

**Greater Las Vegas Association of REALTORS®**

**Las Vegas REALTORS®**

# Policy Manual

2026

Last Updated: January 22, 2026

## 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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800-12	Las Vegas REALTORS® Instructor of the Year Award	November 15, 2018
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Greater Las Vegas Association of REALTORS®  
Las Vegas REALTORS®  
POLICY 100

**SUBJECT:**           **Mission/Vision Statement**

**SOURCE:**           **Board of Directors**

**REFERENCE:**       **Strategic Plan**

Mission: LVR is THE voice for REALTORS® and private property rights.

Vision: REALTORS® value LVR as the relevant, indispensable business resource at every stage of their career.

Last Revision: January 18, 2024

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. Additional criteria approved by the Board of Directors and the Scholarship Work Group.
2. All scholarships made through GLVAR will be paid directly to the recipient’s institution of higher education on behalf of the recipient.
3. 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.
4. 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.

- 5. 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.
- 6. 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.
- 7. 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: December 2, 2025

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 \$3,500. 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: December 2, 2025

**Application for the  
Greater Las Vegas Association of REALTORS®  
NAR Mediator & Mediation Training Scholarship  
2026**

\*\*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: Dawn Romo  
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. \_\_\_\_\_



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.

CEO to provide smoking areas around the GLVAR/LVR building, with non-smoking signage, you must be 25 feet away from the building to smoke.

This policy applies to all smoking products and smoking devices.

Last Revision: January 18, 2024

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.

**Definition of Harassment<sup>1</sup>**

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, visual blatant intimidation, group intimidation/bullying NRS 388.135, cyber bullying, which unreasonably interferes with work performance by creating a hostile, intimidating or offensive volunteer or work environment for Volunteers and employees. Additionally, 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.

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.

<sup>1</sup> Sexual harassment is only one form of harassment against a protected class.

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

- Unwanted sexual advances or unwanted sexual comments; 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 and while traveling for GLVAR;
- 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 steps proscribed in Policy 100-6C will apply to all complaints under this Policy 100-6.

Last Revision: August 15, 2024

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. If the “whistleblower” wishes to remain anonymous, the “whistleblower” should notify the CEO or the President in the complaint. If the “whistleblower” does not want to remain anonymous, the “whistleblower” the CEO, the President and/or the President-Elect, if not biased or otherwise disqualified by a conflict of interest, will refer the complaint to the Member Conduct Committee established under Policy 500-12L. If the “whistleblower” wishes to remain anonymous, the CEO, the President and the President-Elect, if not biased or otherwise disqualified by a conflict of interest, or a majority of them, will review the complaint and determine if the complaint should be referred to the Member Conduct Committee and the Member Conduct Committee will select one member to act as complainant to prosecute the complaint to the Board of Directors in accordance with Policy 100-C. If the Member Conduct Committee or the President, CEO and/or President-Elect, as applicable, determine that the complaint does not warrant a hearing or referral to the Board of Directors, a report will not be made to the person who is the subject of the complaint.

Last Revision: August 15, 2024

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 or making a complaint.* 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.

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 or the President. You may remain anonymous.

All reports will be taken seriously and will be dealt with by the Member Conduct Committee established under Policy 500-12L.

The steps proscribed in Policy 100-6C will apply to all complaints under this Policy 100-6B.

Last Revision: August 15, 2024

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

**SUBJECT: Member Discipline**

**SOURCE: Board of Directors**

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

**Member Discipline for Violations of Rules and/or Policies**

The Board of Directors would like to institute procedural policies for member discipline for violations of LVR policies, which satisfies due process, and to operate similarly to the procedural (not substantive) rules for Professional Standards ethics violations as contained in the NAR Code of Ethics and Arbitration Manual (“CEAM”). The procedural rules of the CEAM are interpretive only to provide guidance for the application of this Policy, but are not precedential or authoritative. Likewise, a violation of the NAR Code of Ethics and Standards of Practice is not prerequisite to finding a violation of LVR Policies.

**Individuals Covered Under the Policy**

This Policy covers all LVR members and is in addition to any other disciplinary procedures provided by LVR policies for specific violations. In the event of a conflict between this Policy and any other LVR Policy, the Board of Directors will determine which procedures/discipline to impose, with primary consideration for due process, with preference to this Policy 100 - 6C.

