment Consultant”) to actively manage the Portfolio within the scope of this Policy, according to their professional judgment and fiduciary obligations including but not limited to the prudent investor standard in Nevada’s codification of the Uniform Prudent Investor Act (NRS §§ 164.640 to .680) and other applicable federal, state or local laws. The Investment Consultant will communicate in writing to GLVAR’s Investment Committee at regularly scheduled quarterly review meetings the progress, strategies and status of the Portfolio under their management.

The GLVAR Board of Directors (the “Board”) has the fiduciary responsibility for the prudent investment of the Portfolio. The Board has delegated the responsibility for the operations and investment activities of the Portfolio to the Investment Committee of GLVAR (the “Committee”). The responsibilities of the Committee are set forth in greater detail in the Roles of Investment Committee and Investment Consultant section of this Policy.

COMMITTEE MEMBERSHIP:

The Committee will be composed of the following individuals: the GLVAR President, the GLVAR President-Elect, the GLVAR Treasurer, the GLVAR CEO, and 2 or 3 Members to be appointed by the GLVAR President. This equals a total of 7 or 8 Committee Members. The GLVAR Treasurer will be designated as the committee chair. The 2 or 3 Members to be appointed by the GLVAR President will serve staggered 3-year terms. In the first year, one person will be appointed for 3 years; one for 2 years and one for 1 year. In subsequent years, the President will appoint Members to complete the staggered 3-year terms.

THE PORTFOLIO:

The Portfolio includes all cash, cash equivalents, fixed income securities and equity securities under management by the Investment Consultant. The Portfolio may include international fixed income securities or equity securities if such securities are traded on the New York, American, NASDAQ, Over-the-Counter, or Regional Exchanges. It is expected that the majority of GLVAR's reserve funds will be transferred in due course to the Investment Consultant, taking into account a reasonable allowance for anticipated and unanticipated expenditures not covered by current revenues.

INVESTMENT PHILOSOPHY:

The Portfolio is to be invested to maximize long-term total returns consistent with prudent levels of risk. Returns are expected to reserve or enhance the real value of the Portfolio after cash is invested for current use. Broadly diversified and limited to U.S. traded securities, the Portfolio should include investments in cash equivalents, equities, fixed income, and real estate securities to reduce the volatility of the overall Portfolio while providing a predictable stream of income and growth in value of the overall Portfolio. The purpose of such diversification between and within such account segments is to provide reasonable assurance that no single security or class of the investment has a disproportionate impact on the Portfolio. Investment risks are to be considered within the context of the entire Portfolio and the need to sustain its long-term purchasing power.

INVESTMENT OBJECTIVES:

The Portfolio should provide sufficient income and growth to meet current and future needs of the Portfolio as may be determined from time to time by GLVAR.

1. The primary Investment Objective for the Portfolio is income, with growth of principal an important consideration. Fixed income assets form the core of the portfolio, generating income and preserving principal. Equity assets provide the opportunity for long-term growth of principal. The majority of fixed income investments are allocated to high quality bonds, in maturities ranging from short-term to long-term. Additional fixed income allocations to high yield and international bonds provide opportunities for increased income, together with diversification benefits. Equity investments are divided among large company growth stocks, large company value stocks, and stocks of international companies. The normal allocation will weight value more heavily than growth, and large company stocks more heavily than small.

2. The account's target rate of return should exceed the increase in the Treasury Bill Index by a minimum of 5% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half of the time.

LIQUIDITY REQUIREMENTS & RISK TOLERANCE:

GLVAR is a moderate risk taker with regard to risk tolerance and the investment of its assets. A majority of the assets of the Portfolio are to be invested in highly liquid U.S. traded securities. The Portfolio should be managed in a manner that seeks to minimize principal fluctuations.

RESPONSIBILITIES OF INVESTMENT COMMITTEE:

As set forth in the Purpose Section above, the Committee has responsibility for the operations and investment activities of the Portfolio. This will include the following specific duties:

1. Recommending to GLVAR Board of Directors overall financial objectives and investment policy.
2. Establishing written, long-term target allocations for the Portfolio's assets within the ranges set forth in the Asset Allocation Section below.
3. Establishing a process and criteria for the selection and termination of the Investment Consultant, custodian(s) and security broker(s).
4. Monitoring investment results quarterly to assure that the Investment Objectives of this Policy are being met.
5. Communication on a structured and ongoing basis with the Investment Consultant.
6. Evaluating annually the Investment Consultant, custodian(s) and security broker(s).
7. Reporting any and all matters executed by the Committee at the next regular meeting of the Board of Directors.

RESPONSIBILITIES OF INVESTMENT MANAGER:

In addition to the other duties set forth in this Policy, the Investment Consultant will be responsible for advising the Investment Committee on the following matters:

1. Investment Policy
2. Asset Allocation
3. Security selection (including stocks, bonds, CD's, mutual funds, money market funds, etc.)
4. Performance evaluation of securities
5. Investment strategy
6. Timing of security purchase and sales
7. Other investment matters as requested by the Investment Committee

SECURITY SELECTION & RETENTION CRITERIA:

GLVAR recognizes and desires to permit the Investment Consultant the flexibility to maximize investment opportunities and is cognizant of its responsibility to practice prudent management in order to conserve and protect the Portfolio assets and to prevent exposure to undue risk.

Equity securities will consist of common stocks and equivalents (issues traded on the New York, American, NASDAQ, Over-the-Counter, and Regional Exchanges are appropriate). The minimum market capitalization for equities will be \$100 million, unless the Committee establishes a specific strategy for the use of small capitalization equities.

With the exception of US Treasury and Government Agency obligations, no more than 10% of the overall market value of the Portfolio will be in one issue. No single industry, as classified by the Standard & Poor's 500, will have more than 25% of the overall market value of the portfolio.

No derivatives, direct ownership of letter stock, venture capital, restricted stock, short sales, margin purchases, stock loans, limited partnerships, commodities or foreign traded equities will be held in the Portfolio.

Investment in obligations, including equity, of the US Government or US Corporate entities, US Agencies, CD's and money market funds are permitted.

Prior to any investment, the Investment Committee will meet to discuss and review any and all investment recommendations made by the Investment Consultant.

ASSET ALLOCATION:

- 0-15% Large Cap US Growth
- 0-15% Large Cap US Value
- 0-5% Small Cap US Growth
- 0-5% Small Cap US Value
- 0-10% Large Cap US Foreign Stock
- 0-5% Emerging Market Equities
- 0-35% Short/Intermediate Term Bonds
- 0-30% Long Term Bonds
- 0-15% High Yield Bonds
- 0-10% Foreign Bonds
- 0-20% Cash

The Committee will establish written, long-term target allocations for the Portfolio's assets within the ranges set forth above. The Committee may decide from time-to-time to vary the allocation of the ranges above, depending upon the performance of the asset classes and the availability of high-quality investment opportunities to achieve the objectives of GLVAR's overall Portfolio. The Investment Manager may recommend a change in asset allocation due to a shift in investment strategy. Asset allocation will be reviewed at each quarterly meeting. In order to control the overall risk exposure of the Portfolio to enhance performance, the relative mix of assets may be rebalanced from time-to-time. If the assets weighting varies more than 5% higher or 5% lower than the expected target then in effect, it is expected that the Investment Consultant will rebalance that portion of the Portfolio under the Committee's management to reflect the target allocation. The Investment Consultant, in his/her discretion, may recommend a change in the target

allocation prior to undertaking any such rebalancing. The Committee can, in its discretion and at any time; direct the Investment Consultant to rebalance the Portfolio.

COMMUNICATIONS:

The Investment Consultant will provide month-end regular accounting of the Portfolio's transactions and holdings, yields, current market values, summary of cash flows, calculations of the Portfolio's total rate of return on the latest quarter basis, year-to-date and since inception basis, and the beginning and ending positions of each holding.

The Investment Consultant should call to the attention of the Investment Committee any major changes in market conditions and major Portfolio changes, and any significant changes within the Investment Consultant's operation and personnel.

General Terms and Definitions

- 1) Investment Account will mean the Greater Las Vegas Association of REALTORS® investment account.
- 2) Investment Committee will refer to the governing board established to administer the Investment Account as specified by applicable ordinances.
- 3) Fiduciary will mean any individual or group of individuals that exercise discretionary authority over account management of the Investment Account assets.
- 4) Investment Consultant will mean any individual or firm hired to provide investment advice on the Investment Account.
- 5) Fund Manager will mean any individual or firm that operates mutual funds.
- 6) Money Manager will mean any individual or firm that manages equity Investment Accounts.
- 7) Securities will refer to profit-seeking marketable investments defined as acceptable in this statement.
- 8) Investment Time Horizon will be the time period over which the investments are made to realize the investment objective.
- 9) Allowable Cash Equivalent Assets will refer to Treasury Bills, Money Market Funds, Commercial Paper, and Certificates of Deposit.
- 10) Allowance Fixed Income Assets will refer to US Government and Agency Securities, Corporate Notes and Bonds, Mortgage Backed Bonds, Common and Preferred Stock, and Fixed Income Securities of Foreign Governments and Corporations traded on the New York, American, NASDAQ, Over-the-Counter, or Regional Exchanges.
- 11) Risk or Risk Tolerance will mean the probability of losing principal over the Investment Account's time horizon.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-1A

SUBJECT: Selection, Review and/or Termination of Investment Consultant

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the Board of Directors will utilize investment advisors, i.e., stock brokers, risk managers, bank cash management services, etc., to maximize the return on the Association's invested capital while working to minimize the risk of loss of such capital (Policy 300-1), therefore, this policy is established to guide the selection, review and/or termination of an Investment Consultant.

I. SCOPE

This policy affects the selection, review and/or termination of outside Investment Consultant(s).

II. SELECTION OF INVESTMENT CONSULTANT

Should the Investment Committee determine that it is necessary to replace our outside Investment Consultant, the Committee will:

- a. Send a letter to the current Investment Consultant advising them that we are giving them 60 days' notice of termination.
- b. The Investment Committee will interview at least 3 potential investment firms. Firms to be interviewed are to be selected by recommendations from the Investment Committee, the Finance Committee, and/or recommendations from the Board of Directors.
- c. The Investment Committee will make a recommendation to the Finance Committee and the Board of Directors for selection of a new Investment Consultant based on the following:
 1. Services provided
 2. Investment strategy
 3. Strength of investment firm/assets
 4. Cost to manage our funds
 5. References
- d. Once the Investment Committee has interviewed potential investment consultants, they will make a recommendation to the Finance Committee who will ratify the selection and forward to the Board of Directors for approval.

III. ANNUAL REVIEW OF INVESTMENT CONSULTANT

The Investment Consultant, Custodian(s) and/or Security Broker(s) will be reviewed on a not less than annual basis.

- a. The Investment Committee will meet with the Investment Consultant quarterly and review our current position as well as our projected position.
- b. The Investment Committee will ask questions as to whether or not our goals have been met based on past activity and investment objectives that were established when the Investment Consultant was hired. They will review the proposed plan of action with the Investment Consultant.
- c. The Investment Committee will discuss in private their satisfaction or dissatisfaction with the Investment Consultant and will make a recommendation to the Finance Committee and the Board of Directors as to whether or not we should continue our relationship with the Investment Consultant.

IV. TERMINATION OF THE INVESTMENT CONSULTANT

Should the Investment Consultant be found unsatisfactory, the Investment Committee will make a recommendation to the Finance Committee and Board of Directors to discontinue our relationship with the Investment Consultant. Upon ratification of the Board of Directors to terminate the current consultant, notification will be given to the current investment consultant and the selection process will be put into action as per above.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-2

SUBJECT: Payments to the Association

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that all payments will be made by Cash, Check, Money Order, Cashier's Check, Credit Card, and Debit Card. The Manager must sign off for all cash payments received, identifying the amount and placing it into an envelope.

All payments received for a member's account will be applied to the oldest outstanding balance first.

All credit balances in a member's account, except for Store Charges, will be applied to any open invoices. Credits will be applied at the beginning of each billing period.

In order to stay abreast of economic times, the Association, from time to time, adjusts the fees for different services provided by the Association. As of the date adopted below, the following fees will apply:

1. Tickets purchased for Association sponsored events other than education classes are non-refundable unless the Association is notified of the cancellation, in writing, five (5) business days prior to the scheduled event.
2. Education class fees are non-refundable unless the Association is notified in writing of cancellation at least two (2) business days prior to the class.
3. Special Event fees, are non-refundable unless the Association is notified in writing of cancellation at least seven (7) business days prior to the event.
4. Failure to attend any free pre-registered educational event, will result in a \$50.00 no show fee, unless the Association is notified in writing of cancellation at least two (2) business days prior to the event.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-3

SUBJECT: Fee Exemptions

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that if there is a request for exemption for the payment of Participation Fees and/or Users Fees and/or any other fees duly charged by the Association, for any reason, the following policies apply:

All requests are handled separately by the respective department that will investigate and recommend to the Board of Directors the action to be taken. Such requests must be in writing, signed by the Member and where appropriate, signed by the Member's broker of record.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-4

SUBJECT: Non-Sufficient Funds Payments

SOURCE: Board of Directors

It is the policy of the Board of Directors of the Greater Las Vegas Association of REALTORS® that any company or individual that has two payments, either in the form of 1) auto-debit to a checking account, 2) auto-charge to a credit card, or 3) check, returned for non-sufficient funds in a calendar year will be required to make payments to the Association with cashier's check, a valid credit card or money order.

After that company or individual demonstrates financial responsibility for a period of one year, that company or individual may petition the Finance Committee to have their credit reinstated.

A fee of \$50.00 will be charged for all returned checks, (i.e. non-sufficient funds.)

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-5

SUBJECT: Financial Audits

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the Board of Directors will hire a reputable accounting firm to perform a full audit every year. At any time, as requested by the Board of Directors, the Association will have an “agreed upon procedures review” to be performed by a reputable accounting firm.

The annual audit report is to be delivered, in person, to the Board of Directors, at the next scheduled Board meeting after the report is completed.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-6

SUBJECT: Check Signatories

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the CEO of the Association and the Treasurer (or an Executive Committee member if the Treasurer is unavailable) will be signatories on the Greater Las Vegas Association of REALTORS® checking accounts, except the accounts identified below. All checks will require two signatures. Should any two signatories be affiliated with the same company, they will not be allowed to co-sign the same Association checks.

The CEO and one of the following: GLVAR President or Member Relations Director will be signatories on the Greater Las Vegas Association of REALTORS® petty cash checking account (checks not to exceed \$250.00; checking account balance not to exceed \$2,500). All checks will require two signatures.

The CEO and the BORMAC Treasurer will be signatories on the Greater Las Vegas Association of REALTORS® PSF Account – Personal and the Greater Las Vegas Association of REALTORS® PSF Account – Corporate (BORMAC checking account). These accounts have been established for the daily transfer of PSF personal and corporate contributions from the GLVAR deposit account. Checks are written from these accounts only to PSF and RENPAC based on the contribution reports and within the time frame as prescribed by law. All checks will require two of the five signatories.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-7

SUBJECT: Vendor Contracts

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the following major vendor contract approval process is followed:

- Any major vendor proposal (A “major vendor proposal” is defined as any contract providing products and or services for GLVAR Members that is paid by GLVAR with a projected value of over \$25,000.00 annually) will be reviewed by the CEO and GLVAR’S corporate legal counsel to determine the financial impact, benefits to Members and to negotiate the price, terms and conditions. A minimum of two (2) bids must be obtained before seeking approval of a major vendor proposal.
- The major vendor proposal will then be presented to the Finance Committee for an analysis of financial impact only and their recommendation to approve or deny will be forwarded to the Executive Committee.
- If further information or analysis is necessary the President may create a PAG to further review the vendor proposal.
- If approved by the Executive Committee, the CEO will instruct the vendor to submit a contract. The CEO and GLVAR’s corporate legal counsel will review the contract to ensure compliance with the vendor proposal and to address any other relevant issues and concerns.
- CEO to approve all budgeted event contracts.
- If contract is acceptable, a contract summary, including the critical sections, will be submitted to the Board of Directors during the next scheduled meeting for final review and action.

Any Board of Directors member may review the subject contract in the office of the CEO prior to the next scheduled Board of Directors meeting.

CONTRACT RENEWALS, MODIFICATION AND EXTENSIONS

The CEO, in conjunction with GLVAR’s corporate legal counsel will review all requests to renew, modify or extend a current contract if the value of the contract increases by 15% or if the contract would be considered a major vendor proposal prior to submission to the Board of Directors for action. Said review will occur no less than sixty days prior to the termination of the existing contact being reviewed.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-8

SUBJECT: Detrimental Conflict of Interest Policy

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that all officers, directors, Committee members and employees should refrain from participation in matters in which they have detrimental conflicts of interest. As recommended by the Nevada Attorney General, for any matter in which an officer or director has a detrimental conflict of interest, “the interested director should abstain from discussion of, and voting on, the matter.”

There are three types of detrimental conflicts of interest that fall under this policy: (1) financial conflicts of interest; (2) conflicts of interest involving complaints against a Member; and (3) other conflicts of interest that may create the appearance of impropriety or the Board otherwise determine involve a detrimental conflict of interest.

Financial Conflict of Interest

It is the policy of the Greater Las Vegas Association of REALTORS® that all officers, directors and employees will disclose on an annual basis all outside interests (including ownership or other interests in any business or venture) and sources of income and any instances in which they have received benefits or terms that are not generally made available to members of the public. A financial disclosure form prepared by the Association will be used and will be completed and returned to the CEO no later than January 31st of each year.

It will further be the Association’s policy to avoid any conflict of interest or appearance of conflict of interest, that all officers, directors Committee members and employees must disclose fully to the Board of Directors any situation where they or their relatives may knowingly benefit (directly or indirectly) from an association with a contractor or vendor, and that any said Officer, Director, Committee member or employee will remove him/herself from the decision- making authority relating to any such activity or transaction. This will include, but not be limited to, vendors dealing with the Association. Any Director, Officer, or Committee member who is a client of any professional providing services to the Greater Las Vegas Association of REALTORS®, will disclose this to the Board prior to any action with said professional.

Additionally, it will be a requirement that any and all vendors who provide a service to the Association will submit a list of any member of the Association who is either affiliated with, compensated by, acts in the capacity of a consultant to, or has a more than 10% ownership interest

in the vendor service for the past five years. Said list must be provided prior to the commencement of any contract negotiations. Any individual member solicited will be considered to have a “conflict of interest” and will be automatically barred from participating in any negotiations. All inquiries will go to the CEO.

Conflict of Interest Regarding a Complaint

It is the policy of the Greater Las Vegas Association of REALTORS® that any Officer, Director, Committee member or Employee who is the subject of a complaint for a violation of an Association bylaw or policy or a violation of law, regulation or other matter, will remove him/herself from the decision-making authority relating to any such activity or transaction. Removal means that the individual with a conflict will not receive any materials or information pertaining to the complaint except for what is provided by the investigating individual(s), may not discuss the complaint or allegations in it with any Officer, Director or Committee member considering the complaint, will not be present for any non-public discussions of the complaint (including those in closed or Executive session, Professional Standards meeting, and in special meetings), and will abstain from discussion of, and voting on, the matter.

An Officer, Director or Committee member who initiated a complaint or is a witness to the events alleged in a complaint does not have a detrimental conflict of interest and may participate fully in the Board’s consideration of the complaint, including discussion of, and voting on, the matter. However, if the individual who initiated a complaint or is a witness is the President or Chair of the body considering the complaint, that individual will make that known and will “pass the gavel” to the President-Elect or Vice Chair to preside over all meetings to discuss and consider the complaint.

Other Conflicts of Interest

It is the policy of the Greater Las Vegas Association of REALTORS® that any Officer, Director, Committee member or Employee who reasonably believes they may have a detrimental conflict of interest, there is an appearance of a detrimental conflict of interest or who is alleged to have a detrimental conflict of interest in consideration of a matter must disclose fully to the Board of Directors the facts and circumstances of their actual or perceived involvement or knowledge of the matter. The Board of Directors will then consider the information that has been provided and by majority vote will decide whether the Officer, Director, Committee member or employee be remove him/herself from the decision-making authority relating to the matter in question.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-9

SUBJECT: Cash Reserve Policy

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® Board of Directors to build and maintain, when possible, a cash reserve fund of sixty-five percent (65%) of the Association's three highest months of operating expenses, from the previous year, or a minimum of \$1 million, whichever is greater. Interest income from these funds may be used for ongoing expenses. The principal amount will be made available for use by the Association as deemed necessary and appropriate by the Board of Directors.