**Reporting A Complaint**

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

**1. Filing a Complaint**

Any member or LVR staff person having reason to believe that a member is guilty of any conduct in violation of any of the Policies of LVR may file a complaint in writing in their own name with the CEO, the President and/or the President-Elect, dated and signed by the complainant, with a description of the misconduct upon which the complaint is based. Any complaint may name multiple members. If the complaint is against the CEO, the President or President-Elect, that role will be performed by the first available of the following willing to serve in such capacity, in order: CEO, President, President-Elect, Immediate Past President, Vice President. If a complaint with LVR Professional Standards has also been filed, the Professional Standards Complaint will be heard first. The complaint may be on a

form prescribed by LVR or in such form as reasonably determined by the complainant and need not specify the Policy(ies) violated but must contain sufficient information to reasonably determine if a violation of LVR Policy(ies) has occurred. Upon receipt of the complaint by the CEO, President and/or President-Elect, or a majority of them (who are disinterested and not biased) will determine if the complaint meets the minimum standards in accordance with the procedural requirements of subsections (i) through (ix) below. The CEO, President and/or President-Elect, as applicable, will determine only if the complaint satisfies the procedural requirements and will not make a substantive determination if the complaint, if true, could constitute a violation. If the complaint meets the minimum form, the CEO, the President and/or the President-Elect, as applicable, will verify the complaint by forwarding the complaint to the chairperson of the Member Conduct Committee (or successor committee, or if none, then to a panel of three independent, unbiased Directors selected by the President) (“MCC”). If the CEO, the President, and/or the President-Elect, as applicable, determine that a complaint is facially deficient, the CEO will return the complaint to the complainant requesting additional information to meet the procedural requirements of subsection (i) through (ix).

The complaint must state at the minimum (i) the name of the complaining member (complainant); (ii) the name of the member against whom the complaint is made; (iii) a description of the misconduct including a statement of facts explaining the alleged incident; (iv) whether or not there has been a Professional Standards, Real Estate Division or court complaint filed based upon the same incident, facts and/or circumstances; (v) the date(s) of the alleged violation; (vi) the location of the alleged violation (if known); (vii) the Policy number(s) if known; (viii) a verification that the facts alleged in the complaint are true; (ix) the date of filing the complaint; and (x) the signature and verified email address of the complainant.

The complaint must be filed within 30 days after the alleged offense and facts relating to it could have been known by the complainant in the exercise of reasonable diligence. Within 45 days after the receipt of a verified complaint from the CEO, the MCC will review the complaint and either dismiss the complaint or recommend the complaint be sent to the Board of Directors for a hearing. If the MCC fails to state a violation of LVR Policy(ies) or is insufficient to determine if a violation has occurred, the MCC will dismiss the complaint and notify the parties of the decision. The dismissal of the complaint by the MCC is final and non-appealable. If the MCC determines that the complaint, if true, could constitute a Policy violation, the MCC will determine which Policy(ies) may have been violated and refer the complaint to the Board of Directors (or in the President’s discretion, a panel of at least three to five Directors appointed by the President), for a hearing to be conducted in accordance with the provisions below as soon as administratively practical. If the hearing is before the Board of Directors, the President or President-Elect (or the highest ranking unbiased, disinterested officer) shall act as chairperson. If the hearing is before a panel of Directors, those Directors shall select a chairperson. If the Board of Directors (or panel of Directors) is unable to determine that any Policy violation has occurred, the complaint will be returned to the complainant and any other affected party(ies) with the decision of the Board of Directors or panel.

Upon referral of the complaint to the Board of Directors (or panel of Directors), the Board

of Directors will notify the party against whom the complaint is made (respondent) of the complaint, with a copy of the complaint and the Policy(ies) violated and request the respondent file a response, including any evidence, and/or witnesses the respondent(s) intends to present at the hearing, within 20 days after notification of the complaint. Any reply and a copy of the complaint will be sent to the complainant, the Directors (if the hearing is before the Board of Directors) or the chairperson of the panel, as applicable. Upon receipt of the response or if no response is received within the 20-day period, the CEO will schedule a hearing of the Board of Directors (or a panel of at least three other independent, unbiased Directors) and notify the parties of the date and time of the hearing, as well as the names of at any number of proposed Directors to constitute a panel if the hearing is to be heard by a panel of Directors. The complainant and each of the respondent(s) may object to not more than one Director proposed for any panel within five business days after notification of the hearing and such Director(s) will be disqualified. The President (or President-Elect) will select the panel of Directors from the remaining proposed Directors. Either or both parties may be represented by legal or REALTOR® counsel, provided that counsel has been identified to the other party(ies) and LVR at least ten days prior to the hearing; and provided further, neither legal nor REALTOR® counsel may testify on behalf of the party represented. The respondent is required to attend the hearing in person unless otherwise determined by the Board of Directors or in the event of an alleged violation of Policy 100-6 and/or 100-6B, in which event, the respondent may be notified to appear remotely. If the complainant fails to appear without justification or excuse or not having requested a continuance, the complaint will be dismissed. Continuances will be granted by the panel chair only upon good cause shown. All hearings will be recorded. At the hearing, the complainant (or legal or REALTOR® counsel) must appear to present the complainant's case. At the hearing, the respondent (or legal or REALTOR® counsel) will be presented the opportunity to present its reply to the complaint, including the presentation of any evidence or witnesses, provided that the other party and the Board (or panel of the Board) has been given at least 10 days prior written notice of any evidence and/or the identity of any witnesses. Video evidence will be admitted in the discretion of the chairperson.

2. Hearing Process. The hearing will proceed as follows:
  - (a) Presentation of Complainant's case;
  - (b) Cross-examination by respondent;
  - (c) Questions from Board or panel;
  - (d) Presentation of Respondent's case;
  - (e) Cross-examination by complainant;
  - (f) Questions from Board or panel;
  - (g) Complainant closing statement (not evidentiary);
  - (h) Respondent closing statement (not evidentiary).
  
3. Decision. If the Board (or panel of the Board) finds a violation of the alleged Policy(ies) by clear, strong and convincing evidence, the Board will impose discipline upon the respondent. If a panel of the Board heard the hearing, the panel will recommend the discipline to be imposed upon the respondent, in which case, after a presentation of the

evidence upon which the decision was made and the recommendation for discipline by the chairperson of the panel, the Board may ratify, modify, suspend the discipline or dismiss the complaint.

4. Discipline.

- a. The Board (or panel of the Board) may recommend that any member be reprimanded, placed on probation, suspended or expelled or removed from any office or committee, for any Policy violation against a LVR Officer, Director, vendor, customer, or staff.
- b. For all other first violations (subject to specific LVR Policies):

*Offense causing little or no harm or injury to others.* Discipline may include any or any combination of:

- Letter of Warning or 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.
- Removal from LVR Board of Directors, office or committee(s).
  
- Other requirements, as may be determined (examples include: anger management or counseling by a licensed and accredited mental health provider).

*Offense causing some harm or injury to others.* Discipline may include:

- Letter of Warning or 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.
- Removal from LVR Board of Directors, office or committee(s).
- Other requirements, as may be determined (examples include: anger management or counseling by a licensed and accredited mental health provider).

*Reinstatement after suspension.* Not less than six (6) months prior to the end of the suspension period, if the suspended member has satisfied the discipline imposed and wishes to be reinstated once the suspension term is served, the suspended Member may petition the CEO and establish the facts and circumstances of their rehabilitation supporting their reinstatement.

*Offense causing substantial harm or injury to others or repeat violation within two years.*

Discipline may include:

- Permanent termination of REALTOR® membership
- Trespass from the LVR premises and events, for a period stated in the decision or upon reinstatement of membership, but not less than one year.

5. Expulsion. If member fails to comply or satisfy disciplinary action, membership may be suspended in accordance with terms in NRS 82.251.