The reserve fund is to be used for shutdown or emergency purposes. An ongoing or continuing business would normally not need access to these funds. However, in a shutdown or drastic decrease in size, these funds would, by industry standards, be enough to shut down the Association or allow funds to be available to operate sufficiently in a drastic decrease. The reason for the 65% is that many of the day- to-day operating expenses would go away immediately and would not be expended. Thus, the Association should be able to operate in an efficient manner that allows the Association enough time to resolve the situation. The Association will have sufficient funds available under this Policy to operate for at least twelve consecutive months.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-10

SUBJECT: Volunteer Travel Policy

SOURCE: Board of Directors

The following is a policy, which outlines reimbursable expenditures for Volunteer Leaders traveling on behalf of the Greater Las Vegas Association of REALTORS® (GLVAR). It is designed to:

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

GLVAR will not reimburse expenses submitted which are not in compliance with IRS requirements or this Travel policy. A memo will be attached to your reimbursement check indicating what was not in compliance with this Travel Policy, with instructions to resubmit any items the CEO, if you feel there are special circumstances.

Should you have any comments or questions regarding this travel policy, please contact the CEO or CEO's designee at 702-784-5000.

BUDGET

The annual budget will be prepared taking into consideration the GLVAR travel policy. Once the travel budget has been established per policy, the Board of Directors must approve changes. For budgeting purposes, the budget will be established based on the number of days that the President Elect in conjunction with GLVAR Staff determines what is necessary for each meeting to allow full participation if required.

VOLUNTEER LEADER TRAVEL APPLICATION PROCESS

Volunteer Leaders expressing interest in traveling on behalf of GLVAR, must submit an application indicating why they want to attend the meetings and what value they believe that they can bring back to GLVAR's general Membership; what NAR committee or workgroup membership (if any), they are members of, their primary areas of interest to pursue at the meetings (i.e. Professional Standards, MLS Policy); and their five-year goals as volunteer leaders at the local, state and national levels of the REALTOR® organization.

Prior to submitting the application, Directors are expected to update their NAR profile on realtor.org.

A report on the meetings attended and information obtained is to be submitted to the CEO within 15 days of the Director's return.

Adherence to conduct appropriate to presenting a positive image as a representative of GLVAR and full compliance with the Standards of Conduct is expected. Meetings and educational sessions are to be attended during the day.

Traveling Volunteer Leaders will also be expected to attend a pre-meeting at GLVAR prior to traveling. Assignments to attend specific committee meetings and events will be given at the pre-meeting. If a Volunteer Leader does not attend the meetings assigned, a refund of the amount covered by GLVAR will be invoiced.

New traveling Volunteer Leaders will be assigned a mentor with experience in attending and navigating national and international meetings.

All approved traveling Volunteer Leaders will work through GLVAR's Executive Assistant to book registrations, air travel and accommodations which will be paid for by the Association. Failure to do so will preclude reimbursement.

Applications for all travel are due no later than the 2nd Monday of January for travel in the first half of the year and no later than the 2nd Monday of March for travel in the second half of each year.

SELECTION OF INDIVIDUALS TO TRAVEL

Voting NAR Directors traveling on behalf of the Association to budgeted National meetings will automatically be authorized for such travel. This will include the President, President-Elect, Vice President, Treasurer, Immediate Past President and CEO.

The President may select, with the approval of the Executive Committee, Directors or Volunteer Leaders to attend meetings, with consideration being given to content and necessity of additional coverage at such meetings.

The current President in consultation with GLVAR Staff will make all meeting assignments for the National meetings. All Association volunteers traveling to events and using approved Association funds to submit no later than one week prior to departure, a full schedule of events/meetings in which the volunteer wishes to attend to the Association's Executive Assistant, to be approved by the President and CEO.

AIR TRANSPORTATION

Approved Volunteer Leaders are required to book air travel through the Association's Executive Secretary. Reimbursement for air travel not to exceed the rate of other airline tickets purchased. You may arrange for your air reservations by calling the Association's Executive Secretary at 702-784-5021.

Reservations are for coach class or special fares only, with 30 days advance purchase (unless the approved Volunteer Leader wishes to pay the difference). All airline expenses handled in this manner will be paid for by GLVAR. If you wish to include personal travel in conjunction with your business trip, you may do so; however, you need to pay for this yourself in advance.

In most cases the Association will do ticketless reservations and you will be provided your travel information as soon as it is available.

PARKING AND GROUND TRANSPORTATION

Once approved for Association travel, Volunteer Leaders will be reimbursed for:

- Ground transportation between your home and the airport using standard or basic Uber, Lyft, taxi, or privately-owned vehicle (POV), with POV reimbursement at the federally approved mileage rate in effect.
- Parking at the airport not to exceed the budgeted amount per day.
- Ground transportation between the airport and the hotel using standard of basic Uber, Lyft, or taxi. Wherever possible, Volunteer Leaders are encouraged to use free shuttles provided by the hotel for transportation between the airport and hotel.
- Airport Taxi or Bus: Actual Cost.
- Mileage: current IRS rate (not to exceed the cost of airfare). Please note the use of private vehicles or rental cars (see below) requires the execution of a waiver of liability PRIOR to commencement of travel.
- Rental Car: If approved in advance by the President or CEO, limited to the class of vehicle rental approved. If a car is rented, then collision damage waiver must be purchased.

NOTE: Use discretion when choosing your method of transportation to and from the airport (i.e., in many cases, if you will be out of town for five (5) or more days, it might be less expensive to use an airport taxi versus parking your car at the airport). Reimbursement is limited to approved travel days only. Original receipts are required.

LODGING

The GLVAR Executive Secretary will arrange lodging. Single occupancy room rate, as publicized by NAR, and tax will be paid by GLVAR. Volunteer leaders are responsible for paying for all of their own incidentals upon check out, with such incidentals not subject to reimbursement. Volunteer Leaders must present the original receipt with proof of payment, upon check-out even if paid by GLVAR.

MEALS AND INCIDENTALS

The maximum that GLVAR will pay per day for meals and incidental expenses is the amount budgeted for that trip per day. In event that the Volunteer Leader is driving instead of air travel, meals and incidentals will be reimbursed for only one travel day each way.

TIPS

Travel days, actual cost up to \$25.00 per day for sky cap, doorman and bellman.

Non-Travel days, actual cost up to \$15.00 per day for sky cap, doorman and bellman.

NON-REIMBURSABLE EXPENDITURES

The following items are not reimbursable:

- Changes to itineraries not caused by GLVAR.
- Meeting not attended.
- Days not scheduled to travel or attend meetings.
- Purchase of books or magazines.
- Barber or beautician service.
- Dry cleaning or laundry services
- Hotel incidentals

ADVANCED PER DIEM

Some Volunteer leaders prefer to be given per diem at the start of travel. Per diem will be paid per the amounts approved by the Board and budgeted for the travel and the budget line items for each travel expense.

Receipt of per diem does not relieve the recipient from timely filing an expense report. If a per diem recipient does not submit their expense report within fifteen business days, they will be billed for the full amount of the per diem that they were advanced and will not be eligible to receive advance per diem in the future.

FILING EXPENSE REPORTS

Expenses for reimbursement must be filed on GLVAR's Expense Report form, (available in the Controller's office, additional expense reports available). The form must include the business purpose, date of travel, committee/task force, your name, address, and signature. All applicable original receipts as well as other receipts must be attached and the completed form sent to the Executive Assistant or CEO for approval.

The IRS, as well as GLVAR, requires **ORIGINAL ITEMIZED RECEIPTS** for any each claimed expense. If the original receipt was attached to another GLVAR expense report, then

attach a copy and let us know where the original is located. Receipts (original or copies) must be included for all expenditures (except as provided below), regardless of dollar amount. Your receipts must be included when you submit your expense report. Volunteer Leaders are also cautioned that failure to submit an expense result may also result in GLVAR issuing a 1099 to the Volunteer Leader as well as reported on GLVAR's 990 form which is required by the Internal Revenue Service and is a public record.

TRAVEL ADVANCE

The travel advance issued by GLVAR will pay per day for meals and incidental expenses according to the amount budgeted for that trip per day. Incidental expenses mean: fees and tips given to porters, baggage carriers, bellhops, hotel maids, attendants and transportation between places of lodging or business and places where meals are taken. Funds advanced in excess of expenses are to be returned to GLVAR with the completed Expense Report.

Failure to do so will result in denial of any future travel on behalf of GLVAR.

MEETING REPORTS

Any Volunteer Leader selected to travel is required to complete a meeting report on the meetings assigned to attend, which will contain a summary of the meeting and suggestions for staff, BOD and committees. If meeting reports are not completed within 15 business days of return from said travel, the individual will not be reimbursed, if applicable or selected to attend another meeting.

Failure to do so will result in denial of any future travel on behalf of GLVAR.

TRAVEL CANCELLATION

Any Volunteer Leader selected to travel who cancels their travel after their air reservations are made by GLVAR's Executive Assistant are responsible for reimbursing GLVAR for the cost of their airline ticket. Failure to reimburse GLVAR for the airline ticket cost within 15 business days after reimbursement will make the Volunteer Leader subject to action to recover the cost of the airline ticket and all expenses associated with the recovery of those costs.

Failure to reimburse GLVAR for the cost of airline ticket(s) will result in denial of any future travel on behalf of GLVAR.

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-11

SUBJECT: Complimentary Tickets for Association Functions

SOURCE: Board of Directors

A. GLVAR Installation

It is the policy of the Greater Las Vegas Association of REALTORS® that the Association will provide up to 115 complimentary tickets to the Installation Event. The 115 tickets will include:

- Each incoming Officer and Director of the Association, as well as their spouse or one guest.
- Each outgoing Officer and Director of the Association, as well as their spouse or one guest.
- Up to ten personal guests of the in-coming and current President.
- The recipient of each GLVAR award and their spouse or one guest. This will be a reimbursement to new award recipients and their spouse or guest.
- NVAR's incoming President and CEO.

The remaining complimentary tickets may be designated by the in-coming President and the CEO for any dignitaries they would choose to invite, including community leaders, politicians, and other persons in the real estate industry.

B. Other Association Installations

The President, President-Elect, Vice President, Past President, Treasurer and CEO will be reimbursed for coach airfare and other direct expenses incurred in attending other Association installations and functions, as per budget.

C. Other Events

Officers and Directors will receive a complimentary ticket to GLVAR-sponsored lunchtime and evening networking events such as General Membership Meetings; Alumni Luncheon; Affiliate Appreciation Luncheon; Lunch and Learn; CALV mixers and symposiums; and the golf tournament, (Each individual is responsible to register for an event he/she wishes to attend, or let the Executive Assistant know to purchase the tickets.) GLVAR may purchase tables and/or tickets to other industry events (WCR, CCIM, IREM, etc.) or fundraisers and may offer such tickets to the officers and directors.

The first priority for use of complimentary and/or Association-paid tickets is limited to attendance by the Officer or Director only except that the CEO is allowed to bring their spouse. If tickets remain after initially being offered to the Officers or Directors, then remaining tickets may be offered to spouses or guests of an attending Officer or Director on a first-come, first served basis.

The CEO will prepare and circulate a seating chart to the Directors.

If an expense for a meeting and/or a function for an Officer or Director is paid by GLVAR and the Officer/Director fails to attend the event or fails to secure an alternate Officer or Director to attend in their place, or if the Officer/Director does not notify the CEO in advance to secure an alternate, the Officer/Director will be billed for the costs if no alternate is secured.

Last Revision: February 20, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-11A

SUBJECT: Board of Directors Expense Account

SOURCE: Board of Directors

There will be a budget implemented for the Officers and Board of Directors each year. The allocated amount is for business and events conducted on behalf of the Greater Las Vegas Association of REALTORS®. Original detailed receipts must be submitted in order to be processed or reimbursed.

The President and CEO will have their expenses relating to Association activities reimbursed, as budgeted.

A. Officers

The annual budget will include a line item for expenses for the President and a line item for expenses for the President Elect. The budget will be of an amount to allow the President during their current year and the President-Elect in anticipation of their upcoming year to represent the Greater Las Vegas Association of REALTORS® in the Association, in the community and in the industry.

The annual budget will include a line item for use by the Immediate Past President, Treasurer and Vice President as set in the annual budget. The budget will be of an amount to allow the Immediate Past President, Treasurer and Vice President to attend industry related and community events so that the directors may maintain a presence with the membership.

Appropriate use of the budgeted monies includes: meeting with community leaders, political figures and industry representatives for goodwill and to promote the Greater Las Vegas Association of REALTORS® on behalf of its members. Such activities may include social functions, community events, meals etc. As the ambassadors of the Greater Las Vegas Association of REALTORS®, the officers of GLVAR should diligently use the budgeted funds for the good of the members.

Inappropriate use of the budgeted monies includes but is not limited to: Payment of dues or fees, including but not limited to annual REALTOR® dues; MLS, CLS, Key Maintenance Fees; RRG dues; Fees to participate in Fundraising Events or raffles.

B. Board of Directors

The annual budget will include a line item for use by the Board of Directors as set in the annual budget. Each director will be given \$1,000 during the year to attend industry related and community events so that the directors may maintain a presence with the membership.

Appropriate use of the budgeted monies includes but is not limited to: Attendance at GLVAR sponsored events such as; GLVAR sponsored educational classes and events, WCR, CCIM, IREM and other Institute, Society and Council meetings and events (if a complimentary ticket is not provided per Policy 300-11A), and other relevant industry or community events where the director's presence benefits the Association. Use of funds is limited to attendance by the Director and a spouse or guest.

Inappropriate use of the budgeted monies includes: Payment of dues or fees on behalf of the Director, including but not limited to annual REALTOR® dues: MLS, CLS, Key Maintenance Fees; RRG dues; WCR or other institute, society or council dues & fees to participate in fundraising events or raffles.

To be reimbursed, if parties used their own funds to purchase a ticket, they must submit an original, detailed receipt. Officers and directors registering for GLVAR events may request that the fee be charged against their budget up to the amount allowed per Director for the year. A recap of the director's budget is provided in the Board packet at each monthly Board meeting. Administration of the policy is in keeping with IRS guidelines for deductibility of expenses on behalf of the Greater Las Vegas Association of REALTORS®.

Should GLVAR provide tickets to an event to any Officer or Director and the Officer or Director fails to attend the event or fails to secure an alternate Officer or Director to attend in their place, or if the Officer/Director does not notify the CEO in advance to secure an alternate, the Officer/Director will be billed for the costs if no alternate is secured.

Should GLVAR secure a table for an event, GLVAR Officers and Directors will sit at the GLVAR table if GLVAR paid for or provided the ticket.

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-11B

SUBJECT: Financial Support of Outlying Areas

SOURCE: Board of Directors

It is the Policy of the Greater Las Vegas Association of REALTORS® to offer financial support to real estate related activities in outlying counties consistent with IRS guidelines.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-12

SUBJECT: Non-Payment of Dues

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that after 11:59 pm on the 5th day of January, REALTOR®/Salesperson dues, plus a \$50.00 late assessment, or as set by resolution by the Board of Directors, will be accepted through the 25th of January. Members who have not paid their annual dues by 11:59 pm on the 25th of January, will be changed to non-member salesperson status and the Broker will be assessed non-member salesperson fees.

Members changed to non-member salesperson status may reinstate to REALTOR® status per Policy 700-5.

A list of all offices that are not in compliance will be given to the Board of Directors at their January meeting, requesting permission to notify each office that is not in compliance as of February 1st. If the office is not in compliance by February 10th the Broker will risk having their office services suspended.

Offices still not in compliance by 11:59 pm on February 10th will have services suspended and a list will be prepared to go to the Board of Directors February meeting requesting a membership termination date of February 28th.

Last Revision: January 28, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-12A

SUBJECT: Yearly Key Maintenance Fees

SOURCE: Board of Directors

The annual fee for each KEY Subscriber will be \$200.00 or a fee set by GLVAR and adoption of the annual budget, or any modification thereof. All services fees will be paid annually in advance to GLVAR and are not refundable. Fees will be billed 30 days in advance of the due date of July 5th annually. If not paid by the 5th of July, access to the KEY system will be suspended and a late fee of Fifty Dollars (\$50.00) will be assessed to the Subscriber.

NOTE: If the 5th of July falls on a Friday, weekend or a holiday access to the KEY System will be suspended on the following business day. If a Subscriber wishes to reinstate the KEY services, the Subscriber will pay the activation fee of \$250 and the full annual service fee.

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-13

SUBJECT: REALTOR® Trademark or Advertising Violation Fines

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to take all steps necessary to protect and enforce NAR and Association policy regarding unauthorized or improper use of the REALTOR® trademark and advertising policy violations.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-14

SUBJECT: Broker Responsibility for Financial Obligations

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that in accordance with the Bylaws of the Greater Las Vegas Association of REALTORS® that the Designated REALTOR® (“DR”) will be responsible for the timely payment of the following financial obligations owed to the Association, whether incurred by the DR or by any agents affiliated with the DR.

These financial obligations include, but are not limited to, the following:

- a. Annual Dues for REALTOR® members.
- b. Annual Dues Assessments relative to non-REALTOR® salespersons.
- c. Annual Commercial Listing Service, and annual card, reader or lock box fees.
- d. Late fees.

If a REALTOR® member other than a principal is terminated from membership for non-payment of a financial obligation, and the non-member licensee remains with the office, then, at that point, the Association will send a non-compliance dues assessment bill, to the designated REALTOR® principal reflecting an increase in the designated REALTOR® members personal dues obligation along with a late fee of \$100 and \$50 processing fee. The REALTOR® principal then has the option of paying his/her personal dues assessment within ten (10) days of the invoice date, or sending the non-member’s license to the Real Estate Division and sending GLVAR a drop notice.

The Greater Las Vegas Association of REALTORS® can take measures to collect any outstanding dues, fees or other financial obligations from the REALTOR® member who owes money.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-15

SUBJECT: Billing & Fee Structure for Southern Nevada REALTOR® Advertising

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the following billing procedures and fee structures be established and followed with respect to contracts for advertising space in the Southern Nevada REALTOR® (“SNR”). All contracted fees are due and payable at the time the contract for advertising is signed.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-16

SUBJECT: Association Credit Card Use

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that only the CEO, COO, Membership Director, and GLVAR President, carry corporate credit cards in their names for use for authorized business expenditures only.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 300-17

SUBJECT: Refunds

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that refund requests will be processed as follows:

1. Payment for Used Lock Boxes

GLVAR does purchase used lockboxes. Payment will be submitted to Members who sell a used lockbox to GLVAR within seven to fourteen business days.

2. Refund of Annual Dues

Renewing Members who pay all or part of their next year annual dues prior to the due date for the dues year, are entitled to a full refund of those dues provided that:

- a. GLVAR has received a drop notice from their Broker indicating that they are no longer a Member not later than January 5 of the dues year;
- b. All payments towards their dues have cleared the bank;
- c. The terminating member does NOT owe GLVAR for any other dues, fees, fines, services or equipment; and
- d. The terminating Member requests the refund in writing.

Any refund request that meets these criteria will be paid within seven to fourteen business days.

3. REAL Store Returns and Refunds

A Member who purchases items from the REAL Store may return items for refund provided that:

- a. The return is made within 30 days of purchase.
- b. The product has not been used and is in original condition.

Any return that meets these criteria will be paid within seven to fourteen business days.

Last Revision: November 22, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-1

SUBJECT: Professional Standards / Professional Standards Committee

SOURCE: Board of Directors

Committee Members will serve as Chairs, Panelists and Alternates at Hearings on alleged violations of the Code of Ethics or on disputes brought through filings for Arbitration.

In all issues involving Ethics, Mediation or Arbitration, the “Code of Ethics and Arbitration Manual” published by the National Association of REALTORS®, as amended from time to time, and the Bylaws and Policies of the Greater Las Vegas Association of REALTORS®, as amended from time to time, will be the controlling documents.

STRUCTURE:

The Professional Standards Committee will be appointed by the President, ratified by the Board of Directors and will consist of a minimum of sixty (60) Members serving staggered three-year terms. Each committee member’s terms are subject to annual review, appointment by the President and ratification by the Board of Directors. Each year, additional appointments will be made by the President and ratified by the Board of Directors as needed.

Appointees must have either: (a) served one term on the Grievance Committee as defined in Policy 400-2, or (b) have served for at least one term as a Nevada Real Estate Division Commissioner (required to observe one hearing).

Criteria for a new member: Each new member must observe two (2) hearings prior to serving. Members who have previously served on Professional Standards, the Board of Directors within the past five (5) years must attend one (1) hearing as an observer.

Refusal to hear two cases in any one-year period will result in removal from the Committee. All specialties within the brokerage industry will be represented by active practitioners.