6. Maintaining a Written Report of the Complaint. LVR may 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 is dissatisfied with the outcome or resolution of the hearing, at the discretion of the President, that individual may appeal the decision to the Board of Directors (or, in the discretion of the President, a panel of at least three disinterested, unbiased Directors selected by the President). The parties have no right to recuse or object to any panelist. No Director may serve on more than one panel for any given complaint and no prior panelist may vote on any appeal. Absent manifest necessity, Members of the hearing panel do not vote on any appeal. The appeal may be based only upon the following factors: (i) procedural deficiency or lack of due process; or (ii) the discipline imposed is excessive. The party should submit his/her written comments within 20 days after the transmission of the decision to the aggrieved party. The appeal will not be recorded and will be heard by the Board (or the panel of Directors) within 90 days. The parties will be notified of the time and date for the appeal. The appellee party is not required to attend the appeal hearing. At the appeal hearing, the parties may be represented by legal or REALTOR® counsel but may not call witnesses. Except in extraordinary circumstances, the chairperson of the panel may only admit evidence that was presented at the hearing. Any decision imposing discipline will not be suspended or stayed during the pendency of the appeal. At the appeal hearing the appellant shall present the basis for his/her appeal. After the presentation by the appellant, the Directors may ask the appellant questions. After the Directors have asked questions of the appellant, the appellee may present arguments against a reversal or change of the decision. The Directors may then ask the appellee or the appellant any questions they deem appropriate. The decision will be transmitted to the parties in ordinary course. The decision on the appeal is final and non-appealable.

### **Threats to Safety of Members and Staff**

In addition to the foregoing or any other LVR Policy, whenever it appears that the presence of an individual or group of individuals might pose a threat to the safety of members or staff, the CEO (or the CEO's designee) is authorized to deny access by that individual or group of individuals to LVR premises or any other premises (or part thereof) where LVR business is being conducted. In addition, the CEO (or the CEO's designee) is authorized to contact appropriate law enforcement officials if the CEO or any officer deems such action to be necessary to trespass.

Last revised: August 15, 2024

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.

Industry partners, councils, and societies may hold meetings and educational courses at LVR at no cost to the organization give no cost is incurred by LVR. Should a cost be incurred to the Association, said industry partner shall be billed the cost.

Industry Partners may hold events at LVR that are approved by the CEO, such events must comply with the standards outlined in this policy (and the room rental agreement) and shall be allowed with a fee that must be paid 14 days in advance of the event as outlined below:

<b>Room</b>	<b>Capacity Limit</b>	<b>Duration</b>	<b>Non Member</b>	<b>Member/Affiliate/ Industry Partner</b>	<b>After Hours (Members)</b>
<b>Classroom A</b>	200	Half-Day (4HR)	\$1,400	\$1,000	\$1,680
<b>Classroom A</b>	200	Full-Day (8HR)	\$2,800	\$2,000	N/A
<b>Classroom B</b>	100	Half-Day (4HR)	\$700	\$500	\$840
<b>Classroom B</b>	100	Full-Day (8HR)	\$1,400	\$1,000	N/A
<b>Classroom C</b>	100	Half-Day (4HR)	\$700	\$500	\$840
<b>Classroom C</b>	100	Full-Day (8HR)	\$1,400	\$1,000	N/A
<b>All Classrooms (A, B, &amp; C)</b>	360	Half-Day (4HR)	\$4,200	\$3,000	\$5,040
<b>All Classrooms (A, B, &amp; C)</b>	360	Full-Day (8HR)	\$5,500	\$3,800	N/A

- Such days shall be considered to be held during normal business hours (8am to 5pm). Events requested outside of normal business hours must be approved by the CEO and may be charged additional amounts
- Industry Partners must hold an insurance policy in an amount no less than \$1,000,000 (one million dollars) naming the Greater Las Vegas Association of REALTORS® as an additional insured party and furnish such proof to LVR at least 15 days in advance of holding any events, meetings, or educational courses at LVR.

Last Revision: September 18, 2025

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 Chief Executive Officer/CEO. The Executive Committee will report to the Board of Directors its recommendations and the Board of Directors will make such additional recommendations and comments as the Board of Directors may determine. Any material changes in the duties, obligations, accommodations, contract and/or compensation and/or benefits of the CEO shall be ratified by the Board of Directors.

Last Revision: March 28, 2024

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 any and all requests and/or directives by Members with GLVAR employees or staff will be directed solely through the CEO upon reasonable notice. GLVAR officers, directors, committee and PAG members, may make requests of appropriate staff on matters reasonably related to their obligations in such positions upon approval by the President or CEO. No such requests may be rude, demeaning, humiliating, insulting or unreasonably or unnecessarily demanding in substance or time. Any GLVAR employee may direct any such request to the appropriate staff or department or condition his/her response to such request upon approval of GLVAR officers or employees.

Any violation of this policy will be subject to discipline in accordance with the Member Conduct and other applicable GLVAR policies. No employee or staff will be subject to reprimand or other discipline for any complaint made in good faith under this Policy.

Created: September 26, 2024

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").

<b>Key App</b>
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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.

<b>Keyboxes</b>
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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.

<b>Fines</b>
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VIOLATION FINES	FINE
Loaning your key app access or information to anyone 1 <sup>st</sup> \$500 – 2 <sup>nd</sup> \$1500 – 3 <sup>rd</sup> 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.

Last Revision: November 22, 2019

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, as well as the CEO, Chief of Security and Security Officer.

Last Revision: December 2, 2025

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. Brokers/3<sup>rd</sup> parties may not alter the forms or use the forms for CE educational purposes in any way unless they have been approved for such use and paid the annual licensing fee for such use of \$100.00 per year.

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

Last Revision: February 27, 2025

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

**SUBJECT: Use of Benefits by Inactive Member, Former Member or Non-Member**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® that if an inactive Member, Former Member or non-Member uses any of GLVAR's resources, including but not limited to attending GLVAR activities, functions or classes, or uses any of GLVAR's forms or services, they will be subject to discipline and will be treated as a non-Member who has unlawfully used GLVAR's forms or services.

For purposes of this Policy, an inactive Member, Former Member or non-Member includes a Member who has not timely paid all dues and fees owed, as provided by Policy 700-B.

Example: A Member's membership ends on July 31. The Member does not timely pay their annual dues and any late fees and is now a Former Member. Nevertheless, the Former Member continues to use GLVAR's copyrighted forms, using three forms each for ten separate transactions. The Former Member will be treated as a non-Member unlawfully using GLVAR's forms in violation of Policy 100-17A. The Former Member will be subject to a fine of \$1,500 per occurrence, which using this example is: 3 forms x 10 occurrences x \$1,500 per occurrence = \$45,000.

A Member may avoid payment of the fine if, within thirty (30) days of being notified of the fine, the Member pays all dues and fees owed, which shall include an additional fee of \$500 for unlawfully using GLVAR forms or services while not an active dues-paying Member in good standing with GLVAR.

Any unpaid fees or fines that have not been paid within thirty (30) days after a Member's membership status has been suspended or terminated or within thirty (30) days of being notified of a fine will be referred to collections for further action.

Last Revision: July 22, 2021

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<sup>®</sup>, the applicant will be waived from taking the Code of Ethics, REALTOR<sup>®</sup> 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 200-2

**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 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.indeed.com/career-advice/starting-new-job/guide-to-business-attire>.

Last Revision: December 2, 2025

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

**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 200-5

**SUBJECT: GLVAR Removal of an Officer or Director**

**SOURCE: Board of Directors**

In accordance with GLVAR Bylaw Article XI Section 6 Officers & Directors may be removed under certain circumstances prescribed in GLVAR's Bylaws.

Should the procedures in GLVAR Bylaw Article XI Section 6;a be met, the Secretary or President of the Board of Directors must provide notice in writing no less than 5 days of receipt of a petition fulfilling the requirements outlined in GLVAR Bylaw Article XI Section 6;a to the Officer or Director who is the subject of removal and all GLVAR Board of Directors. Such notice shall be e-mailed, mailed via USPS Certified return receipt, and communicated verbally via phone by the President or the Secretary. Such notice shall request a response to be provided in person or in writing from the Officer or Director, and such response shall be presented at any meeting held in accordance with GLVAR Bylaw Article XI Section 6;b.

Procedure

Should the procedures in GLVAR Bylaws Article XI Section 7;a be met, the Secretary or President of the Board of Directors must have the signatures on the petition served in accordance with GLVAR's Bylaws the Secretary or the President must have said signatures verified by a third party auditing firm within 30 days that is approved by 2/3 of the Board of Directors before a special meeting outlined in Article XI Section 7;b is noticed to the membership.