No member may serve who has been convicted of a felony or a crime of moral turpitude or who has failed to complete any sanction handed down by the Nevada Real Estate Division or failed to pay any amount owed to the Association.

Any Committee member found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term.

MANDATORY TRAINING:

All members of the Board of Directors, Professional Standards Staff, and the Professional Standards Committee are required to attend an annual training as well as scheduled Professional Standards training workshop as needed. Failure to attend either the annual training or a scheduled workshop will obligate the member as follows:

- Professional Standards Committee members will be removed from the committee regardless of remaining term.
- GLVAR Board Members will be prohibited from sitting on any appeal hearing.

CASE FILES AND HEARINGS:

Under the direction the CEO or CEO's designee, the Professional Standards staff will be responsible for maintaining all files relating to mediation, ethics and arbitration cases, in a secure location at the offices of the Greater Las Vegas Association of REALTORS®.

The Association's will prepare a Hearing Panel's decision, in writing, which will be delivered to the Hearing Panel and returned to Professional Standards staff.

- Arbitration – the Award will be prepared immediately after the Hearing Panel's decision and signed by the Panel at such time.
- Ethics – the Decision of the Ethics Hearing Panel will be prepared at a later date (recommended not to be more than 10 working days.) The Hearing Panel will review for corrections. The Hearing Panel will be provided a final copy to sign and return to the Professional Standards Department.

Professional Standards Chairperson

The Chair of Professional Standards in consultation with staff will appoint all hearing panels which will include a Panel Chair and four (4) panel members. The panel may also include Alternates and Observers as necessary for training.

Method of Report

Professional Standards staff will digitally record all hearing, at the expense of the Greater Las Vegas Association of REALTORS®.

Legal Counsel:

In Ethics and Arbitration cases GLVAR legal counsel and/or qualified staff will attend whether the parties have counsel or not.

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-2

SUBJECT: Grievance Committee

SOURCE: Board of Directors

The Grievance Committee will review Ethics complaints and Arbitration matters, serving in a capacity similar to that of a Grand Jury. Committee Members will determine if, taken as true on their face, a hearing is warranted.

STRUCTURE:

The Grievance Committee may consist of up to 70 members. They will be appointed by the President for a (3) year term and ratified by the Board of Directors. Each committee member's term is subject to annual review, appointment by the President and ratification by the Board of Directors. The President will appoint individuals annually to the positions of Chairperson and Vice Chairperson for a one-year period. The maximum time any member can serve on the Grievance Committee is a total of (6) six consecutive years without a two-year break in service.

Grievance Committee members will be selected pursuant to Part Two Section 15 of the National Association of REALTORS® Code of Ethics and Arbitration Manual.

Not more than ten (10) members of the committee can be licenses with the same company. All specialties within the real estate industry will be represented by active practitioners.

No member may serve who has been convicted of a felony or a crime of moral turpitude or who has failed to complete any sanction handed down by the Nevada Real Estate Division or failed to pay any amount owed to the Association.

Any Committee member found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term.

MANDATORY TRAINING:

All members of the Grievance Committee are required to attend an annual training. Failure to attend the annual training or make-up training (if available) will result in the removal of the committee member from the Grievance Committee regardless of remaining term.

PROCEDURES:

Members of the Grievance Committee will keep all case information confidential.

The Chairman, Vice Chairman and Reviewer(s) will receive the case file to include any and all documents pertaining to the case.

If a member of the committee is assigned a case and is unable to present the case as scheduled, the reviewer will contact the Committee Chairperson or if the Chair is unavailable, the Vice Chairperson with their input for the case.

If additional information is needed for clarification in reviewing a case, the Grievance Committee Chairperson or the Head Reviewer can request that the Professional Standards staff contact the Complainant for additional information.

Respondents will be notified as follows:

- With respect to an Ethics case filing, the Respondent will be notified that a response is required after the Grievance Committee has determined that the case should move forward.
- With respect to an Arbitration request, a request for response will be sent to the Respondent, however, the Broker will be notified immediately following the Grievance Committee's recommendation to forward the case to Professional Standards to begin the mandatory mediation process.
- A determination in any case will include the Grievance Committee appeal process.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-3

SUBJECT: Hearing Continuance Procedure

SOURCE: Board of Directors

If either party needs to request a continuance due to extreme unforeseen circumstance, it must be in writing, and received by the Professional Standards staff at least 48 hours before the scheduled hearing. A continuance is a privilege, not a right. If either party makes such a request, and if it is accepted by the Hearing Panel Chairperson, then the hearing will be rescheduled. Only under extraordinary circumstances will the Greater Las Vegas Association of REALTORS® consider more than (1) one continuance from either of the parties. All cases must be heard within 4 months of the date of the original Notice of Hearing. Any request for continuance which falls outside the 4-month period will be denied.

Last Revision: April 28, 2016

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-4

SUBJECT: Professional Standards and Grievance Fees and Financial Issues

SOURCE: Board of Directors

A deposit of Five Hundred Dollars (\$500.00) will be charged to all parties seeking an award in an arbitration hearing, and will be returned to the prevailing party. However, if the cooperative compensation is less than \$500, the filing fee will be \$100. Where there is a split decision, the Association will refund the deposit to each party based on the percentage each party received from the hearing.

A full refund of arbitration deposits will be made to the parties if the dispute is settled prior to the Hearing.

Appeals and Procedural Review

Any party requesting an appeal or procedural review with respect to an ethics or arbitration matter will pay a fee of Two Hundred Fifty Dollars (\$250.00).

Payment of Fees and Deposits from all parties involved:

Arbitrations

The \$500.00 deposit by the Complainant must be received at the same time that the complaint is brought to the Association's Professional Standards Department. If no deposit is received the case doesn't move forward nor does the timing stop as far as the 180-day rule.

The \$500.00 deposit by the Respondent must be received at the same time that the response is turned in to the Association. Failure by the Respondent to put forward the \$500.00 deposit, the amount will automatically be billed to the Designated Brokers account.

Trust Account

The Association will maintain a separate, non-interest-bearing trust account for the deposit and an interest-bearing trust account for the escrow of arbitration awards in the event the non-prevailing party challenges the award.

Transcripts

When a digitally recorded copy of the hearing is provided for the purpose of making a transcription, the Association will charge a nominal fee of One Hundred Dollars (\$100.00) for reproduction of the recording to be paid at the time of request. In such cases, the person seeking

to obtain a transcript will be responsible for arranging for and paying for said transcript. A copy of the transcript will be provided to the Greater Las Vegas Association of REALTORS[®], at no charge to the Association, as part of the appeal or procedural review process. If no transcript is ordered, the appeal will proceed pursuant to the Code of Ethics and Arbitration Manual.

Last Revision: April 28, 2016

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-5

SUBJECT: Record Retention, Publication of Names of Ethics Violators

SOURCE: Board of Directors

Ethics Hearing Records

“Findings of Fact” relative to ethics proceedings will be retained permanently in the respondent’s membership file if found in violation.

All documents provided by the Respondents, and Complainants to the Association will be destroyed upon ratification by the Board of Directors. The only document that will be retained is the “Finding of Facts” which will be placed in the member’s file when a violation of the Code of Ethics was found and ratified.

Arbitration Awards

Upon completion of timeframes for procedural review with the Association, or the deadline of any court action, all documents in the case file will be destroyed.

Publication of Names of Ethics Violators

The Greater Las Vegas Association of REALTORS® will publish the names of violators of the Code of Ethics as follows:

- Publication can occur in all instances in which violators are disciplined with a letter of reprimand, a fine (ethics citations are not included) a suspension and/or expulsion.
- Prior to publication GLVAR’s legal counsel will review the decision, discipline and information to be published.
- Publication can only be made in GLVAR’s Southern Nevada REALTOR® Magazine (SNR). In the event that the SNR is published electronically or internet based, access will be limited to GLVAR members.
- The name of the firm the violator is, or was, licensed with will not be published.
- Publication will be consistent and uniform. Publication may not occur selectively but must be used in each instance where the discipline imposed meets these criteria.
- Other than the violator’s name and photograph, the only additional information that may be

published is the Article(s) violated, a description of the violation(s) with all names redacted except for the name of the violator, and the discipline imposed, except that in cases where the violator's name is similar to another member's name, the violator's license number or office address (or both) may also be published.

- Publication must be based on conduct which occurs AFTER the adoption of this policy.

Last Revision: July 26, 2018

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-6

SUBJECT: Ethics Mediation

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to provide ethics mediation as a voluntary alternative to the formal ethics hearing process when all parties agree to participate. The parties may decline or withdraw from ethics mediation at any time. If a resolution is not achieved, if the respondent declines to participate or if either party withdraws from the mediation process, the ethics complaint will proceed through the ethics process.

An ethics mediation agreement resolving an issue will not be placed in the member's file.

Mediators will be volunteer GLVAR active members who have completed the National Association of REALTORS® Mediation Training Seminar or those authorized by the *National Association of REALTORS® Code of Ethics and Arbitration Manual*. Qualified members will be appointed by the President and ratified by the Board of Directors for a three (3) year term. Each mediator will attend a GLVAR Mediation Refresher Course annually. Any Mediator found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term.

The Vice Chair of Professional Standards will select the mediator assigned to each voluntary ethics mediation subject to challenges by the parties for potential conflicts of interest.

Last Revision: August 26, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-7

SUBJECT: Ombuds Program

SOURCE: Board of Directors Purpose

The purpose of the Greater Las Vegas Association of REALTORS® (GLVAR) Ombuds program is to provide a knowledgeable, informed contact when REALTOR® members or members of the public have real estate related questions that have not been addressed by an individual broker.

The role of the Ombuds is to identify and attempt to facilitate a resolution of misunderstandings and/or disagreements before matters evolve into a formal complaint.

Qualifications

- Must be a member in good standing with GLVAR.
- Must be familiar with the National Association of REALTORS® Code of Ethics,
- Nevada real estate statutes and regulations, and the applicable MLS Rules and Regulations.
- Must have been an active member of the GLVAR Grievance Committee for three (3) years.
- Completed Professional Standards and Mediation Training.

Responsibilities

- Maintain confidentiality of all parties.
- Field and respond to any real estate questions including but not limited to:
 - General questions about real estate practice.
 - Transaction details.
 - Ethical practices.
 - Options for filing complaints
 - Questions of compliance with governing documents.

Limitations

The Ombuds may not refer concerns they have regarding the conduct of any party utilizing their services to the Grievance Committee, to the Nevada Real Estate Division, the MLS Committee or to any other regulatory body except that concerns that the public trust has been violated will be referred to the Grievance Committee.

The Ombuds will adhere to Article 11 of the Code of Ethics and make appropriate referrals when the issues are outside their area of expertise.

Selection and Term

Ombudsmen will be appointed by the President and ratified by the Board of Directors. Appointment will be for a three-year term and may be renewed at the option of the President and ratified by the Board of Directors. GLVAR will maintain a pool of competent Ombudsmen to be available at all times.

Any Ombudsman found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term.

Process

The Ombuds program will be operated pursuant to NAR policies, programs, and best practices by GLVAR's Professional Standards Department.

MANDATORY TRAINING:

All members of the Ombuds program are required to attend an annual training. Failure to attend the annual training or make-up training (if available) will result in the removal from the Program.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-8

SUBJECT: Mediation of Arbitrable Disputes

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to require mediation for all arbitration disputes brought pursuant to Article 17 of the Code of Ethics. Mediation will occur after the Grievance Committee has determined the matter is an arbitrable dispute pursuant to the Code. If a resolution is not achieved, the arbitration will be forwarded to the Professional Standards Committee for a hearing.

Mediators will be volunteer GLVAR active members who have completed the National Association of REALTORS® Mediation Training Seminar or those authorized by the *National Association of REALTORS® Code of Ethics and Arbitration Manual*. Qualified members will be appointed by the President and ratified by the Board of Directors for a three (3) year term. Each mediator will attend a GLVAR Mediation Refresher Course annually. Any Mediator found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term.

The Vice Chair of Professional Standards will select the mediator assigned to each mandatory mediation subject to challenges by the parties for potential conflicts of interest.

Last revision: August 26, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-9

SUBJECT: Mediation and Dispute Resolution

The Greater Las Vegas Association will provide mediation and dispute resolution services for issues arising from real estate transactions in Southern Nevada. Additionally, parties will be offered alternative Mediation dispute resolution options.

There will be a charge for the Greater Las Vegas Association of REALTORS® Mediation/ Dispute Resolution procedures. Each party will pay a \$250.00 filing fee. All fees must be paid at the initial contact by the Complainant and the Respondent must pay at the time of their completing the response forms. Both parties must pay the filing fee and such fees are not refundable.

Qualifications for Mediators

Mediators must meet the following minimum qualifications and provide proof as part of the application process:

1. One term on Grievance;
2. One term on Professional Standards;
3. Completed 24 hours of mediation training; and
4. Must have observed three mediations held at GLVAR.

Those individuals who have acted as a GLVAR Mediator or Arbitrator for any of the following: Ethics Hearings, Arbitration Hearings or Public to Public Mediations prior to August 1, 2019 will also be deemed to have met the minimum requirements to be Mediators.

Additionally, all Mediators must attend the annual Mediation training held in the last quarter of each year.

Any mediator appointed pursuant to these rules is subject to the Model Standards of Conduct for Mediators as revised and adopted in 2005 by the American Arbitration Association, American Bar Association, and Association of Conflict Resolution.

Mediators serve at the pleasure of GLVAR and GLVAR, via a majority vote of the Board of Directors, may suspend or revoke the appointment of any mediator at any time. Any such suspension or revocation will be effective immediately.

Any approved Mediator found guilty of an ethics violation during their appointed term, will be immediately removed for the remainder of their term as a Mediator.

GLVAR's Board of Directors will solicit applications annually and review the qualifications of all new applicants. Those selected will serve a one-year term. Potential mediators will submit an application.

Mediators will be chosen by algorithm-based software developed by GLVAR. If software fails for any reason, the Vice Chair of Professional Standards will assign the mediator until such time the software is restored to working order.

Refusal to mediate 3 cases during any term will result in removal from the mediation program. If a conflict of interest arises or a mediator is selected to mediate a case outside his or her area of expertise, such matters will not be considered a refusal under this policy.

Types of Mediations

GLVAR provides mediation services for issues arising from real estate transactions in Southern Nevada. GLVAR reserves the right to reject mediation requests that are too legally complex. GLVAR will not provide mediation disputes that exceed \$50,000.00. GLVAR, in its sole judgment, will determine how the amount of the dispute is evaluated.

Mediators serve on a voluntary basis and will not receive compensation for any types of mediation.

Last Revision: August 26, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 400-10

SUBJECT: Arbitration of Commission Disputes

The Greater Las Vegas Association will provide dispute resolution services for issues arising from real estate transactions in Southern Nevada. If mediation is unsuccessful to resolve the dispute, the parties will submit the matter to arbitration.

If the respondent does not sign the Greater Las Vegas Association professional standards response and agreement form, does not make the required deposit, or does not take part in the arbitration hearing, the arbitration hearing will be scheduled and conducted in the absence of the respondent. The respondent's failure to participate will not invalidate any award that is rendered in their absence.

In accordance with NAR guidelines, the arbitration chairperson may mandate that hearings be conducted telephonically, video conference or other means consistent with ensuring the health, safety and welfare of the participants.

Created: October 22, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-1

SUBJECT: Antitrust Policy

SOURCE: NAR

This Antitrust Compliance Policy applies to all Officers, Directors, Employees and Members of the Greater Las Vegas Association of REALTORS® (a/k/a Las Vegas REALTORS® (“LVR”). It requires that such individuals comply with the behavior outlined below in all of their dealings on behalf of or with the Association. Annually, all such individuals are required to review NAR’s antitrust compliance policies and sign and date their acknowledgment that they agree to abide by those policies.

Conduct expressly prohibited includes the following:

- Any discussion or effort to directly or indirectly fix, peg, stabilize, raise, lower or affect prices of commissions, products, advertising or credit terms;
- Any discussion of specific non-price business practices of any particular Members (except in the context of Professional Standards proceedings) or real estate commissions or other fees. This limitation will not extend to discussions of methods of operation, maintenance and similar matters in which cost or efficiency are merely incidental;
- Any discussion or effort by or among Members, non-members or competitors to eliminate or limit competition, to divide or allocate territories or customers, or to limit the nature of business carried on or products or services sold or to be sold;
- Any discussions or efforts to engage in any group boycott or concerted refusals to deal;
- Any discussions or efforts to injure or disparage the business or the trade of anyone, in compliance with the REALTOR® Code of Ethics.

LVR and its facilities will not be used by an Officer, Director, Employee Committee or Member in connection with any anti-competitive or unlawful purpose or unreasonable restraint of trade or other purpose or use that does not comply with NAR’s antitrust compliance policies.

If at any formal or informal LVR meeting a topic is raised which appears to involve a violation of this Policy, anyone in attendance who is covered by this Policy has the duty to stop the discussion. Those in charge of the meeting are responsible to see that this Policy is enforced so that the prohibited conduct ceases. If such conduct persists, those responsible will terminate the discussion, cancel the remainder of the meeting and refer the matter to the CEO or the President for further action to assure compliance.

Received and acknowledged this _____ day of January 2021.

Printed Name

Signature

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-2

SUBJECT: Confidentiality

SOURCE: Board of Directors

“Confidential information” includes information that is learned in a Board or Committee meeting, education class, or through any other Association activity and is not generally known to the public (and would not be generally known absent unauthorized retention, dissemination, or use of that information). Information exchanged in meetings when those meetings are in closed sessions (including in executive sessions) must be kept confidential. Discussions, votes and sensitive information need to be protected. The right of Members of Boards, Committees, and students to speak out and voice their opinions without fear of recrimination is vital to the effective functioning of Association activities and operations.

No Director or Officer will speak against any decision of the Board outside the Board meeting, nor disclose how a Director or Officer voted whether in executive session or not. Those who disagree with an outcome must understand that to carry the issue outside of a meeting can cause damage to the Association.

Common examples of confidential information include but are not limited to: any discussion or action taken in executive (closed) session; any discussion regarding specific GLVAR Member(s) Membership status, Board members(s) status, or personnel issues; information subject to FERPA privacy restrictions (including any personally identifiable information or other private information learned solely because of a Member’s role in an Association class), any discussion of pending or threatened litigation; any contract proposal or contract; any feature, program or other service which is the subject of a confidentiality agreement; information, documents, or materials that are confidential due to attorney/client privilege; and any other matter deemed confidential by a majority vote of the Board.

Confidential information is to be used solely for the best interests of GLVAR and not for personal gain or use or disclosure by the Director or Officer, Member or their family or friends. These obligations with respect to confidential information are continuing. In other words, the Member’s duty of confidentiality survives beyond their term(s) of service on the Board (if applicable), on an Association Committee, as an Association Instructor, or in any other capacity for the Association.

Information remains confidential indefinitely, until it either becomes publicly known through lawful means or the Board of Directors by majority vote decides to eliminate the confidentiality of that information, except as otherwise provided by applicable law.

Misappropriation of GLVAR's information (which includes the unauthorized retention, dissemination or use of that information) may subject the Director, Officer or Member to criminal liability under N.R.S. § 82.186(3).

It is the policy of the Greater Las Vegas Association of REALTORS® that if any Member makes an unauthorized use or disclosure of confidential information without the prior authorization of the Board, that will be considered cause for removal from membership on the Board of Directors. This policy applies to both current and former Board members.

As to former Board members or Committee members, any unauthorized use or disclosure of confidential information is cause for removal from Association committees for a period of up to twenty-four (24) months it will be reported as a violation of the Confidentiality Policy to the State Association's CEO, President, Executive Team, and legal counsel to allow the State Association's leadership to decide what appropriate actions to take, if any, with respect to the former Board member.

Members serving as Instructors who violate this policy are subject to immediate termination of their contract of instruction and may be ineligible for any future contracts to instruct Association courses.

Proper notification will be given to any Director, Officer or Member who is accused of violating this policy, with an investigation and other proceedings occurring as provided by Policy 500-12L.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-3

SUBJECT: Annual Review of Policies

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® for the Board of Directors to review and ratify all GLVAR policies annually, covering a portion of the Policies at each regularly scheduled Board meeting. This review process facilitates the ability of each Director and Officer to comply with their fiduciary duties of care, loyalty and obedience to the law to protect the public trust placed in GLVAR.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-4

SUBJECT: Board of Directors Minutes

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that all motions adopted, or not adopted, by the Board of Directors become the action of the entire group of Directors. To that end, the minutes of the Board of Directors meetings generally will only indicate if a motion is passed or failed to pass and will not identify the names of those persons presenting or seconding a motion and the vote total.

If a matter is presented that one or more Board Members believe violates the Antitrust Compliance Policy, they will state their opposition on the record. The names of all of those stating their opposition because of perceived antitrust violations will be recorded in the minutes.

If one or more Board Members recuse themselves from discussion or a vote on a motion, their names will be recorded in the minutes.

The minutes are the official record of the Board of Directors meetings.

Directors or Officers, staff member or guests present at a Board of Directors meeting may take notes on paper or BoardPaq. All Board Members attending a Board meeting are required to turn in all notes of the meeting at its conclusion.

However, notes will not be taken electronically (on a computer, smartphone or other device), and Directors, Officers, staff members and guests are prohibited from recording, videotaping or otherwise making a digital or electronic record of a Board meeting. Violation of this policy will result in the Director or Officer, staff member or guest being fined two thousand five hundred dollars and no cents (\$2,500.00) per occurrence as well as facing possible civil and criminal liability.

This Policy also applies to all Directors, Officers, staff members and guests participating in a meeting by phone, videoconference or other means of remote participation.

Board minutes will be available online at the Association's website and available for inspection at GLVAR within 30 days of each Board meeting.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-4A

SUBJECT: Confidentiality and Security during Board Meetings

SOURCE: Board of Directors

Scope: This policy applies to all Board meetings, including meetings conducted through remote means of any kind.

Consent Notice:

Per Policy 500-4, when you register on this link you are agreeing to the following:

Directors or Officers, staff member or guests present at a Board of Directors meeting may take notes on paper or BoardPaq. All Board Members attending a Board meeting are required to turn in all notes of the meeting at its conclusion.

However, notes will not be taken electronically (on a computer, smartphone or other device), and Directors, Officers, staff members and guests are prohibited from recording, videotaping or otherwise making a digital or electronic record of a Board meeting. Violation of this policy will result in the Director or Officer, staff member or guest being fined two thousand five hundred dollars and no cents (\$2,500.00) per occurrence as well as facing possible civil and criminal liability.

This Policy also applies to all Directors, Officers, staff members and guests participating in a meeting by phone, videoconference or other means of remote participation.

Acknowledgment:

I have received, read, and agree to comply with this policy.

Signature and printed name

Date

Created: July 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-4B

SUBJECT: Confidentiality during Executive Meetings, Executive (Closed) Sessions Conducted Remotely

SOURCE: Board of Directors

Policy 500-2 prohibits Directors or Officers from using or disclosing any “Confidential Information” to any unauthorized third parties, including their family and friends. It defines “Confidential information” as including “information that is learned in a Board or Committee meeting and is not generally known to the public (and would not be generally known absent unauthorized retention, dissemination, or use of that information)” such as “Information exchanged in meetings when those meetings are in closed sessions (including in executive sessions),” including but not limited to any discussion or action taken in Executive (Closed) session.

Where it is necessary to conduct an Executive meeting or Executive or Closed session via remote means, in whole or in part, **no Director or Officer will be allowed to participate remotely unless they agree to the following conditions:**

1. The Director or Officer is in a location where no one else has access or will be present for the full duration of the meeting or Executive or Closed session. That means that remote participation will not occur in any community or public area, or if participation is occurring from a private office or residence, no one other than the Director or Officer will be able to enter the room in which the Director or Officer is making the remote call.
2. The Director or Officer will inform all other people who have access to their location that they are not to try to enter the room while the Director or Officer is making the remote call. If necessary, the Director or Officer will lock the door to the room and will place a “do not disturb” note on the door.
3. The remote call is being placed from a room from which no one other than the Director or Officer will be able to hear any matters discussed in an Executive meeting or Executive or Closed session.
4. No one is able to see any visual information presented via remote means, including but not limited to any presentations, chats, or other written (no-oral) comments made while the matter is in an Executive meeting or Executive or Closed session.
5. There is no audio, video, electronic or other means of recording the Executive meeting or Executive or Closed session by the Director or Officer or any other person at their location.

6. If a Director or Officer observes that someone has breached the confidentiality provisions of this Policy while in an Executive meeting or Executive or Closed session (e.g., someone other than the Director or Officer is observed entering the room or it is determined that someone other than the Director or Officer is heard on the Director or Officer's remote connection), the Director or Officer will inform the President, who will stop all further discussion. A Director or Officer may make a motion to terminate the remote connection of the Director or Officer accused of violating the Policy. If the motion passes by a simple majority, the remote connection of the Director or Officer will be terminated and that Director or Officer will have no further participation in the presentation, deliberations, discussion or votes on any matters under consideration.

7. If the Board passes a motion to terminate the remote connection of a Director or Officer who has violated this Policy, the Board may by a three-fourths vote impose additional penalties it deems appropriate. Repeat violations may be taken into consideration in imposing more severe penalties.

Acknowledgment:

I have received, read, and agree to comply with this policy.

Signature and printed name

Date

Created: July 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-5

SUBJECT: Director & Officer Responsibilities

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that when filing an application as a candidate for the elected positions of Officer or Director of the Greater Las Vegas Association of REALTORS®, the candidate will sign and date a Commitment Letter.

Any Director or Officer absent from three (3) regular meetings within a twelve-month period constitutes automatic resignation on the third absence by Director or Officer and a vacancy will be deemed to exist. Exceptions to the three-absence rule will be made for the following reasons (verifications by the CEO):

1. A change to the published yearly schedule of the committee with less than 30 days' notice;
2. A verified medical emergency;
3. An accident in transit;
4. Attendance at National Association of REALTORS® and its Institute Society and councils or Nevada Association of REALTORS® meetings;
5. Required attendance at Greater Las Vegas Association of REALTORS® meetings;
6. Widely recognized religious holidays;
7. A Professional Standards hearing;
8. Court appearance as a juror, legal counsel, party or witness, required by summons, subpoena or order for a hearing or trial;
9. A verified bereavement;
10. Directors can request one excused absence for the year, prior to the first Board of Directors meeting in January, due to pre-planned travel;

Director Responsibilities: The following are agreed by all Directors as their responsibility for serving on the Board of Directors.

- a. Read Packet: All Directors agree to read their packets or review the packet on the website, prior to the Board of Directors meeting.
- b. Follow Up on Committee Report Issues: If a Director has a question about a motion or items of interest from a committee or work group, then it is the Director's responsibility to contact the committee or work group chair for clarification prior to the Board of Directors meeting.

- c. Prepare Presentation of Motions: if a Director is preparing a motion to be discussed at a Board meeting, the Director should submit the proposed motion to the President in advance of that meeting and request that it be placed on the agenda and prepare the presentation with all applicable information for the Board of Directors to make an informed vote. If a Director needs assistance from staff, coordinate with the CEO.
- d. Robert's Rules of Order: The Directors will follow Robert's Rules of Order and any special rules adopted by the Board of Directors when addressing the business of the organization.

Greater Las Vegas Association of REALTORS®

Commitment Letter

The undersigned Member is a Candidate for the position of _____ of the Greater Las Vegas Association of REALTORS® for 20_____.

Member understands and agrees that the position they are seeking requires them to be informed on the issues facing the Greater Las Vegas Association of REALTORS®, Nevada REALTORS® and the National Association of REALTORS®.

Member understands and agrees that they will participate in a required Leadership Training Session if they are elected for the position they are seeking.

Member understands and agrees that confidentiality is paramount to facilitate candid discussions, and that they will comply with the Confidentiality Policy.

Member understands and agrees that they have a fiduciary duty to make informed decisions, which requires that they read all materials disseminated to them and be an active listener during meetings.

Member further understands and agrees that they will be required to be prepare for, attend, and actively participate in the following meetings:

As Needed	Communications Liaison to the Membership
As Needed	Office Meetings at Member Offices
Monthly	*Board of Directors meetings
Monthly	*Executive Committee meetings (If the President, President-Elect, Vice President, Treasurer, Immediate Past President)
As Needed	Orientation Induction Ceremony after monthly Orientation
Semi-annually	Leadership meetings with Chairman and Vice Chairman
Annually	Policy meeting
Annually	*Budget meeting
Annually	*NVR State Conventions
Annually	*Leadership Training Retreat
Annually	*Professional Standards Training Program
Annually	*NVR Orientation (1-2 days; if a Director)
Quarterly	*NVR Board of Directors Meetings (if a Director)
Quarterly	*State Board meeting caucuses (by video-conference or in-person)
As Needed	Special Meetings as Required

Quarterly	Director Liaisons to one or two committees, assigned by the President
As Needed	*Strategic Planning Meetings
As Needed	*General Membership Meetings
As Needed	Attendance at Charitable Events

Meetings noted with asterisks are included in the excused/unexcused attendance policy of the Association.

Member commits to being prepared for, attending and actively participating in the above meetings and further understands and agrees that they are responsible for representing the consensus of GLVAR'S Members and upholding and supporting decisions made by GLVAR's Board through the expressed will of the majority. Member agrees that their signature below constitutes their understanding and agreement of their responsibilities if they are elected.

Printed Name

Signature

Date Signed

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-6

SUBJECT: Executive Committee

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the Executive Committee consists of the President, President-Elect, Vice President, Immediate Past President, Treasurer, and the CEO. The CEO is a voting member.

The Executive Committee only has the power explicitly granted to it by the Board of Directors and will act at the direction of the Board of Directors. The Executive Committee does not have the authority to execute contracts or take any such action but will meet solely to make recommendations to the Board of Directors.

The Board of Directors authorizes the Executive Committee to make decisions in the following areas:

1. The operation of the Greater Las Vegas Association of REALTORS®, in emergency situations; defined as issues affecting the health, safety, or well-being of GLVAR Members, employees, and visitors, which must be made prior to the next Board of Directors meeting, including delegating authority to the CEO to act on behalf of the Association;
2. Review of Member issues as requested by the CEO;
3. Review current Board of Director packets and make recommendations as needed;
4. Review major vendor contract proposals prior to submission to the Board of Directors;
5. Ratify ethics hearings pursuant to the National Association of REALTORS® *Code of Ethics and Arbitration Manual*;
6. Serve as the Association's Healthcare Plan Committee; and
7. Other issues as requested by the Board of Directors.

Generally, the Executive Committee will meet monthly and the meeting will be set by the President. Minutes will be kept on all Executive Committee Meetings and they will become part of the agenda of the next Board of Directors meeting. Meetings may be cancelled by the President, upon written notice delivered or emailed to the offices of the Executive Committee Members three (3) business days prior to the scheduled meeting, except in emergency situations (as specified above in number 1) in which case notice will be given as soon as practicable.

The President, upon written request on the same subject matter by four (4) Executive Committee Members, may call a special meeting of the Executive Committee within three (3) business days

of written notice, delivered or emailed to the offices of the Executive Committee Members and CEO, except in emergency situations (as specified above in number 1) in which case notice will be given as soon as practicable. Copies of the written requests will be available for the Executive Committee Members to review during regular business hours through the CEO.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-7

SUBJECT: State Directors and National Directors

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

STATE DIRECTORS:

State Directors are appointed by the GLVAR President-Elect, from the Directors of the Greater Las Vegas Association of REALTORS®. The President, President-Elect, Immediate Past President, Vice President and Treasurer are automatically State Directors. The balance to meet GLVAR's allocation will be filled from the elected Directors. Any remaining allocation will be filled by the President-Elect. Any State Director who is unable to attend a State meeting may be replaced by the President for the balance of the year.

NATIONAL DIRECTORS:

The President, President-Elect, Immediate Past President, Vice President and Treasurer will automatically fill Director Positions on the National Association of REALTORS® Board. Any additional National Director positions that become available are appointed by the GLVAR President-Elect. The allocation counts are determined by NAR's Membership count as of July 31st of the year prior to which they will serve.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-8

SUBJECT: Leadership Training – Board of Directors

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the CEO will conduct a one-day Leadership Training for all Officers, Directors, the incoming Committee Chairs and Vice Chairs. The CEO will determine the content of the Leadership Training.

The Leadership Training will be scheduled prior to the first Board of Directors meeting of the year.

If the President of the Association feels that an additional Leadership Training is needed, the President will consult with the CEO to determine the date and content of that additional session.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-9

SUBJECT: Election Procedures of Officers and Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to conduct the GLVAR Elections in the following manner:

Nominating Committee

The President, along with the President Elect and with the approval of the Board of Directors at its May meeting, will appoint a Nominating Committee of not less than eight (8) REALTOR® members, including the Immediate Past President who will serve as Chairman of the Committee. The Nominating Committee will be charged with identifying at least one (1) candidate for each office and at least one (1) candidate for each Director's position to be filled on the Board of Directors. The report offering the slate of all qualified candidates by the Nominating Committee will be presented to the Board of Directors for ratification and publication, in alphabetical order by last name, without any other marks or special ID. The Board of Directors will approve the slate of qualified candidates at its August meeting. All applicants will be notified within twenty-four (24) hours of the Board's approval of the slate of qualified candidates.

- (a) The remainder of the Nominating Committee will consist of the President Elect, as a non-voting member, two (2) members of the Board of Directors, and four (4) members from the general membership. Without exception, no two (2) members of this committee will be from the same company nor can any member of the Nominating Committee be a candidate for GLVAR office.
- (b) A REALTOR® Member may only run for one (1) office or directorship in any election.
- (c) Any REALTOR® member desiring to run for an elected Officer or Director's position, must register with the Chief Executive Officer (Executive Officer) by the close of business on the second Tuesday of July of each year. Should there exist a vacancy in the office of the Executive Officer, the Board of Directors will appoint the President Elect to accept registrations from any REALTOR® member desiring to run for Officer or Director's positions. All candidates will be listed in the Association office. The membership will be notified of the complete candidate slate through the Association's Publication.

Qualifications

- (a) Qualification for Officers – Candidates running for the Officer positions stated in GLVAR’s Bylaws, must meet the following criteria to qualify for election.
- (1) Candidate must be a current REALTOR® member of the Association in good standing for a period of not less than thirty-six (36) months; and
 - (2) Has served on the Board of Directors for at least twenty four (24) months within the last (5) years.
 - (3) The Treasurer is not required to have served on the Board of Directors but must meet the additional requirements specified in GLVAR’s Bylaws.
 - (4) Any member to be appointed to a vacancy must meet the above requirements.
- (b) Qualifications for Directors - In order to be considered for the position of Director the following criteria must be met:
- (1) Be a current REALTOR® Member in good standing with the Association for a period of not less than thirty-six (36) months and
 - (2) Have served twelve (12) consecutive months on at least one Association Committee within the last three (3) years; or
 - (3) Any member to be appointed to a vacancy must meet the above requirements.
- (c) Excluded from Candidacy
The following individuals are not eligible to run for any GLVAR elected office:
- (1) Individuals who have been convicted of a felony or a crime of moral turpitude, and until three (3) years after:
 - a. The person pays any fine or restitution ordered by the court; and/or
 - b. The expiration of the period of the person’s parole, probation or sentence, whichever is later.
 - (2) Individuals who have failed to complete any sanction handed down by the Nevada Real Estate Division, and until:
 - a. The person pays any fine or restitution ordered by the division; and/or
 - b. The expiration of the period of the person’s parole, probation or sentence, whichever is later.
 - (3) Individuals with any outstanding fines, dues, fees or other outstanding financial obligations that have not been fulfilled to the Association.
 - (4) Individuals who are adverse parties to litigation against the Association.

Election Procedures

The Nominating Committee will oversee the election process and assure compliance with election procedures. The candidate receiving the largest number of votes will be announced to the President Elect by the Nominating Committee, and the President Elect will then declare those winners elected to office. In the event of a tie vote, the Nominating Committee, upon approval of the Board of Directors, will set an election runoff date, giving at least five (5) days advance notice to the REALTOR[®] members of that runoff date.

- (a) The annual electronic election date will commence on the third Monday of September at 12:01am and continue until 2:00pm on the third Wednesday of September.
- (b) The conduct of the election will be as prescribed by the Board of Directors:
- (c) Only those REALTOR[®] Members as of August 15th will be eligible to vote.
 - (1) The CEO will provide the information to the Members of the Association eligible to vote via email or U.S. mail at least seven (7) days prior to the start of the election and again with the ballot. The information will include specific instructions as to casting a ballot electronically, and the final date and time upon which votes must be cast and/or received.
 - (2) Only one vote may be cast for each vacancy to be filled. The candidate(s) in each category with the highest votes will be elected to office.
 - (3) See Policy 500-9A Challenges.
 - (4) Special or Run Off elections will be conducted as directed by the Board of Directors.
 - (5) All electronic ballots must be received on or before 2 pm of the election date.
 - (6) An electronic secret ballot election will be conducted by an outside unaffiliated third party certified to conduct confidential elections. No member of GLVAR will have an ownership interest in said third party. These results will not be released or revealed to any party prior to 2:01 pm on the closing date of the election.
- (d) The President Elect will notify all candidates of the election results. Upon a candidate's verbal acceptance of the office, the office is declared filled.
- (e) The winning Candidate's names will be appropriately publicized. Statistical results will also be published.

Last Revision: June 26, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-9A

SUBJECT: Candidate Election Policy

1. The Purpose of the Nominating Committee

The purpose of the Nominating Committee (NC) is to determine the qualification of candidates seeking election to the leadership positions specified in the Bylaws of the Greater Las Vegas Association of REALTORS®. The purpose of this policy is to function as a guideline for the Nominating Committee to uniformly and consistently consider all candidate applications, apply the rules, policies and limitations set forth herein in determining whether candidates are qualified to serve in their respective elected positions.

This policy will also function as campaign guideline for candidates in order for each individual candidate's campaign to run according to the policies and limitations set forth herein.

2. The Process and Charge of the Nominating Committee

NC is to ensure that candidates meet all stated criteria for the desired position. NC will rely upon information contained in the written applications from the candidates and perform such investigation as needed on each candidate to verify compliance. Candidates have ongoing obligation to update this application as needed and that failure to do so or supplying inaccurate information is grounds for removal from the GLVAR ballot at any time during the election process.

The makeup of the committee will be pursuant to GLVAR Policy 500-9.

NC will submit the slate of qualified candidates seeking election to the Board of Directors as required by GLVAR Policy 500-9. The Board of Directors will then approve the slate of qualified candidates.

3. Timelines

Any REALTOR® member desiring to run for an elected Officer or Director's position, must register with the Chief Executive Officer (Executive Officer) by the close of business on the second Tuesday of July of each year. Should there exist a vacancy in the office of the Executive Officer, the Board of Directors will appoint the President Elect to accept registrations from any REALTOR® member desiring to run for Officer or Director's positions.

The Board of Directors will approve the slate of qualified candidates at its August meeting. All applicants will be notified within twenty-four (24) hours of the Board's approval of the slate of qualified candidates.

The annual electronic election date will commence on the third Monday of September at 12:01am and continue until 2:00pm on the third Wednesday of September.

An electronic secret ballot election will be conducted by an outside unaffiliated third party certified to conduct confidential elections. No member of GLVAR will have an ownership interest in said third party. These results will not be released or revealed to any party prior to 2:01pm on the closing date of the election.

The President Elect will notify all candidates of the election results. Upon a candidate's verbal acceptance of the office, the office is declared filled.

The winning candidate's names will be appropriately publicized. Statistical results will also be published.

In the event of a tie vote, the Nominating Committee, upon approval of the Board of Directors, will set an election runoff date, giving at least five (5) days advance notice to the REALTOR® members of that runoff date.

Anyone requesting an outside third-party investigation to the electronic election results may do so by submitting a written request and a \$1,500 deposit to the CEO within FIVE (5) business days after the results are announced which will be deposited with a third-party legal counsel who will investigate the request. Requests for investigations can only be made by a member in good standing of GLVAR and specify exactly who or what is being investigated from the electronic voting. Once a request has been officially requested, the member will be responsible for all of the costs of that investigation. Should cost exceed the amount deposited, the member must deposit additional funds to cover the expected shortage within THREE (3) business days. Should member not deposit funds, the investigation will be considered closed. If member prevails, the cost incurred will be refunded within FIFTEEN (15) business days. The entire electronic investigation/recount will be completed within THIRTY (30) business days, after the request was made.

Special or Run Off elections will be conducted as directed by the Board of Directors.

4. Criteria for Officers and Directors

As established in GLVAR Policy 500-9, the qualifications for Officers and Directors are as follows:

- (a) Qualification for Officers – Candidates running for the Officer positions stated in GLVAR's Bylaws, must meet the following criteria to qualify for election.
 - (1) Candidate must be a current REALTOR® member of the Association in good standing for a period of not less than thirty-six (36) months; and
 - (2) Has served on the Board of Directors for at least twenty-four (24) months within the last five (5) years.