Meetings

Meetings held in accordance with GLVAR Bylaw Article XI Section 6;b Shall be noticed to the membership in accordance with GLVAR's Bylaws & Policies no less than 5 days of receipt of a petition fulfilling the requirements outlined in GLVAR Bylaw Article XI Section 6;a. Additionally Notices must be posted on the front doors of the GLVAR building interior and exterior, the GLVAR membership portal via emergency alert, text message, and on the GLVAR MLS "News & Alerts" no less than 5 days after receiving such petition.

Created: March 8, 2024

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.

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: January 18, 2024

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.

## **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: January 18, 2024

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. Continuing Education and Post-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. Designation and Certification courses are non-refundable unless the Association is notified in writing of cancellation at least seven (7) business days prior to class. Any cancellations made prior to the 7-business-day deadline will result in a 25% cancellation fee, deducted from the refund.
4. 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.
5. 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: March 27, 2025

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 shall be sent to the CEO and investigated by the Executive Team and recommend to the Board of Directors the action that shall be taken. All requests shall be in writing signed by the member.

Last Revision: January 18, 2024

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 300-6

**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 Treasurer 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, Treasurer, and the GLVAR/LVR President 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 (BORPAC 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: December 2, 2025

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

**SUBJECT: Vendor Contracts**

**SOURCE: Board of Directors**

For sound business practices and to avoid any conflicts of interest, it is the policy of the Greater Las Vegas Association of REALTORS® (GLVAR) that the following major vendor contract approval process is followed:

- All communication with vendors that do, intend to seek or seek to do business with GLVAR for any Vendor Contracts shall be handled solely through GLVAR's/LVR CEO.
- "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 shall be handled solely through the GLVAR's/LVR CEO.
- If any GLVAR Volunteer Leadership is approached by any such vendor, they will forward the information and vendor's contact information to the GLVAR CEO for further handling.
- No one may sign a contract except the GLVAR/LVR/GLVAR MLS's CEO.
- Any Major Vendor Proposal will be reviewed by the CEO 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 CEO may consult with GLVAR's legal counsel in connection with his/her review.
- Once reviewed by the CEO, the Major Vendor Proposal will then be presented to the Executive Committee for an analysis of financial impact only, and their recommendation to approve or deny will be forwarded to the to the Board of Directors, once the Executive Committee makes their recommendation.
- If further information or analysis is necessary, the President may create a PAG to further review the Major Vendor Proposal.
- If the Major Vendor Proposal is 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 Major Vendor Proposal and to address any other relevant issues and concerns.
- The CEO has the authority to approve all budgeted event contracts.

- The CEO has the authority to approve all contracts that are budgeted under \$25,000.
- If a Major Vendor Proposal and resultant 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.
- No Member, Chair, Vice Chair, Officer, Director or Staff other than the CEO shall sign contracts.

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.

Failure to abide by this policy may result in discipline, up to and including anything authorized by GLVAR Bylaws and Policies.

### **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 contract being reviewed.

Last Revision: January 18, 2024

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

**SUBJECT: Discretionary Expenses**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® that the CEO has the authority to approve or authorize discretionary expenses up to \$25,000, subject to the requirements stated herein.

**DISCRETIONARY EXPENSES UP TO \$25,000**

The CEO has the authority to approve or authorize discretionary expenses for GLVAR up to \$25,000. The CEO will report the amount and purpose of the discretionary expense to the Board of Directors during the next scheduled meeting as part of the budget update to the Board.

Last Revision: June 17, 2021

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

**SUBJECT: Emergency Expenses**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® that the CEO has the authority to approve or authorize emergency expenses without limitation on the amount, subject to the requirements stated herein.

**EMERGENCY EXPENSES**

The CEO has the authority to approve or authorize expenses, without limitation, to respond to emergency situations, which are defined as issues affecting GLVAR facilities, equipment, operations or the health, safety, or well-being of GLVAR Members, employees, and visitors, which must be addressed immediately.

Non-exclusive examples of emergencies might include, but not be limited to: a physical break-in into GLVAR's facilities that requires immediate cleanup and replacement of the broken windows and/or glass doors; flooding on the premises that requires immediate remediation; an electrical outage that requires immediate servicing; an HVAC outage or malfunction; any issue that places GLVAR's electronic resources, including its website and MLS resources, at risk, such as equipment failure, a cyber or ransomware attack, and any other issue that could result in system downtime, data loss or data corruption; and other issues requiring an exigent response.