- (3) Any Director or Officer of the Greater Las Vegas Association of REALTORS® MLS Board of Directors are not eligible for any position on the GLVAR Board of Directors.
- (4) To be eligible for the position of Treasurer, a candidate:
 - a. Must have one (1) full year experience on the Finance Committee within three (3) years prior to the elective year, and should have some knowledge of budgeting and financial planning; or
 - b. Must have served at least one (1) year within the last three (3) years as a GLVAR Director and should have some knowledge of budgeting and financial planning.
 - c. Any member to be appointed to a vacancy must meet the above requirements.
- (b) Qualifications for Directors - In order to be considered for the position of Director the following criteria must be met:
 - (1) Be a current REALTOR® Member in good standing with the Association for a period of not less than thirty-six (36) months; and
 - (2) Have served twelve (12) consecutive months on at least one Association Committee within the last three (3) years; and
 - (3) Any Director or Officer of the Greater Las Vegas Association of REALTORS® MLS Board of Directors are not eligible for any position on the GLVAR Board of Directors; or
 - (4) Any member to be appointed to a vacancy must meet the above requirements.
- (c) Excluded from Candidacy

The following individuals are not eligible to run for any GLVAR elected office:

 - (1) Individuals who have been convicted of a felony or a crime of moral turpitude, and until three (3) years after:
 - a. The person pays any fine or restitution ordered by the court; and/or
 - b. The expiration of the period of the person's parole, probation or sentence, whichever is later.
 - (2) Individuals who have failed to complete any sanction handed down by the Nevada Real Estate Division, and until:
 - a. The person pays any fine or restitution ordered by the Division; and/or
 - b. The expiration of the period of the person's parole, probation or sentence, whichever is later.

- (3) Individuals with any outstanding fines, dues, fees or other outstanding financial obligations that have not been fulfilled to the Association.
- (4) Individuals who are adverse parties to litigation against the Association.

5. Announcement of Candidacy and Campaign Materials

Candidates must be informed in writing as being a qualified candidate for their respective position BEFORE they formally announce their candidacy and begin distribution of campaign materials.

Copies of all campaign materials to be distributed must be sent to the Nominating Committee for approval three (3) business days prior to distribution to protect the integrity of GLVAR and its members. The Nominating Committee and designated Senior Staff will have three (3) business days to review materials and reply in writing if the materials are approved.

GLVAR will create a space at GLVAR entitled “Candidate’s Corner” where approved printed materials may be displayed. No other display of campaign materials is allowed on GLVAR property or events.

Candidates are cautioned that any and all campaign activities, including the use of social media, will be governed by Article 15 of the Code of Ethics which states “*that REALTORS® will not knowingly or recklessly make false or misleading statements about other real estate professionals, their businesses, or their business practices.*” Alleged violations of this requirement will be investigated by the Nominating Committee. Violations of this requirement may result in the candidate’s removal from the approved slate of candidates. Removal will be made by a simple majority vote of Board of Directors upon recommendation from the Nominating Committee.

Candidates may attend GLVAR Committee Meetings to campaign. Candidates must receive permission from the Committee Chair prior to attending a GLVAR Committee Meeting to campaign. All such request will be presented to the appropriate staff coordinator and permission will be freely given by all GLVAR chairs. Campaigning at any other GLVAR event is prohibited.

Candidates may also campaign at individual broker offices at the discretion of the individual broker or office manager. Candidates are encouraged to contact the broker or office manager of each office for permission to campaign.

Every candidate running for Officer or Director may have his/her biographical data printed in the annual Election Guide at no charge. The Nominating Committee will have the authority to edit the submitted information, taking into consideration space availability and the number of candidates running in any given year. The length of the biographical data is limited to 250 words. Any submissions that are longer will be edited and returned to the Candidate for their review prior to publication.

A series of three questions will be submitted to Candidates and their answers will also be published in the Election Guide. The length of the answers to these questions is also limited to 250 words. Any revisions in content will be made by the Nominating Committee and approved or modified by the candidate.

Any candidate who desires to place additional promotional advertising in the Election Guide, must contract for an ad through the established procedures and pay for the established advertising costs.

For purposes of clarity, nothing in this section should be construed as a prohibition on a Potential Candidate's ability to prepare for the launch of their campaign, provided such preparation does not violate any of the prohibitions outlined above.

6. Candidate Forum and Candidate Videos

Candidates may create a brief video to appear on GLVAR's website for a fee of \$100.00. Candidates are encouraged to contact the GLVAR Communications Department for more information.

Candidates may also appear at the annual GLVAR Candidate's Open Forum. The time and place will be published to the general membership and candidates will also receive a separate notification.

7. Post-Election Guidelines

Candidates who have been elected to an office will avoid using their title in written communications until they have been formally installed into office. The GLVAR Board of Directors reserves the right to determine how officers and directors may use their GLVAR titles in personal correspondence and advertising.

Last Revision: June 26, 2020

**LVR 2021 Candidate Application
For LVR Director, Treasurer, Vice President and President Elect**

The Nominating Process:

The charge of the Nominating Committee is to ensure that candidates meet the published criteria for the desired position and otherwise qualify. This process involves matching the candidate's experience and qualifications as shown on the application with the published requirements for the position. The Nominating Committee will rely upon the information contained in the written applications from the candidates and conduct investigations as needed on each candidate to verify compliance.

Candidates have an ongoing obligation to update this application as needed and that failure to do so or supplying inaccurate information is grounds for removal from the LVR ballot at any time during the election process.

I have read and understand this process: _____(Candidate Initials)

Questions regarding this form should be directed to Wendy DiVecchio at BODAPP@lvrealtors.org.

PERSONAL INFORMATION

Date _____

Candidate's Name _____

Real Estate License Number _____

Designations _____

Email _____

Firm Name _____

Firm Address _____

Business Phone _____

Business Fax _____

Website _____

Position Desired:

Director

Treasurer

Vice President

President-Elect

GENERAL INFORMATION

Primary Board _____

Secondary Board _____

Number of years with real estate license _____

How long have you been a REALTOR® Member? _____

Real Estate Specialty: _____

Ability to attend all committee, Board of Directors and other meetings as required

Yes

No

I am seeking this office because:

Should I be elected or appointed to this office, my goals and objectives are:

REALTOR® HISTORY & CONTRIBUTIONS

LVR Position/ Year

Nevada REALTORS® Position/ Year

National Association of REALTORS® Position/Year

LEADERSHIP POSITIONS OR MEMBERSHIP IN OTHER VOLUNTARY ORGANIZATIONS

Organization, Position, Year

FINANCIAL/LEGAL/HEALTH

1. Do you have any health problems that could impair your ability to serve as an Officer or Director? Yes No

If Yes, please explain.

2. Do you have any past or pending federal, state, county or city litigation involving you or your office? Yes No

If Yes, please explain.

3. Do you have any pending regulatory actions filed against you? Yes No

If Yes, please explain.

4. Have there been any judgments entered against you or a firm in which you are a principal, partner or corporate officer? Yes No

If Yes, please explain.

5. Do you have any pending cases alleging violation of the Code of Ethics? Yes No

If Yes, please explain.

6. Do you currently have commitments with any other boards, public offices or other organizations that may cause a Conflict of Interest? Yes No
If Yes, please explain.

7. Do you have any known financial problems that could impair your ability to serve as a LVR Director or Officer? Yes No
If Yes, please explain.

8. Do you have any outstanding fees, fines, dues or other outstanding financial obligations that have not been fulfilled to the Association? Yes No
If Yes, please explain.

GENERAL QUALIFICATIONS

Please initial, as an applicant I further hereby certify that I meet the following general qualifications for the position I seek: _____(Candidate Initials)

1. I am a member in good standing with LVR, NVR and NAR.
2. My principal residence is located in Nevada.
3. I have not failed to complete any sanction handed down by the Nevada Real Estate Division (if any) including:
 - a. Payment of any fine or restitution ordered by the Division; and/or
 - b. The expiration of the period of the person's parole, probation or sentence, whichever is later.
4. I have not been found in violation of NAR's Code of Ethics with three (3) years of the date of the election.
5. I have not been convicted of a felony or a crime of moral turpitude within three (3) years of the date of the election. If I have been convicted of such a crime it has been three (3) years since I competed:
 - a. Paying any fine or restitution ordered by the court; and/or

- b. The period of my parole, probation or sentence, whichever is later.
- 6. I understand it is LVR’s policy that as an applicant, I am required to provide LVR’s Nominating Committee with any campaign materials/information and receive written approval before such materials/information is distributed.
- 7. I understand and agree that I have ongoing obligation to update this application as needed and that failure to do so or supplying inaccurate information is grounds for removal from the LVR ballot at any time during the election process.
- 8. I hereby agree to be bound by the provisions of LVR’s Candidate/ Election Policy a copy of which was provided to me.

If I am elected or appointed, please send announcements to the following publications:

NOMINATING COMMITTEE: The Committee will rely upon information contained in the written applications from the candidates and a background check performed by Association Counsel on each candidate to verify compliance. The information provided to the Committee will be deemed sensitive information and will be treated as such.

Candidate Signature: _____

Candidate Name: _____

Date: _____

Please email this application, one (1) current high-resolution headshot (jpeg format), along with your personal Bio (250 words or less), the Candidate Questionnaire and the executed Agreement to Serve, to Wendy DiVecchio at BODAPP@lvrealors.org. All items are needed as soon as possible, and no later than the July 14, 2020 deadline.

**CANDIDATE QUESTIONNAIRE
TO BE PUBLISHED IN THE
ELECTION SUPPLEMENT**

Please answer the following questions with a maximum of 250 words or less,
total for all three sections.

1. What do you think you can contribute as a member of the Board of Directors and what special skills will you bring?

2. How do you feel that LVR can be more responsive to its Members?

3. What do you think is the most critical issue facing our industry and our Association?

Las Vegas REALTORS®
AGREEMENT TO SERVE
Due Tuesday, July 14, 2020

The undersigned acknowledges that I am a Candidate for the position of _____ of the Las Vegas REALTORS® for 2021.

I fully understand that this office requires that I keep myself informed on the issues facing the Las Vegas REALTORS®, Nevada REALTORS® and the National Association of REALTORS®.

I understand that I will be required to attend a Leadership Training Session prior to my name being placed on the ballot. I further understand that I will be required to attend and actively participate in the following meetings:

As Needed	Communications Liaison to the Membership
As Needed	Office Meetings at Member Offices
Monthly	*Board of Directors meetings
Monthly	*Executive Committee meetings (If the President, President-Elect, Vice President, Treasurer, Immediate Past President)
As Needed	Orientation Induction Ceremony after monthly Orientation
Semi-annually	Leadership meetings with Chairman and Vice Chairman
Annually	Policy meeting
Annually	*Budget meeting
Annually	*NVR State Conventions
Annually	*Leadership Training Retreat
Annually	*Professional Standards Training Program
Annually	*NVR Orientation (1-2 days; if a Director)
Quarterly	*NVR Board of Directors Meetings (if a Director)
Quarterly	*State Board meeting caucuses (by video-conference or in-person)
As Needed	Special Meetings as Required
Quarterly	Director Liaisons to one or two committees, assigned by the President
As Needed	*Strategic Planning Meetings
As Needed	*General Membership Meetings
As Needed	Attendance at Charitable Events

Meetings noted with asterisks are included in the excused/unexcused attendance policy of the Association.

I hereby pledge to attend and actively participate in the above meetings and further understand that I have the responsibility to represent the consensus of our Members and to uphold and support decisions made by the Board of Directors of the Las Vegas REALTORS® through the expressed will of the majority. I hereby agree that my signature below constitutes my agreement and understanding of my responsibilities should I be elected to the office of_____

Printed Name

Signature

Date Signed

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-10

SUBJECT: Committees, Focus Groups, Work Groups

SOURCE: Board of Directors

1. Dates:

Committee assignments will begin on January 1 of each year with meetings scheduled as needed.

2. Addition to committee membership:

Any GLVAR Member who attends the first committee meeting of the year automatically becomes a member of that committee.

3. Remote attendance, Absences and/or removal from committee membership:

a. Remote Attendance – If a committee member lives in a rural area (e.g., more than 50 miles away from the Association), they can attend committee meetings remotely via a technology platform or conference call.

b. Absences – Any committee member absent from 25% of the meeting schedule established at the beginning of the year will constitute automatic resignation. Any member whose membership terminates, constitutes automatic resignation from any committee currently serving. Once the member resigns from a Committee, that partial year of service does not qualify as a prerequisite for running for an Officer or Director position. Exceptions to the 25% rule will be made for the following reasons:

- (1) A change to the published yearly schedule of the committee with less than 30 days' notice;
- (2) A verified medical emergency;
- (3) One instance of illness (no doctor's note is required);
- (4) Travel and attendance at a funeral or bereavement time;
- (5) Absences resulting from mandated quarantine periods;
- (6) An accident in transit;
- (7) Attendance at National Association of REALTORS® and its Institute Society and councils or Nevada REALTORS® meetings;
- (8) Required attendance at Greater Las Vegas Association of REALTORS® meetings;

- (9) Widely recognized religious holidays;
 - (10) A Professional Standards hearing;
 - (11) Court appearance as a juror, legal counsel, party or witness, required by summons, subpoena or order for a hearing or trial.
- c. **Removal from Committee Membership.** Continued committee membership is at the discretion of the President, upon recommendations from the Chairman, Vice Chairman and Director Liaison. Any member involuntarily removed from a committee for reasons other than absenteeism, may appeal the action to the Board of Directors. Such appeals must be forwarded within 30 day of the committee membership termination. If such an appeal is made, the President will be excused from the meeting.
- d. **Committee Member Reinstatement.** A member may not be voted back on during a subsequent committee meeting after automatic resignation, due to unexcused absences totaling 25% of the meetings scheduled at the start of the year. The member will not receive credit for being on a committee that year; however, may attend as a guest for the remainder of the year. The member may join the committee again the next calendar year.
- e. **Unexcused Tardiness.** If a member is more than 15 minutes late for a committee meeting, the member will be considered absent. Any member who leaves a committee meeting more than 15 minutes early will also be considered absent, unless one of the excuses listed above applies. When a committee has a timed agenda with a specific end time, any member who leaves before the scheduled end time will be considered absent.

4. Rolling Committee Membership:

All existing members of non-appointed committees as of December of each calendar year will “roll over” as continuing members of the same committee for the upcoming year.

5. Appointed Committees:

The President appoints or reappoints members to all appointed committees, subject to ratification by the Board of Directors. All appointed committee members must be ratified by the Board annually. The President has the authority to remove any appointed committee member upon good cause, subject to ratification by the Board of Directors and effective on the date of ratification.

Last Revision: January 28, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-11

SUBJECT: Motions and Items of Interest Procedures

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that The Board of Directors and Committees will follow Robert's Rules of Order and any special rules adopted by the Board of Directors when addressing the business of the organization.

COMMITTEES:

1. Committee Motions: Any committee making a motion to be forwarded to the Board of Directors for approval must conform to the following guidelines:
 - a. Motions to Include Rationale: Any motion or amendments must be written by the Committee and the Chair should restate the motion, making it the "body's" motion prior to discussion and voting. The Chair has no authority to make or second a motion or an amendment. Once a motion and its corrections and amendments have been approved, the staff liaison will enter them into the minutes and the motion will be placed on the Board of Directors' agenda as written at the time of the vote. In addition, written rationale for each motion will be included with the motion as well as reference to the current year's strategic plan. The Committee Chair is responsible for following this procedure. It is the Chair and Vice Chair's responsibility to confirm their understanding of motions and rationale and be prepared to explain to the Board of Directors. This may require the Chair and Vice Chair to attend the Board of Directors Meeting to support their motion.
 - b. Motions Affecting more than one Committee: Any motion made that will be forwarded to another committee for action must be sent to the Board of Directors for approval prior to sending to the other committee.
 - c. Timing: All committee or work group meeting minutes must be completed and sent to the Chairs and Vice Chairs of the said committee or work group for approval within two (2) business days of the meeting. Also, the Chairs and Vice Chairs must review and approve the minutes within two (2) business days of receipt of the minutes. Motions are due to the CEO's Executive Assistant at least five (5) business days prior to the Executive Committee meeting at which those motions will be considered.
 - d. A committee motion outside the STRAT plan and/or not within the scope of the committee's responsibility will not be considered. Those motions must be referred to the appropriate committee for forwarding to the board.

2. Committee and Work Group Scope: Committees and Work Groups are obligated to conform their motions and items of interest to topics relevant to their committee or work group scope in accordance with the current Strategic Plan Charges.

COMMITTEE CHAIR:

It is the responsibility of the committee or work group Chair to keep their committee work group and/or task-oriented project members working on topics relevant to the committee or work group scope and charges as defined in the current year's Strategic Plan. A copy of the committee, scope, charges and strategic plan must be available during any meeting.

MOTION PROCEDURES:

1. All committee and work group minutes and agenda items must be provided to the CEO's Executive Assistant by Noon at least five (5) business days prior to the Executive Committee meeting, except for the Finance and Executive Committees, in order to be on that month's agenda.
2. Motions Requiring Committee and Work Group Approvals: Any motion originated at the Board of Directors requiring additional committee or work group input and review will be referred to the appropriate committees or work group.

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12

SUBJECT: Committees of the Association

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the following committees will be standing committees pursuant to Article XIII Section 1 of GLVAR's Bylaws:

Finance	Forms
Grievance	Investment
Membership	Nominating
Professional Standards	

It is the policy of the Greater Las Vegas Association of REALTORS® that the following committees are permanent special committees pursuant to Article XIII Section 2 of GLVAR's Bylaws:

CALV	Community Outreach
Education	Global
Industry Partners	Member Conduct
Political Affairs	Political Advisory
Property Management	Risk Management
Trends	YPN Las Vegas

It is the policy of the Greater Las Vegas Association of REALTORS® that the following committees are special committees pursuant to Article XIII Section 2 of GLVAR's Bylaws:

Bylaws	Past Presidents
Awards	

Each Committee will have a Chair and Vice Chair appointed by the President and President-Elect for one-year terms. The President has the discretion to set the scope of the Committee for the year, consistent with the Association's Strategic Plan.

Subsidiaries:

BORPAC
MLS

Last Revision: July 23, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12A

SUBJECT: GLVAR Finance Committee

SOURCE: Board of Directors

Scope: Responsible for reviewing, evaluating and recommending GLVAR's annual budget to the Board of Directors, using the strategic plan as the guiding baseline. Responsible for monitoring the monthly financial updates to ensure the best interests of the Association are met.

Committee Members: The Finance Committee will consist of thirteen (13) members including: Treasurer, Assistant Treasurer, Commercial Alliance Treasurer, the CEO and nine (9) Members appointed by the President, for a Two-(2) year staggered term, subject to ratification by the Board of Directors. In addition to the Treasurer, one (1) sitting member of the Board of Directors may be appointed by the President to the Finance Committee. The Treasurer will serve as the Chairman and the Assistant Treasurer as the Vice-Chairman. The Immediate Past Treasurer will be an *ex-officio* Member of the Finance Committee.

A. Duties in preparing the budget.

The third party accounting firm along with the CEO will prepare a three (3) year budget with input from committee chairs, vice chairs, staff managers, and staff liaisons, taking into consideration any contractual obligations entered into by the Association.

The three (3) year budget will include the current approved budget estimated through year end, the projected operating budget to be approved for the coming year and the projected budget for the following year.

The current Finance Committee members will review the proposed budget and recommend changes based on the budget assumptions, including but not limited to member counts, dues and fees.

Once the Finance Committee has reviewed and approved the proposed three (3) year budget, a special meeting of the current and incoming Board of Directors will be held no later than the end of November. At that meeting, the current Treasurer and incoming Treasurer will present the proposed budget to the Directors for their approval and publication of the annual operating portion of the budget in a special REALTOR® publication at least ten (10) days prior to the end of the fiscal year.

B. Financial review. Finance Committee members will:

1. Review the monthly financial statements and make recommendations in the best interest of the Association; and
2. Review and make recommendations to the Board of Directors for any non-budgeted expenditure prior to any action on said expenditure.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12B

SUBJECT: GLVAR Forms Committee

SOURCE: Board of Directors

Scope: To assist our members by updating and creating standardized real estate forms that reflect both state and federal laws and the REALTOR® Code of Ethics.

Structure:

The Committee will be comprised of a maximum of eighteen (18) Members in good standing appointed by the President.

There will be a Chair, Vice Chair, Immediate Past Chair, one Market Trends Member, at least one property manager, an *ex officio* (non-voting) title company representative, an *ex officio* (non-voting) mortgage representative, and *ex officio* (non-voting) representatives from any REALTOR® Association that license REALTOR® forms from LVR.