If practicable in light of the emergency situation and applicable time restrictions, the CEO will follow the procedures for securing bids provided for in Policy 300-7 and will inform the Executive Committee of the emergency expenditure and the estimated costs before the CEO authorizes or approves the emergency expense(s). But if it is not practicable because of the emergency situation, the CEO may immediately approve or authorize expenses to resolve the emergency situation.

The CEO will report the amount and purpose of the emergency expense to the Executive Committee as soon as practicable and will report to the Board of Directors during the next scheduled meeting as part of the budget update to the Board.

Last Revision: June 17, 2021

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, workgroups, focus groups, PAG's, 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 31<sup>st</sup> 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: January 18, 2024

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**

**PURPOSE**

The purpose of this policy is to establish parameters and procedures for travel reimbursements, ensuring clarity and consistency while recognizing the contributions of LVR members, staff, and volunteers. LVR appreciates the valuable time and resources provided by its volunteers and staff, and this policy outlines the conditions under which reimbursements are made for actual expenses incurred while conducting LVR business.

**DEFINITIONS**

- **Actual Expenses:** Expenses incurred and evidenced by receipts.
- **Airfare/Travel:** Members approved for travel as an LVR representative for any event (“Event”) will receive a travel reimbursement equal to the amount budgeted for such Event. Members are responsible for arranging and booking their own travel and submitting itemized receipts for reimbursement. Reimbursable expenses include airfare, transportation, and other reasonable travel costs. Any Member who fails to attend an Event or portion thereof will not be reimbursed for such Event unless otherwise approved for reimbursement by the LVR CEO or President upon reasonable explanation.
- **Automobile Travel Expense:** Reimbursed at the IRS permissible mileage rate. Reimbursement is capped at the equivalent cost of the travel for the same trip. Automobile travel is reimbursed only for distances exceeding twenty-five (25) miles one way and must be pre-approved by the LVR CEO or President.
- **Hotel Room Rate:** The maximum reimbursable rate is the median single room rate at the designated hotel for the event.
- **Number of Nights:** Reimbursement is limited to the necessary number of nights for the event. For meetings starting after 3:00 PM, no reimbursement for the previous night is allowed. For meetings ending before noon, no additional night’s reimbursement is allowed unless the meeting is outside the Pacific Time Zone. Exceptions must be pre-approved by the LVR President and reported to the Executive Team.
- **Parking Expenses:** Reimbursed for parking at airports, hotels, or meeting locations during LVR business.

- **Meals:** Meal reimbursements are capped at \$175 per day, inclusive of beverages, room service, and meal charges billed to hotel rooms. Reimbursements will not be issued if meals are provided at the event.
- **Internet Fees:** Reimbursed up to \$15 per day for members on LVR business.
- **Baggage Fees:** Reimbursement is limited to the fees for up to two (2) checked bags (if not included thru the airline).

## GENERAL POLICIES FOR REIMBURSEMENTS

- **Receipts:** Itemized receipts must be submitted for all expenses. Reimbursements will not be processed without proper documentation.
- **Attendance:** Reimbursements are contingent upon full attendance unless excused by the LVR President.
- **Submission Deadline:** Reimbursement requests must be submitted within 15 days of the expense.
- **Budget Adherence:** Reimbursements must adhere to the total budgeted amount approved by the Board of Directors. Additional funding must be approved by the Executive Team and documented in the Executive Team minutes.
- **Duplicate Payments:** Reimbursement will not be provided for expenses reimbursed by another entity. Members must inform LVR if an expense will be reimbursed by another source and return any duplicate payment.

## LIMITATIONS AND NON-REIMBURSABLE ITEMS

- Upgrades to first-class airfare or premium accommodations are the responsibility of the individual unless pre-approved by the CEO and Treasurer.
- Personal expenses, including entertainment, in-room movies, or additional baggage beyond two bags, are not reimbursable.
- Convenience fees, such as express security, are not covered.

## SPECIAL PROVISIONS

- **CEO Expenses:** The CEO is reimbursed for all travel-related expenses incurred in the performance of their duties as outlined in the LVR Employee Handbook and CEO Contract, within the budget approved by the Board of Directors.
- **Staff Expenses:** Staff expenses incurred during the performance of their duties are reimbursed per the Employee Handbook and within the approved budget.
- **Spouse or Guest Expenses:** Reimbursement does not include expenses for spouses or guests except for specific provisions outlined by the policy.