The Chair and Vice Chair will serve one-year terms. Committee members will serve staggered two-year terms. No more than two consecutive terms will be served without an interruption of service for one year except where the Immediate Past President may serve a fifth consecutive year. Three unexcused absences in one year will constitute automatic resignation from the Committee. The President may appoint a replacement for the balance of the term.

Last revision: January 28, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12C

SUBJECT: GLVAR Investment Committee

SOURCE: Board of Directors

Scope: The Investment Committee manages and invests assets of GLVAR in a reasonably prudent manner.

Structure: The Committee includes up to eight (8) members including the President, the President-Elect, the Treasurer, the CEO, and 2 or 3 Members to be appointed by the President who will serve staggered 3-year terms. The Treasurer is designated as the committee chair.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12D

SUBJECT: GLVAR Membership Committee

SOURCE: Board of Directors

Scope: The Committee ratifies monthly inductee lists, new broker offices, along with affiliate and new member benefit partners. Advance membership's understanding of the Association's benefits, programs and forms of assistance.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12D-1

SUBJECT: GLVAR Membership Experience Committee

SOURCE: Board of Directors

Structure: Membership is limited to ten (10) members appointed by the President. Each year, the Chair will be appointed by the President and the Vice-Chair will be appointed by the President-Elect. Members will serve staggered two-year terms, with five members rolling off each year. The maximum time any member can serve is a total of four (4) consecutive years without a two-year break in service.

Scope:

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12E

SUBJECT: GLVAR Nominating Committee

SOURCE: Board of Directors

Scope: To review, interview and approve applicants for Directors and Officers on the Board of Directors.

Campaign materials must follow Policy 500-9. The CEO will provide the Nominating Committee with all campaign materials for their approval. The Committee must approve within seventy-two (72) hours and twenty-four (24) hours for any corrections.

Witness and certify the election results and that no one had access to the ballots prior to the close of the voting period.

Structure: Subject to approval by the Board of Directors at the May meeting, the President and the President-Elect will appoint a Nominating Committee of not less than eight (8) REALTOR® members, including the Immediate Past President (who serves as Chair), the President-Elect, as a non-voting member, two (2) members of the Board of Directors, and four (4) members from the general membership. Without exception, no two (2) members of this Committee will be from the same company nor can any member of the Nominating Committee be a candidate for GLVAR office.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12F

SUBJECT: GLVAR CALV Committee

SOURCE: Board of Directors

Scope: Responsible for reviewing, evaluating and recommending the programs, products and services necessary to meet the needs of members and prospective members active in commercial real estate.

Structure: See CALV Bylaws for more information.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12G

SUBJECT: GLVAR Community Outreach Committee

SOURCE: Board of Directors

Scope: Responsible for reviewing, evaluating, recommending, and promoting opportunities that support a Public Awareness Program which seeks to accomplish the following: a) Enhance the public image of the REALTOR® & their Affiliates; b) Create & develop successful charitable events.

All proposed community outreach activities by Association Committees must be submitted to the Outreach Committee for its approval and inclusion in the Association's events calendar.

The recipient of funds raised, regardless of the committee that raised the funds, must be submitted to the Community Outreach Committee for its confirmation that it complies with the Association's 501(c)3 Foundation.

Structure: Membership is voluntary and open to all interested Members.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12H

SUBJECT: GLVAR Education Committee

SOURCE: Board of Directors

Scope: Responsible for monitoring and marketing educational offerings to meet the changing needs and ensure the professional development of GLVAR members.

Recommend other educational opportunities (e.g., classes, certifications not approved by NAR).

Structure: Membership is voluntary and open to all interested Members.

- a. Any GLVAR Member in good standing who attends the first Education Committee meeting of a new calendar year will automatically become a Member of the Committee;
- b. Any GLVAR Member in good standing who wishes to join the Committee thereafter, must attend 3 consecutive committee meetings, whereby their name will be submitted to the Committee to be voted on as a committee member.

Requirements:

Committee Members are required to monitor two (2) classes per quarter, with Members being given double credit for monitoring night, weekend and/or post licensing classes. However, if a Member needs post licensing classes for license renewal, double credit will not apply.

Any Member who fails to report to their assigned session will be placed on written notice. If more than one session is skipped the Member will be voted off.

If a Member is unable to make their assigned session, they are to notify the Education department no less than a minimum of 48 hours prior to the class, as well as, assist in finding a replacement. (Staff may make exceptions to this policy if necessary)

Members will be eligible to earn designations while monitoring under the following guidelines:

- a. Member must remain in good standing with the Committee, and have been a Member of the Committee for six (6) months (Staff may make exceptions to this policy if necessary, based upon a first come first serve basis);

- b. A Member must have monitored a combination of one (1) Orientation session and Post class in the calendar year;
- c. At the beginning of each calendar year the Committee Chair will advise as to whether the Member(s) monitoring designation classes must pay any portion of the fee for said class.

Eligibility to Monitor Classes:

Any new or pending member who has not received formal training through either Orientation sessions or committee formal training, must begin either with Orientation or may be assigned to work with a committee member(s) who are designated as trainees.

Conduct: A monitor must conduct themselves in a dignified and professional manner at all times, which includes but is not limited to:

- a. Business attire is expected to be worn at all times;
- b. No personal business solicitation or promotion of oneself or their company whatsoever will be initiated by any monitor at any course, either orally or in any written or printed form. Monitor will display only their GLVAR name badge;
- c. Behave at all times in a professional and positive manner, as the Association's primary ambassador, when present at the course site or in the company of attendees.
- d. Robert's Rules will be used at all committee meetings.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12I

SUBJECT: GLVAR Global Business Committee

SOURCE: Board of Directors

Scope: We are committed to building REALTORS® awareness of the International and Multicultural business opportunities.

Mission: The mission of the Global Business Committee of the GLVAR is to further enhance the professionalism of REALTORS® serving foreign nationals and U.S. citizens involved in global transactions by providing education, information, and networking resources.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12J

SUBJECT: GLVAR Industry Partners Committee

SOURCE: Board of Directors

Scope: Responsible for fostering relationships, coordination of event calendars, mutual support and fostering of good will and camaraderie with our industry partners.

Structure: The Industry Partner Committee consists of the local presidents of the following organizations: VAREP, NAHREP, WCR, AREAA, NAREB, RRC, CCIM, NAGLREP and any other such entities approved by the President and ratified by the Board of Directors. The President-Elect will chair the committee and the Vice Chair will be appointed by the President-Elect.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12K

SUBJECT: GLVAR Leadership Series Committee

SOURCE: Board of Directors

Scope: It is the policy of the Greater Las Vegas Association of REALTORS® to conduct a leadership series. The Series will introduce participants to a “behind the curtain” look of GVLAR’s organization, staff, political role and involvement in the community at large.

Structure: The Leadership Series will be administered by the Leadership Trustees. The Trustees consists of three at-large members who serve staggered two-year terms, a chair, vice-chair and the immediate past chair. The remaining Trustee member will be appointed by GLVAR’s President and ratified by the Board of Directors. All remaining Trustee members should be graduates of either GLVAR or NVAR’s leadership program.

Trustees Scope: The Trustees, in conjunction with GLVAR’s CEO, will oversee the Leadership Series program, development of curriculum, admittance and logistics.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS[□]
Las Vegas REALTORS[®]
POLICY 500-12L

SUBJECT: GLVAR Member Conduct Committee

SOURCE: Board of Directors

Scope: Committee Members will consider all complaints against Members that involve violations of the Association's Policies, other than alleged violations of the Code of Ethics or on disputes brought through filings for Arbitration.

The Committee's actions and procedures will follow the "Code of Ethics and Arbitration Manual" published by the National Association of REALTORS[®], as amended from time to time, and the Bylaws and Policies of the Greater Las Vegas Association of REALTORS[®], as amended from time to time.

Structure: The Member Conduct Committee will be appointed by the President, ratified by the Board of Directors and will consist of eight (8) Members serving staggered two-year terms including the President-Elect, who will serve as non-voting Chair. The initial Committee will be comprised of the President-Elect and three (3) Members serving one (1) year terms and four (4) Members serving two (2) year terms. The President will select the Committee members from Past Presidents and past Board members who have served in the past five (5) years. No Committee member will serve more than two (2) consecutive years.

Each Committee member's terms are subject to annual or other periodic review, appointment by the President and ratification by the Board of Directors. Each year, additional appointments will be made by the President and ratified by the Board of Directors as needed.

No member may serve who has been convicted of a felony or a crime of moral turpitude or who has failed to complete any sanction handed down by the Nevada Real Estate Division or failed to pay any amount owed to the Association.

Any Committee member found guilty of an ethics violation or violation of Association Policy during their appointed term, will be immediately removed for the remainder of their term.

Mandatory Training:

All Committee members are required to attend an annual training on best practices for reviewing complaints and conducting investigations. Training date(s) will be chosen by the CEO and approved by the President. Committee members will be notified at least ninety (90) days before the training. Failure to attend the scheduled workshops will result in removal from the Committee no matter what the Committee member's year of term is. There will be no make-up training dates.

Case Files and Procedures:

The CEO will be responsible for maintaining all files relating to complaints against Members for violation of Association Policies, in the CEO's office of the Greater Las Vegas Association of REALTORS®.

Determination of whether the Committee will investigate a complaint alleging one or more violations of Association Policy, or will refer that complaint to outside counsel, will be made according to the factors in Policy 100-6. Procedures for conducting investigations of any alleged Policy violation are described in Policy 100-6.

All Committee members may participate in the investigations that the Committee conducts (those investigations not referred to outside counsel). Proposed findings and recommendations will be decided by a majority vote of the Committee. If one or more Committee Members disagree with the majority's proposed findings and/or recommendations, those Members may prepare a dissenting opinion that explains the source of their disagreement and any facts or policies that support their opinion.

Confidentiality of all complaints, information, findings etc. is permanent.

Guidelines for Recommended Discipline:

If the Committee determines that a violation of one or more bylaws or policies has occurred, it should apply the following guidelines for recommending discipline.

Specific discipline is not required for violations. Deference in making recommendations is given to the wisdom and autonomy of the Committee privy to the details of complaints coming before it; in recognition of the fact that no two complaints are identical; and in view of the fact that the details of each investigation, including the experience of those accused of violations, their history of prior violations, and mitigating or extenuating circumstances, may all come into play in recommending an appropriate penalty. At the same time, there are key points to be considered with respect to recommending discipline:

- Discipline that can be recommended is limited to the forms that are authorized for the bylaws or policies alleged to have been violated.
- Discipline should be commensurate with the offense. Generally, unintentional or inadvertent violations should result in penalties designed to educate an accused Member as to the conduct expected of them as REALTORS®. Conversely, if a REALTOR® intentionally violates a policy, a more severe sanction would be appropriate.
- Generally, discipline should be progressive. The disciplinary emphasis on violations by new members or by longstanding members with no history of violations should be considered primarily educational. Repeated or subsequent violations should be addressed by recommending more serious forms of discipline including substantial fines, suspension and even (in the most serious cases) termination of membership.

- An exception to the general rule may exist even with “first time violations” that are clearly not the result of ignorance or mistake but rather demonstrate flagrant disregard for a bylaw or policy. While the educational aspect of enforcement cannot be disregarded, the fact that the policies exist to protect the Association, other members and the general public must also be seriously considered in making a recommendation for the appropriate discipline.
- Mitigating or extenuating circumstances should be considered in recommending the appropriate level of discipline. The fact that the person accused has recognized or acknowledged the violation or inappropriate conduct, or took steps to remediate or minimize harm or injury that may have resulted from the accused’s conduct, should be considered.
- The accused’s records of earlier violations (or, conversely, the fact they have not had prior violations) can be considered in recommending the appropriate level of discipline to recommend.
- Other factors also should be considered in light of the circumstances of the violation that has been alleged.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12M

SUBJECT: GLVAR Political Advisory Committee

SOURCE: Board of Directors

Scope: Recommends policy and positions on local issues to the Board of Directors. The Committee provides direction to the Government Affairs Director on an as needed basis.

When a political issue requires immediate attention, the Advisory Committee may conduct committee business via electronic means, provide the Government Affairs Director with direction and will promptly inform the Board of Directors of such actions. Periodically meet with elected officials and periodically submit recommendations to county officials.

Structure: The Committee consists of seven (7) Members in good standing appointed by the President, including a Chair, Vice Chair, and CEO. The Chair and Vice Chair will serve for one (1) year terms. Members of the Advisory Board will serve for staggered two (2) year terms. No more than two consecutive terms will be served without an interruption of service for one year.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12N

SUBJECT: GLVAR Political Affairs Committee

SOURCE: Board of Directors

Scope: Responsible for reviewing, evaluating and recommending the legislative and regulatory strategies necessary at the local level to maintain private property rights and licensees' ability to conduct business. Invites speakers to address political issues.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-120

SUBJECT: GLVAR Property Management Committee

SOURCE: Board of Directors

Scope: Responsible for reviewing, evaluating and recommending the programs, products and services necessary to meet the needs of the members and prospective members active in property management.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12P

SUBJECT: GLVAR Risk Management Committee

SOURCE: Board of Directors

Scope: Responsible for efficiently addressing risk management topics, presenting safe business practices, reviewing evaluating and recommending programs, products and services necessary to meet the needs of the members. Also, responsible for developing any additional classes while monitoring and evaluating all aspects of the RRG Society.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12Q

SUBJECT: GLVAR Trends Committee

SOURCE: Board of Directors

Scope: The Trends Committee are responsible individuals with knowledge in the real estate market working together to identify conditions which are impacting the market and address these issues by providing information, resources and solutions to the GLVAR Membership.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12R

SUBJECT: GLVAR YPN Committee

SOURCE: Board of Directors

Scope: Responsible for creating programs to encourage, foster and promote young GLVAR members to excel in their careers by pursuing leadership roles in the local, state, and national associations. The YPN Committee also fosters opportunities for young members to become active in public policy discussions, encourages them to become advocates for the real estate industry and provides opportunities for community service and networking.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12S

SUBJECT: GLVAR Awards Committee

SOURCE: Board of Directors

Scope: Administers Association awards according to the requirements for those awards.

Structure: The Committee consists of the current GLVAR Vice President as chair, the Immediate Past YPN Chair, and the twice-removed winners of all GLVAR awards (excluding REALTOR® of the Month, and YPN Who's Who Under 40 winners). GLVAR's CEO is an *ex officio* member of the Committee.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12T

SUBJECT: GLVAR Bylaws Committee

SOURCE: Board of Directors

Scope: Responsible for the review and necessary revision of GLVAR's Bylaws as required to fulfill the purpose of the organization and also responsible for the review of GLVAR board policies to ensure compliance with existing and revised GLVAR, NVAR and NAR Bylaws and such items as directed by the Board of Directors.

Purpose: The Committee will meet on an as-needed basis to accomplish the following purposes:

With assistance from the Staff Liaison and CEO, draft any new Bylaws requested by the GLVAR Board for approval by the Membership at the Association's Annual Meeting.

Structure: The Bylaws Committee consists of seven (7) REALTOR® Members in good standing appointed by the President.

The Committee includes a Chair, Vice Chair, CEO, one Past President, and the current Vice President.

The Chair, Vice Chair, and Vice President each serve one-year terms. Committee members will serve staggered two-year terms. No more than two consecutive terms will be served without an interruption of service for one year.

Last revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-12U

SUBJECT: GLVAR Past Presidents Committee

SOURCE: Board of Directors

Scope: The Past Presidents Committee serves at the pleasure of the President. To be constituted, the President must give the Committee one or more assignments to achieve.

Structure: The Past Presidents Committee is comprised of all active Past Presidents with the Greater Las Vegas Association of REALTORS® that are a Member in good standing of the Greater Las Vegas Association of REALTORS®.

Last Revision: December 17, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-13

SUBJECT: Parliamentarian

SOURCE: Board of Directors

If the CEO desires, he or she may appoint a Parliamentarian. The Parliamentarian must be familiar with Roberts Rules of Order.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-14

SUBJECT: GLVAR Volunteer Leader Gift Policy

SOURCE: Board of Directors

GLVAR Volunteer Leadership will not seek or accept for themselves or others any gifts, favors, entertainment, payments without a legitimate business purpose nor will they seek or accept personal loans (other than conventional loans at market rates offered on the same terms as those offered to the general public by lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of GLVAR.

GLVAR Volunteer Leadership may accept for themselves and members of their family's common courtesies usually associated with customary business practices, subject to the following limitations:

- a. GLVAR Volunteer Leadership may not accept an invitation from a vendor or attend a meeting with a vendor (to include tickets to events, coffee, drinks, breakfast, lunch, dinner or other meals) unless GLVAR's CEO is also extended an invitation and is present for the meeting.
- b. GLVAR Volunteer Leadership may not accept gifts from a vendor unless those gifts are of a nominal nature and also are offered to members of the general public.
- c. The receipt of alcoholic beverages is discouraged.
- d. Gifts of perishable items usually given during the holidays are acceptable as long as the value of all gifts given by the vendor does not exceed \$50.00 and it is disclosed to the Board if any matter involving that vendor is presented to the Board.

Failure to abide by this gift policy may result in sanctions as established by GLVAR Bylaws and Policies including but not limited to, removal from position or office.

Last Revision: May 28, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 500-15

SUBJECT: GLVAR Social Media Policy

SOURCE: Board of Directors

This policy governs the publication of original messages and commentary on others' messages via social media by GLVAR Members. "Social media" is defined as any website, webpage, chat, blog, text, application or other electronic means of communication that allows users to create and share content or to participate in social networking. A non-exhaustive list of examples of social media sources include, but are not limited to Wikis, Facebook, LinkedIn, Twitter, Instagram, Snapchat, Flickr, YouTube, Nextdoor, etc.

As a GLVAR Member, you are responsible for establishing and supporting GLVAR public and governing policies in furtherance of GLVAR's mission. Therefore, you will avoid making any public statements – on social media or otherwise- that are contrary to achieving GLVAR objectives or that may reflect badly upon GLVAR's reputation.

Posts on social media can help GLVAR expand its reach and increase its impact by:

- helping to raise awareness about the mission and work of GLVAR and its committees,
- building a sense of community among the Association,
- helping to improve the knowledge or skills of REALTORS®,
- providing a virtual means to engage GLVAR,
- showcase community involvement, outreach, volunteerism to the public, and more.

Social media is an effective communications tool but sometimes it can be challenging for members to reconcile their public and private social media activities in terms of their role as a GLVAR Member. Social media is designed for self-expression and encourages conversations. This policy and accompanying guidelines provide a framework for appointees to engage in these activities effectively and ethically.

Statement of Policy

Permission: While serving as a Member of GLVAR, Members are both granted permission to and are encouraged to use social media as a conduit for informing the community about projects, initiatives, involvement and work of GLVAR. This needs to occur in a professional and ethical manner.

GLVAR Policy Compliance: GLVAR Members must also comply with relevant GLVAR policies and guidelines, including those that relate to GLVAR elections and campaigning. In addition, GLVAR’s non-solicitation and no recruitment policies apply to any and all social media comments.

Federal Law Compliance: In order to protect the 501(c)6 status of GLVAR, there are topics that Association Members are not permitted to publish via any an official GLVAR communication tool, including social media (e.g. GLVAR’s Facebook page). When posting on any GLVAR resource, individuals cannot call for a boycott of a product or company. In addition, individuals posting via an official Association communication tool may not endorse or oppose any federal, state or local candidate running for political office.

Anti-Trust: Members are not permitted to publish via any official GLVAR communication tool, including social media any comment that may be considered a violation of Federal Anti-Trust law including but not limited to boycotts, price fixing or any related behavior.

Campaigning: Candidates are cautioned that any and all campaign activities, including the use of social media, is governed by Article 15 of the Code of Ethics which states “that REALTORS® will not knowingly or recklessly make false or misleading statements about other real estate professionals, their businesses, or their business practices.” NAR has expanded Article 15 to cover **all of a Member’s activities**, and no longer limits its scope to only those involving real estate transactions. Alleged violations of this requirement will be investigated by the Nominating Committee. Violations of this requirement may result in the candidate’s removal from the approved list of candidates. Removal will be made by a simple majority vote of Board of Directors upon recommendation from the Nominating Committee.

Defamatory Speech, Hate Speech, and Personal Insults: Posting of defamatory and/or offensive material or use of inappropriate speech is strictly prohibited including, but not, limited to harassing speech, hate-speech, name-calling, personal insults, epithets, or slurs based on race, color, religion, sex, handicap, familial status national origin, sexual orientation, gender identity or any other trait or characteristic protected under federal, Nevada or local law.

Copyright: All postings must be free of copyright restrictions that limit distribution. For example, posting a significant amount of a copyrighted work verbatim requires the permission of the copyright holder. To verify that such permission was obtained, all postings of this nature must include a statement that this is the case.

Confidentiality:

- Using social media to communicate about GLVAR Executive Team meetings, Board meetings, and committees prior, during or after closed meetings, discussions, or votes is not permitted.
- Personal opinions about other committee appointees, specific Executive Team, Board meetings, and committee decisions, etc. are not appropriate to share via social media.
- Always ask for permission from the President and CEO before identifying a member, partner, or sponsor and never discuss confidential details of any individual’s or organization’s engagement in GLVAR.

GLVAR Name & Logo: Use of GLVAR’s name and logo must follow existing policy.

Following the Policy

It is best to err on the side of caution. If a member is unsure whether or not something is appropriate to post on social media, he or she should contact their Committee Chair before making the post “LIVE”. A Chair who is unsure about policy compliance should contact his or her staff Liaison. If a member, for whatever reason, takes an action that is in conflict with this policy, he or she will be contacted to resolve the situation and may be asked to withdraw, correct, or revise postings. If the post is determined to be egregious, or intentionally hurtful, the individual may be asked to resign from his or her position by the GLVAR President.

Guidelines

For Every Appointee Logistics

- All official GLVAR social media accounts including so called “closed or private groups” must have permission to act as such from the CEO. Administrative rights to all such groups must be held by GLVAR and not individual members.
- GLVAR believes in transparency and honesty. Use your real name, be clear who you are, identify what capacity you serve in GLVAR and do not post anonymously, use pseudonyms or use false screen names.
- Use tags when posting GLVAR content (e.g. #GLVAR or @REALTOR[®]) to help ensure your message reaches its targeted audience.
- Post frequently and respond to comments and replies from others quickly and accurately.
- Know and respect your audience at all times, including and its members.
- Be smart and protect your privacy by taking simple steps such as avoiding posting personal details, like phone numbers, reading web sites’ privacy policies, making use of privacy settings on social media sites, etc.
- Avoid social media arguments and debates and screenshot the issue/complaint and send to: socialmedia@glvar.org if you see a misrepresentation made about GLVAR in social media. If you, yourself, are accused by anyone of posting something improperly, inform the CEO of the situation promptly, in order to determine best next steps and to quickly resolve the situation.

Content

- Regardless of what account you use for posting as a committee appointee, be sure to limit your committee-related posts to sharing information about the work of the committee, news and announcements from the committee, etc. if applicable. The committee chair will handle the official communication for the group, but committee members are sometimes called on to write articles, blogs and Twitter posts.

- Before posting, ask yourself if the post will:
 - improve knowledge or skills of GLVAR members
 - if it contributes directly or indirectly to the improvement of GLVAR
 - if it builds a sense of community or it helps to promote GLVAR’s mission
 - If the answer to all of these standards is yes, post the content. If it’s no, then don’t post it.
- Write about what you know (always verify any facts, dates, etc. before posting anything).
- What you publish will be around indefinitely, so consider the content carefully. Strive to make sure it is accurate and professional.
- It is good, general practice to link to others’ work rather than reproduce it. Adhere to the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including NAR and GLVAR’s own trademarks, copyrights and brands. Review the share carefully to ensure the previous postee has met the letter of the law. If they have not, and you share the post, you could be liable.
- Use your best judgment and be sure to make it clear that any views expressed are yours alone and do not represent the official views of GLVAR.
- Bring out your own personality and share your thoughts in a respectful and professional tone.

For Chairs/Volunteer Leaders

Committee chairs, vice chairs and volunteer leaders need to act as conduits between committee members and their GLVAR staff liaison if questions arise about social networking activities of committee members.

Disciplinary Action

GLVAR members understand that as a condition to holding a leadership or committee position with the Association, that they agree to fully abide by the above Social Media Policy. Any inquiries or concerns, whether or not specifically addressed in the policy statement, should be addressed to the Association CEO. A violation of this policy could result in disciplinary action including deletion of inappropriate posts and removal from any leadership or committee position.

Creating, disseminating, and maintaining content on social media platforms

1. **Definition of “identification”:** Whenever identification is required by this policy will include the following:
 - a. Name/Logo of brokerage
 - b. Name of broker
 - c. Address of the brokerage office with which the agent is affiliated
 - d. Phone/Fax/E-mail of the brokerage office
 - e. Name of the agent responsible for the web site
 - f. State of licensure

2. Blogging

- a. The Member is responsible for compliance with all laws and regulations governing real estate business including fair housing, antitrust and real estate license laws and regulations. Real estate blogs will provide the identification of the responsible Member.
- b. The Member will include “terms of use” to include:
 - i. Users will abide by any legal requirements related to the use of the blog and the site’s terms of use for the blog including specifically its privacy policy.
 - ii. Users will be responsible for their conduct on site.
 - iii. Obtain clear authority from Users to utilize anything the User includes on the site.
 - iv. Prohibit the unauthorized use of third party content or the posting of any unlawful or objectionable materials.
 - v. Prohibit the use of the site to harass or stalk anyone.
 - vi. Prohibiting the posting of content which infringes on the rights of any third party.
 - vii. Prohibit the posting of content which expresses a preference based upon an individual’s membership in a protected class.
 - viii. Provide a take-down policy in the event any such materials are posted to the site.
 - ix. Disclaim responsibility for any third party sites linked to through the site.
 - x. Generally disclaim and limit any liability arising from the content of the site whether provided by Agent or a User.
 - xi. Provide a privacy policy consistent with that used by the brokerage.
- c. Identification
 - i. Members will identify themselves when establishing a blog in such a way that Users of the blog will know the Member’s name, their status as a real estate licensee and the name of the brokerage with which they are affiliated.
 - ii. In any posting related to the brokerage, the Member must assure that the Member’s relationship to the brokerage is clear so as to avoid violation of the FTC rules.
 - iii. Members may not participate in the blog of another party without disclosing their identity and the brokerage with which they are affiliated.

- d. Responsibility for Maintenance
 - i. All blogging must be monitored by the Member for false / defamatory / demeaning / degrading comments at least once per month.
 - ii. The Member is responsible for removing or clarifying any comment if the Member knows that it is false or misleading.
- e. The Member is responsible for assuring that the content and operation of the blog conform to the standards established in the Code of Ethics.

3. Posting of Professional Contacts/Qualifications (e.g., LinkedIn)

- a. Member is responsible for assuring that any listing of qualifications, credentials or training contained on the site is current, accurate and not misleading. Any changes to the foregoing will be promptly revised on the site.
- b. Member will not falsely claim association with any person or group.
- c. Notwithstanding any provision herein, Member remains responsible for complying with the license laws and regulations governing the conduct of licensees and all applicable local, state and federal laws.
- d. Member is responsible for assuring that the content conforms to the standards established in the Code of Ethics.

4. Posting of comments to social media pages of others

- a. Any statement regarding the brokerage must clearly disclose the Member's relationship to the brokerage.
- b. The Member must disclose his/her status as a real estate professional as a part of any real estate related statement.
- c. The Member is responsible for assuring that the use of the site is consistent with the Code of Ethics, local, state and federal laws and all applicable real estate license laws and regulations, including where necessary identifying the Member.

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 600-1

SUBJECT: Public and Member Relations

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

Public and Member Relations expresses to the community and our membership the positive activities and services the Greater Las Vegas Association of REALTORS® and its Members provides. The goal of Public and Member Relations is planned, persuasive communication designed to significantly influence the public's opinion of our Association and its members. To that end, Public and Member Relations consists of three primary programs: Internal Communications, External Communications and media interviews.

Media interviews are conducted by the elected Association Leadership coordinated through the Director of Communications to ensure that the public is informed of major real estate issues and their effect on the public. It is the policy of the Association that the spokespersons in order of priority will be:

1. The President
2. The President-Elect
3. The Immediate Past President
4. CEO
5. President's designee
6. Media Liaison

Once this priority list is exhausted and no spokesperson is available, the Communications Department, in consultation with the CEO or his/her designee, may designate an alternate spokesperson at their discretion.

Further, no statement on behalf of the Association will be made except through the spokespersons appointed through the above process. GLVAR Spokespersons will be identified by their title within the Association, with no mention of Company affiliations.

Any communication from the Association must be approved by the CEO before final printing or distribution.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 600-2

SUBJECT: Southern Nevada REALTOR® Magazine Guidelines

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that the following are the official guidelines to be used for publication of the Association magazine, the Southern Nevada REALTOR® (SNR):

EDITORIAL

- Bylines for SNR articles submitted by members will contain the individual's titles within the Association, not the name of the company for which they work.
- All communications will be approved by the CEO prior to publication.
- Articles should not exceed 300 words, which is approximately 10 inches of copy.
- If the name of a REALTOR® is used in an article, refer to them only by their designations and/or association with the GLVAR (chair, vice-chair, member, director, etc.) Please do not use company names.

ADVERTISING

- The deadline for submitting camera-ready artwork is the 5th of the month preceding publication. If the 5th falls on the weekend, the deadline will be the Friday before the 5th.
- Space reservations in the upcoming issue must be made by the 5th of the current month.
- All advertising copy must be camera-ready.

The CEO will approve all ads and contracts before they will be accepted for insertion in the magazine. All approvals and signatures must be in by the 5th of the month.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-1

SUBJECT: Membership Application

SOURCE: Board of Directors

REFERENCE: GLVAR Bylaws

It is the policy of the Greater Las Vegas Association of REALTORS® that the following procedures, rules and policies apply to all individuals applying for new membership or any member rejoining the Association after one (1) year following the termination date in the Greater Las Vegas Association of REALTORS®.

NEW MEMBER FEES AND REJOINING MEMBERS

Any new applicant or rejoining member will pay fees including but not limited to the following: application fee; NVR administrative fee; GLVAR local dues; NVR state dues and the NAR national dues for the year joining and one of the following options:

- MLS dues with key maintenance fee (for the key app) and an activation fee of \$250; or
- CALV dues with any activation fees; and

Any outstanding Professional Standards fines; other administrative fees; and any other fees or fines owing.

NON-MEMBER SALESPERSON TO REALTOR® MEMBER

Non-member Salesperson wishing to become a REALTOR® member must pay GLVAR Application fee, NVAR Administration fee Annual dues (if not paid). If Annual Salesperson dues have been paid, member will need to pay \$35.00 difference for NAR dues. Also, pay any other unpaid fees or fines, optional fees (MLS/CALV), and any key-related fees. Licensee must attend Orientation classes.

NON-MEMBER SALESPERSON

Non-Member Salesperson wishing to join the DR must pay GLVAR processing fee, annual dues and optional fees (MLS/CALV). Any key-related fees must be paid by the licensee. The licensee must attend the MLS requirements for any class of MLS Subscriber in the Association.

APPLICATION

Once the Board of Directors approves membership, application fees are non-refundable.

FORFEITURE

Applicants have sixty (60) days to complete all REALTOR® orientation requirements and thirty (30) days to complete MLS requirements for any class of MLS Subscriber in the Association. If they have not completed the requirements within the sixty/thirty (60/30) day limit, respectively, their GLVAR and NVAR application fees will be forfeited and their applications will be terminated and member status changed to non-member. Any Designated REALTOR® who fails to complete membership requirements within the sixty/thirty (60/30) day limit will have all services suspended for a maximum of thirty (30) days. All members within the Designated REALTORS® office will also have all services suspended for a maximum of thirty (30) days. If the Designated REALTOR® does not complete requirements during this suspension, Designated REALTOR® and all agents will forfeit all monies paid and all members will be dropped to Non-Member status in a Non-Member Office and fees will be adjusted accordingly.

EXTENSIONS – REALTOR® REQUIREMENTS

Any applicant, for good cause, may apply, in writing, for a thirty (30) day extension accompanied by a processing fee of \$250.00, to complete all membership requirements, subject to approval by the CEO. If arranged in advance, prior to the termination of the application, there will be no additional fees charged to the applicant.

ORIENTATION ATTENDANCE

Attendance for Orientation will be scheduled at the time of application for Membership. Any applicant who fails to notify the Member Services Department of a requested change in Orientation dates, at least five (5) business days prior to scheduled date, will pay a change order processing fee of \$100. Any applicant who fails to attend any Orientation class that they are scheduled for, without the five (5) business day's notification, will pay a fee of \$250.00.

GRACE PERIOD

It is the duty and responsibility of every Designated REALTOR® (DR) to inform all new licensees that they must join within forty-five (45) days of activating their licenses with the DR.

- If the DR does not report a new licensee to the Association within the prescribed forty-five days (from date of licensure) grace period as stated in the Bylaws, the DR will be assessed the following penalty: at 45 days a late fee of \$250.00 per licensee and at 60 days a \$500.00 late fee per licensee, starting January 1, 2019. The DR will have ten (10) days to pay the assessment.
- GLVAR will access and collect the assessment that would normally be billed to the DR from the licensee, at the time that the licensee joins the Association. If the licensee refuses to pay, the assessment will be billed to the DR.

- If the DR does not return the license to the Real Estate Division of an agent who fails to join the Association within the forty-five (45) days, the DR will be billed according to the non-member dues formula. The DR will have ten (10) days to pay the invoice.
- If the DR returns the license to the Real Estate Division after being billed the non-member dues, the DR will be assessed a \$300.00 non-compliance fee and the non-member dues formula invoice, previously sent, will be canceled. The DR will have ten (10) days to pay the assessment.

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-1A

SUBJECT: New Office Fee/Office Re-instatements

SOURCE: Board of Directors

REFERENCE: GLVAR Bylaws

NEW OFFICE FEE

The New Office Fee will not exceed three (3) times the amount of the annual dues for REALTOR® Membership. Any change of a Designated REALTOR® within the office will not warrant a New Office Fee to be charged. New Office Fees are non-transferable. Payment arrangement request must be submitted in writing to the CEO. If approved, a New Office Payment Agreement form must be signed by both parties for the payment arrangement to be accepted.

All new offices joining must provide the following:

1. Copy of Broker's License; and/or
2. Receipt from the Real Estate Division;
3. Copy of local Business License;
4. Designated REALTOR® Application for Membership (Office application);
5. A copy of the company's listing agreements and addendums if not utilizing GLVAR forms.

OFFICE RE-INSTATEMENTS

Re-Activation of any office for any reason will be as follows:

1. Inactive up to one (1) year – no additional Fee
2. Inactive from 1-2 years - \$500 re-instatement Fee
3. Inactive over 2 to 5 years - \$1,500 re-instatement Fee
4. Inactive over 5 years - new office Fee

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-1B

SUBJECT: Designated REALTOR® Orientation Class

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that a Designated REALTOR® opening a new office must attend Designated REALTOR® Orientation. A new office is described as one never having been a member of the Greater Las Vegas Association of REALTORS® or the office has been inactive for over five consecutive years. The Designated REALTOR® Orientation class is held over a one- day period from 9:00 a.m. to 4:00 p.m. The Designated REALTOR® Orientation Classes will be held every month. However, additional classes may be scheduled as needed. All applicants are expected to attend the complete session. If for any reason the applicant is late or must leave early, acceptable allowance must comply with the Real Estate Division's requirement of at least 90 percent attendance to receive full credit. The instructor or monitor should be notified of an emergency or problem. Failure to comply with the policy will result in the applicant being required to re-attend the session.

MANDATORY ATTENDANCE

No applicant for membership may be excused from more than one (1) Orientation Class, provided the applicant has received at least five (5) days written notice to attend the Orientation Class.

If a member becomes the Designated REALTOR® for an existing office, they are required to attend the Designated REALTOR® Orientation within 90 days.

All current and new Designated REALTORS® and Branch Managers must take an online knowledge test of the Association policies and procedures.

ORIENTATION SCHEDULING

Attendance at the Designated REALTOR® Orientation will be scheduled at the time the office joins. Any Designated REALTOR® and Branch Manager who fails to notify the Member Services Department of a requested change in Orientation dates, at least five (5) business days prior to the scheduled date, will pay a fine of \$250.00 for Non-Attendance. Any applicant who fails to attend any Orientation Class for which they are scheduled, without five (5) business days prior notification, will pay a fine of \$250.00.

FORFEITURE

A new Designated REALTOR® and/or Branch Manager has one hundred twenty (120) days to complete the Designated REALTOR® Orientation. If they have not completed the requirements within the one hundred twenty (120) day limit, their office application fee will be forfeited and their applications and membership will be terminated. All members within the Designated

REALTORS® and/or Branch Manager's office will also have their memberships terminated at the time the office is dropped.

EXTENSIONS – REALTOR® REQUIREMENTS

Any Designated REALTOR® may apply, in writing, for a thirty (30) day extension accompanied by a processing fee of \$250.00, subject to approval by the CEO. If arranged in advance, prior to the termination of the application, there will be no additional fee charged to the Designated REALTOR®.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-2

SUBJECT: Member Services Policy Statement

SOURCE: Board of Directors

The following will be the policy of the Greater Las Vegas Association of REALTORS® on the Member Benefits Program: The Association may endorse various products and/or services by firms outside the Association pursuant to the following policies and procedures, subject to review and recommendations of the Staff, and final approval of the Board of Directors.

1. Products/services to be considered for inclusion in the Member Benefits Program must offer a direct benefit to the membership and not in conflict with NAR affinity products or services.
2. Non-dues revenue for the Association should be a consideration when evaluating a potential affinity relationship but should not be viewed as a necessity if the product/service will otherwise provide a benefit for the membership.
3. In evaluating a potential endorsement, the CEO will take steps to secure information on the following:
 - (a) Description of the product/service.
 - (b) Other groups that may have already given endorsements.
 - (c) Identify REALTORS® who are currently using the product/service and seek their comments.
 - (d) Amount of revenue that may be produced for the Association and basis for calculation.
 - (e) List of benefits for members.
 - (f) Method of distribution and marketing.
 - (g) Identify any administrative burden to the Association.

The following procedures will be followed when processing a request for such products or services:

- The CEO will request a written proposal from any vendor interested in becoming a Member Benefits Partner for our members, including signed Member Benefits Partnership Agreement.
- Once a written proposal is received, the CEO will review for completeness and study the feasibility of the proposal (administration impact if any).

- The Board of Directors will review and may approve the proposal, request additional information, deny the request, or allow the vendor representatives to attend the next meeting.
 - Once approved, the CEO will sign the Member Benefits Partnership Agreement and forward a signed copy to Member Benefit Partner via electronic and/or U.S. Mail.
4. At any time, the Board of Directors may, in its discretion revoke a product or benefit available from a Member Benefits Partner pursuant to the termination provision in the Member Benefits Partnership Agreement.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-3

SUBJECT: Distribution of Membership Rosters/Labels

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® that:

MEMBERSHIP ROSTERS

GLVAR Membership Rosters containing office names and member phone numbers are to be available for distribution to GLVAR members only.

MEMBERSHIP LABELS LIST

Only the names of Members that elect to receive unsolicited mail will be included on the lists.

Electronic distribution of the GLVAR membership roster containing the names of those Members who have opted into receipt of unsolicited mail is available for purchase to members and Member Benefit Partners at a cost of \$250.00 plus tax. Additionally, a roster containing office information only is available for purchase by members at a cost of \$50.00, plus tax.

The electronic rosters are distributed via electronic means only. The roster contains the following fields: "Salutation", "First Name", "Middle Initial", "Last Name", "Full Name (Name Field)", "Last Name, First Name", "Title", "Office Name for Address", "Care Of", "Preferred Mailing Address", "City", "State", and "Zip Code".

The email addresses of GLVAR Members will be considered confidential. Email addresses will not be distributed as a part of GLVAR Membership Rosters or Membership Label Lists. Email addresses of Members will not be used for any purpose other than official business of GLVAR.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-4

SUBJECT: Past Presidents

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to waive the local dues for all Past Presidents of the Association.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-4A

SUBJECT: Honorary Lifetime Membership for REALTOR® Members

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® to offer an Honorary Lifetime Membership for members who have been active continuously for 40 years. Local annual dues will be waived for any member meeting the criteria who accepts the offer.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-5

SUBJECT: Non-Member Salesperson Reapplication Procedure

SOURCE: Board of Directors

REFERENCE: GLVAR Bylaws

It is the policy of the Greater Las Vegas Association of REALTORS® that members who have been changed to a Non-Member Salesperson by GLVAR for non-payment of dues may reapply for REALTOR® status by paying full annual dues, reapplication fee of \$300.00, and any outstanding fees but not limited to the following: application fee; NVAR administrative fee; Local, State, National dues for the year joining; MLS/CALV dues; any outstanding Professional Standards fines; other administrative fees; and any other fees or fines owing, if applicable. Reapplication for REALTOR® status must be completed within one year from being placed on Non-Member Salesperson status without the requirement to attend orientation classes. After one year, the licensee must re-attend Orientation classes.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-6

SUBJECT: Reinstatement Procedures

SOURCE: Board of Directors

REFERENCE: GLVAR Bylaws

It is the policy of the Greater Las Vegas Association of REALTORS® that members who drop their REALTOR® membership and wish to reinstate as a REALTOR® member after 30 days or no more than one year from the termination date, may do so by paying full annual dues (if not paid), and any outstanding fees but not limited to the following: application fee; NVAR administrative fee; Local, State, National dues for the year joining; MLS/CALV dues; key maintenance fee, reactivation fee of \$100 or the activation fee of \$250 if the subscriber had not had a key for over a year; any outstanding Professional Standards fines; other administrative fees; and any other fees or fines owing, if applicable.

Last Revision: February 25, 2021

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-7

SUBJECT: Attendance at General Membership Meetings

SOURCE: Board of Directors

The Greater Las Vegas Association of REALTORS® is a member-driven organization. As such, attendance at GLVAR General Membership Meetings and other events is reserved for active dues-paying GLVAR Members and Affiliates. Advanced registration is required.

GLVAR invited dignitaries, Director and Officer Spouses and other GLVAR invited guests are exempt from this requirement.

The cost for attending GLVAR Membership Meetings will be established by the Board of Directors based on input from GLVAR Staff. Each individual member who registers for a GLVAR General Membership Meeting will pay for the cost of attendance at the time of registration. All registered members who attend a General Membership meeting will receive a credit for the cost of the event on their GLVAR account. All registered members who fail to attend a General Membership meeting they registered for will be charged the full amount of the event.

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 700-8

SUBJECT: Affiliate Member Code of Conduct

SOURCE: Board of Directors

As an Affiliate Member of Greater Las Vegas Association of REALTORS®, I will abide by the “Affiliate Member Code of Conduct.” I pledge to demonstrate to REALTORS® and Affiliates that I am a professional and strive to do my best in serving my clients.

An Affiliate Member will not deny equal professional services to any person for reasons of race, color, religion, sex, sexual orientation, handicap, familial status, or national origin. Affiliates will not be parties to any plan or agreement to discriminate against a person or persons on the basis of race, color, religion, sex, handicap, familial status, or national origin.

An affiliate member will not disparage competitors or other Affiliates for any reason. The Affiliate will not attempt to gain any unfair advantage over competitors by knowingly or recklessly making false or misleading statements about competitors or Greater Las Vegas Association of REALTORS® Members.

An Affiliate Member is required to use professional courtesy and consideration at all Greater Las Vegas Association of REALTORS® events. This means refraining from actively marketing their business, distributing marketing materials or business cards, or otherwise encroaching on the benefits allotted to paid affiliate sponsors.

An Affiliate Member will be informed and do business in accordance with all laws, governmental regulations, and public policies in the field in which the Affiliate customarily engages. Affiliates will carry proper insurance and licensure(s), where applicable.

An Affiliate Member will provide a level of proficient service in keeping with the standards of practice in the field in which the Affiliate customarily engages.

An Affiliate Member will not undertake activities that compromise or interfere with the contractual business relationship REALTOR® and Affiliate Members have with their customers and clients.

An Affiliate Member will abide by the Bylaws of the Association.

Violation of the Code of Conduct will result in disciplinary action per discretion of the Board of Directors:

- 1st violation will result in a written warning.
- 2nd violation will result in event attendance suspension and sponsorship opportunities revoked for a period of 6 months.

- 3rd violation will result in termination of affiliate membership.

I have carefully read and understand the Greater Las Vegas Association of REALTORS® Affiliate Code of Conduct and commit to uphold this code through my membership. Violations to the Code of Conduct are grounds for disciplinary action, up to and including termination of membership.

Affiliate membership is subject to the approval of the Board of Directors. I irrevocable waive all claims against the Association or any of its officer, directors or members for an act in connection with the business of the Association. Upon the expiration of said membership for any cause, I will return to the Association all certificates, signs, seals or other indications of membership in the Association and the Nevada Association of REALTORS® and will be refunded joining fees paid.

I understand that until my membership is approved by the Board of Directors, I cannot join a committee or sponsor an event.

Signed: _____

Date: _____

Print: _____

Company: _____

Last Revision: December 19, 2019

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800

SUBJECT: Awards of Las Vegas REALTORS®

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that all LVR awards be memorialized in Policy 800. Each award will be administered according to the following general requirements and pursuant to each awards individual policy section as outlined herein.

1. Should a committee wish to propose a new award, a motion to the Board of Directors must be made clearly identifying why the award is needed, the proposed name of the award, selection criteria, when the award would be presented and by whom. The Board of Directors will approve any such new awards by a majority vote.
2. The Board of Directors will annually review the Association's awards to ensure their continued relevance.
3. Each award requires an application that must be submitted by the date specified in the application. Incomplete or late applications will not be considered. All applications must be approved annually by the Board of Directors at least 90 days prior to each award's application due date.
4. Vetting of Applicants: The CEO will initially review each application to ensure that it is complete, the information it contains is correct, and the applicant meets the basic requirements for each award. The CEO will then communicate this information to the standing LVR Awards Committee which will consist of the current LVR Vice President as chair, the Immediate Past YPN Chair, and the twice removed winners of all LVR awards (excluding REALTOR® of the Month, and YPN Who's Who Under 40 winners). LVR's CEO will also be an *ex officio* member of the Awards Committee.
5. Selection Criteria: Each individual award will have clear and concise award requirements clearly identified in its specific award policy. Should an award use a scoring system, that system must be approved by the Board of Directors at least 90 days prior to the selection date. The Awards Committee is NOT authorized to deviate or change these requirements without Board approval.
6. Conflicts of Interest: The Awards Committee will avoid any and all conflicts of interest. If an applicant is a descendant, blood, or marriage or from the same brokerage of any Awards Committee member, that member will not participate in the review process for any applications submitted for that award.

7. Unless otherwise stated in LVR Bylaws or Policy, all LVR awards may only be received once. No former award winner qualifies to win the same award more than once.
8. All LVR awards will be ratified by the Vice President, President Elect, President and Treasurer with the CEO voting only when there is a tie. All LVR awards will be presented by an individual selected at the direction of the President.
9. The review and selection process of all LVR awards will remain confidential.
10. The Awards Committee meetings will be held in April in person, in July by conference call and in October in person.

Last Revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-1

SUBJECT: REALTOR® of the Year Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the REALTOR® of the Year Award.

The Award winner will be selected by the Awards Committee.

The recipient must be an active member in good standing and have been a member for at least seven (7) years and must be recognized as a local leader whose civic involvement, local Association activity and other professional Association achievements are extraordinary.

Nominees must be submitted on a completed nomination form at the time of the ROTY meeting. This will indicate REALTOR® Participation; Civic and Business Accomplishment; Length of REALTOR® membership and NAR, LVR, NVR Recognized Designations; LVR, NVR, NAR Activity and other accomplishments.

The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-2

SUBJECT: Las Vegas REALTORS® Hall of Fame Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the LVR Hall of Fame Award to a worthy recipient.

The Las Vegas REALTORS® Hall of Fame Award will be selected by the Awards Committee based on the following:

- a. The applicant's LVR Committee participation history;
- b. The applicant must be REALTOR® member of LVR for at least 15 years;
- c. Recognized as a local leader whose performance of service and involvement in political and/or community activities is extraordinary;
- d. LVR Leadership service.

A maximum of three (3) recipients to be selected and recognized annually.

The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-3

SUBJECT: Las Vegas REALTORS® Ronn Reiss Educational Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the Ronn Reiss Educational Award to a worthy recipient.

The Awards Committee will select the Ronn Reiss Education Award recipient.

The recipient will be a current member of LVR and must meet the following criteria:

- A. Recipient will hold a Designation recognized by NAR.
- B. Recipient will have seven (7) years as a member of LVR and have demonstrated role model qualities within the five (5) years preceding the nomination.
- C. All past recipients of the award are excluded from candidacy.

LVR will publish criteria for the above award each year to allow members to nominate themselves or another individual. The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-4

SUBJECT: Las Vegas REALTORS® President's Award in Memory of Gene Nebeker

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the President's Award in Memory of Gene Nebeker.

The Las Vegas REALTORS® President's Award in Memory of Gene Nebeker will be selected by the President based on the following criteria:

The recipient represents the true meaning of the word REALTOR®. Their service to the Association through its committees, programs and activities reflect the true spirit of professionalism.

The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-5

SUBJECT: Las Vegas REALTORS® Frank Sala/Marv Rubin Political Participation Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the Frank Sala/Marv Rubin Political Participation Award to a worthy recipient.

The award was established by the Board of Directors in 1996 in honor of Frank Sala for his years of service on the LVR Political Action Committee in helping protect private property rights.

Marv Rubin was added to this prestigious award in 2014, bringing it in line with today's Association, connecting our proud political history to one of the key figures in the past decade plus establishing LVR as a prominent political player in the grass roots arena.

The recipient will be selected by the Awards Committee based on the following criteria:

- A. Recipient will be a LVR member who has demonstrated a commitment in grass roots political action and helping to protect private property rights.

The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-6

SUBJECT: Las Vegas REALTORS® Jack Woodcock Distinguished Service Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow The Jack Woodcock Distinguished Service Award to a worthy recipient.

The award was established by the Board of Directors in 2014 in honor of Jack Woodcock for his years of dedicated service to the Association and real estate industry in protecting private property rights and promoting the best interests of the real estate profession.

The recipient will be selected by the Awards Committee based on the following criteria:

- A. Recipients will have shown exceptional service to the Association for at least twenty years.
- B. Recipient will be a LVR member who has demonstrated an extraordinary commitment in political action and promoting the professional standards of the industry within the community. Recipients are politically involved in the REALTOR® organization and in their local community, and their involvement in the community has been extraordinary.
- C. The recipient represents the true meaning of the word REALTOR®. Their service to the Association through its committees, programs and activities reflect the true spirit of professionalism.
- D. The recipient will have performed in leadership positions at all levels of the REALTOR® organization – the local and state associations and remain actively involved.

The Recipient's name must be given to the CEO or the CEO's designee at least 30 days before scheduled presentation.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-7

SUBJECT: REALTOR® of the Month Award

SOURCE: Board of Directors

The REALTOR® of the Month Award is a monthly award that may be granted by the Board of Directors. Individual candidates will be nominated by LVR members and then selected by the Awards Committee of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR).

The qualifications to be considered for the REALTOR® of the Month Award will be that the candidates:

1. Have been a REALTOR® in good standing with Las Vegas REALTORS® for the last twenty-four (24) months at the time of nomination and have met all of the following criteria:
 - Have actively participated in one or more Association Committee;
 - Have attended and participated at LVR Functions (i.e., but not limited to, the General Membership Meeting, the Bowling Tournament, the MLS Tech Forum, the Golf Invitational, the Global Forum, etc.);
 - Have exhibited leadership qualities that demonstrate outstanding service to others in the real estate industry or the greater Las Vegas community.
2. Applicants will only be allowed to win the Award once every five (5) years.

The President of the Association will present REALTOR® of the Month Award at the General Membership Meeting.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-8

SUBJECT: Flowers and Donations

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that the CEO may send flowers (or a comparable donation) to a member in cases of illness or death and discretion of other events. The expense will be charged to the hospitality budget and should be limited to \$200 per incident.

For important events in employees' lives such as surgery, marriage, birth, graduation, death or resignation, the CEO may donate an amount up to \$100 per incident. This amount is to be charged to the StaffMorale budget.

Last revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-9

SUBJECT: Staff Proclamation and Pact

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), to have the Staff sign a “pact” at the beginning of each elective year, that outlines the actions expected by all parties in the best interests of the Association Membership.

Last Revision: July 13, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-10

SUBJECT: Las Vegas REALTORS® Good Neighbor Award

SOURCE: Board of Directors

The Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), Good Neighbor Award is presented annually to recognize one or more REALTOR® members of Las Vegas REALTORS® for continued volunteer service to the community and representing the REALTOR® brand with distinction.

Recognition:

A total of \$10,000 annually is available for the Good Neighbor Award, which may be awarded in an amount not to exceed \$5,000 per recipient. The recipient(s) will be presented with an award at the annual President's Installation or at a similar event. The Recipient(s) name will be displayed at the Association. The Recipient(s) may recommend a charity to receive a donation in the amount of the award from the LVR's charitable foundation subject to the verification and approval of the foundation.

Selection Committee:

The members Awards Committee (per GLVAR/LVR Policy 800) selects the recipient(s) for the award.

Criteria for Selection of Each Recipient:

1. The recipient must have been an active REALTOR® member of LVR for at least one year.
2. The recipient must be of high ethical and professional caliber and must have distinguished himself/herself through high level service to the community in a volunteer capacity.
3. Nominations may come in writing from LVR members, affiliates and the general public. The final selection will be made by the Awards Committee with no nominations from the floor.

Last Revision: October 22, 2020

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-11

SUBJECT: Las Vegas REALTORS® Who's Who Under 40 Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), and its Young Professional Network (YPN) Committee to annually bestow upon up to 40 LVR Members under the age of 40, the LVR YPN Who's Who Under 40 Award.

- Applicants must be an active REALTOR® member of LVR and be forty (40) years of age or under as of December 31st of the year immediately preceding the Applicant's application.
- Applicants must submit a completed application along with all necessary documents. Missing supporting documents (i.e. broker verification of production and charity letters) will result in no points for that section.

The award recipients will be selected by the LVR Awards Committee and will review each applicant's application weighing several factors. These include business success, community and professional leadership. The selection committee strives for balance to ensure a diverse group of awardees in terms of business niches, gender and ethnic background. Finally, the Awards Committee will look for compelling stories that bring to life the obstacles the applicants have overcome as well as business success.

LVR YPN Who's Who Under 40 Hall of Fame

Beginning in 2015, those LVR members who have received the LVR YPN Who's Who Under 40 Award a total of three (3) times will be inducted into the LVR YPN Who's Who Under 40 Hall of Fame and will no longer be eligible for the LVR YPN Who's Who Under 40 Award. Hall of Fame inductees will be honored at the annual award ceremony.

Last Revision: July 10, 2020



LVR YPN Who's Who Under 40 Award Application

**All information submitted on this application to be verified for accuracy prior to submission.
FALSE INFORMATION WILL RESULT IN DISQUALIFICATION.**

We invite all members of the Las Vegas REALTORS® (LVR) who will be 40 years of age or under as of December 31, 2019, to apply for the LVR YPN Who's Who Under 40 award.

RULES:

- Applicants must be active REALTOR® Members of LVR and be 40 years of age or under as of December 31, 2019.
- Applicants must fill out the Application in its entirety and attach all necessary documents. Missing supporting documents (i.e. broker verification of production and charity letters) will result in no points for that section.
- Any individual convicted of a felony or crime of moral turpitude and has not completed the individual's parole, probation, or sentence (whichever is the latest) as well as paying any fine or restitution is not eligible for consideration.
- Applications will also be disqualified if Applicant has failed to complete any sanction, fine or penalty handed down by the Nevada Real Estate Division.
- Answers are limited to 1500 characters maximum per Application Question.
- Beginning in 2015, those who have received the LVR YPN Who's Who Under 40 Award a total of three (3) times will be inducted into the LVR YPN Who's Who Under 40 Hall of Fame and will no longer be eligible for the Award. Hall of Fame inductees and Members will be honored at the awards ceremony annually.
- **Appendix A** – Steps how to verify information on application.

Personal Information Required:

Name: _____

Email: _____

Public ID: _____

Date of Birth: _____

Web Address: _____

Company Name: _____

Contact Number: _____

Application Questions:

1. Describe your community involvement by the number of hours volunteered, and your charitable contributions in 2019.
 - a. The number of hours volunteered in 2019.
 - b. What were your charitable donations in 2019?
 - c. You must submit a letter from the charity verifying the number of hours volunteered and charitable donations made in 2019.
 - d. Did you contribute towards the Las Vegas REALTORS® Benevolent Fund in 2019?
2. What is your involvement in your local, state and national REALTOR® organizations? Include any Association and committee involvement on any level.
 - a. Have you ever been a Chair or Vice Chair for a local (LVR), state, or National REALTOR® association committee? If Yes, please list position, committee, and year(s) served.
 - b. List all local (LVR), state, or National REALTOR® association committees, including director positions you served on in 2019.

(See Appendix A) how to verify information for Questions 1d, 2 a&b

3. Please list the amount you have contributed to the REALTORS® Political Survival Fund (PSF) in 2019.

\$20 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$250 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$1,000 <input type="checkbox"/>	Other \$ _____
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(If you are unsure please call the LVR Accounting Department 702-784-5000)

a. Have you taken the YPN 10 for 10 Pledge? YES NO

i. If yes, how much have you contributed?

ii. Are you current?

Information for Question 3a can be verified by calling NAR (See Appendix A)

4. How long have you been actively in the real estate industry?

5. Please provide your 2019 transaction information.

Note These numbers **MUST** be verified via a separate letter from your Broker.

a. Please tell us your position.

- Individual Salesperson/Associate Broker
- Team Member
- Team Leader
- Broker Owner/Broker Manager
- Appraiser
- Property Manager
- Commercial

b. # of Transactions in 2019:

c. Volume of Sales in 2019:

d. Properties Managed (if applicable):

6. Have you been disciplined by the Nevada Real Estate Division in the past 36 months? If so explain. (Please note an affirmative answer to Question 6 will not result in automatic disqualification from consideration but will be a factor to be considered by the selection panel.)

- Regardless of your answer to Question 6, have you failed to complete any sanction, fine or penalty handed down by the Nevada Real Estate Division?

7. Have you been convicted of a felony, violent crime, or a crime of moral turpitude? If so explain. (Please note an affirmative answer to Question 7 will not result in automatic disqualification from consideration but will be a factor to be considered by the selection panel.)

- Regardless of your answer to Question 7, have you failed to complete any court ordered parole, probation, or sentence including any payment of any fine or restitution?

8. Why do you feel you deserve to be named one of LVR YPN's Who's Who Under 40 Real Estate professionals?

Please provide the following documents/files. All documents must be provided in order to qualify for this award:

1. Applicants must submit three (3) letters of recommendation;
Verified by Staff
2. A professional headshot with the following specifications: Verified by Staff
 - a. Color: Full color
 - b. Format: jpg
 - c. Size: 5x7 or 8x10 (Resolution: 300 dpi (or highest resolution available))
3. Broker verification of production letter.
4. Charity verification of volunteer hours and contributions letter.

Completed applications and required materials must be emailed to YPN@lvrealtors.org by Friday, August 28th at 12AM.

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE; I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF THE AWARD OR IMMEDIATE REVOCATION THEREOF, REGARDLESS OF WHEN OR HOW DISCOVERED.

It is the policy of the Las Vegas REALTORS® to afford equal opportunity to all applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, genetic information, marital status, expunged juvenile records, or pregnancy, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the Las Vegas REALTORS® from all liability that might result from making an investigation.

I understand and acknowledge that the selection process for the Las Vegas REALTORS® YPN Who's Who Under 40 award is confidential and final.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICANT SIGNATURE

DATE

Staff Use ONLY: _____ Completed Application _____ Three Letters of Recommendation
_____ Headshot _____ Broker Confirmation _____ Charity Confirmation

Appendix A

Steps How to Verify LVR Information on Application

Log in to: Lasvegasrealtor.com

On the Home Screen (on right side of page) Under: Participation

Past Participation

Click on links below to verify information for Application Question Nos. 1d, 2 a&b and 3

- Contribution History (To verify Benevolent Fund Donations and PSF Contributions)
- Committees History

To verify information for Application Question No. 4

Under Member Recognition

- Member Since

Steps How to Verify State and National Information on Application

Contact State or National to verify information for Application Question Nos. 2 a&b and 3a

NOTE: State and National Information cannot be found on the LVR website

Contact Number for State: 800-748-5526

Contact Number for National: 800-874-6500

Greater Las Vegas Association of REALTORS®
Las Vegas REALTORS®
POLICY 800-12

SUBJECT: Las Vegas REALTORS® Instructor of the Year Award

SOURCE: Board of Directors

It is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR), that at the Annual President's Installation Event or at another appropriate event, Las Vegas REALTORS® may bestow the Instructor of the Year Award.

The Award winner will be selected by the Awards Committee from qualified LVR Faculty Instructors who meet the following criteria:

1. Each LVR Faculty Instructor must teach at least five (5) different topics during the year – August 1 – July 31.
2. Each qualifying instructor's evaluation scores will be used to determine the Instructor of the Year. The Awards Committee will calculate the average of all student evaluation scores.
3. The instructor will be ineligible to receive the award if they have received the award the previous year.
4. The instructor with highest score is the Instructor of the Year.

Last Revision: July 14, 2020