## ENFORCEMENT

The Treasurer, in collaboration with the CEO, may review and question any expense submitted for reimbursement. Missing receipts or unsupported expenses must be reported to the Executive Team and the Board of Directors.

## **TRAVEL FOR STATE BOARD OF DIRECTORS/NAR COMMITTEE MEMBERS**

All travel by Members of the State Board of Directors will be booked by the member and should be coordinated thru NVR for reimbursement. Any Member of an NAR Committee may apply thru NVR for funding to attend NAR Meetings.

Last Revision: February 27, 2025

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, Elko, Incline Village and Reno Sparks 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, elected officials 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 President and CEO are allowed to bring their spouse or guest. 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 22, 2024

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 300-12

**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 25<sup>th</sup> of January. Members who have not paid their annual dues by 11:59 pm on the 25<sup>th</sup> 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 1<sup>st</sup>. If the office is not in compliance by February 10<sup>th</sup> the Broker will risk having their office services suspended.

Offices still not in compliance by 11:59 pm on February 10<sup>th</sup> 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 28<sup>th</sup>.

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.

**SUSPENSION OF ACCESS:** If fees are not paid by the 5th of July, access to the KEY system will be suspended. If the 6th of July falls on a Friday, weekend or a holiday access to the KEY System will be suspended on the following business day.

**LATE FEE:** KEY Subscriber fees paid between July 6 and July 25 will be assessed a late fee of Fifty Dollars (\$50.00).

**REINSTATEMENT FEE:** If a Subscriber wishes to reinstate the KEY services after July 25, the Subscriber will pay the activation fee of \$250 and the full annual service fee.

Last Revision: June 20, 2024

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 300-16

**SUBJECT: Association Credit Card Use**

**SOURCE: Board of Directors**

**Purpose:**

It is the policy of the Greater Las Vegas Association of REALTORS® that the CEO, COO, and GLVAR President, carry corporate credit cards in their names for authorized business expenditures only. Additionally, this policy establishes guidelines for the issuance and use of Association credit cards by all Department Directors and the Chief Security Officer to facilitate efficient purchasing and expense management, in alignment with LVR's financial controls.

**Policy Statement:**

The CEO, COO and GLVAR President as well as all Department Directors and the Chief Security Officer shall be issued an LVR credit card to be used exclusively for official Association business-related expenses. Credit card use must comply with all applicable financial procedures, and misuse will result in disciplinary action.

**1. Issuance and Limits**

- The CEO and COO shall be issued an LVR credit card after appointment or promotion into their role. There will be no credit card limit on credit cards for the CEO and COO.
- Every Department Director and the Chief Security Officer will be issued an LVR credit card after appointment or promotion into their role. Credit card limits shall be no more than \$5,000, subject to approval by the Chief Operating Officer (COO) and/or Chief Executive Officer (CEO), and reviewed annually.
- The GLVAR President will be issued a credit card upon appointment to their position and will be returned upon the expiration of their term in office. The credit card limit shall be no more than \$5,000.

**2. Authorized Uses**

Credit cards may be used only for legitimate Association business expenses, including:

- Travel (airfare, hotel, meals, ground transportation)
- Event or meeting costs (registration fees, materials, catering)
- Departmental purchases (supplies, technology, subscriptions)
- Approved vendor payments when internal invoicing is not feasible

All purchases must be:

- Within the department's approved budget
- Related to a planned or approved program, project, or function
- Supported by original receipts and documented justification

### **3. Prohibited Uses**

Directors and the Chief Security Officer shall not use their credit cards for:

- Personal expenses
- Alcohol purchases (unless part of a pre-approved official event)
- Cash advances or gift cards
- Splitting charges to circumvent approval thresholds
- Any expenditure without a clear business purpose

### **4. Receipt Submission and Reconciliation**

- Receipts must be submitted to the Finance Department within **five (5) business days** of the purchase.
- Full reconciliation of monthly card statements is required within **ten (10) business days** of statement issuance.
- Directors and the Chief Security Officer are responsible for ensuring all transactions are coded accurately and supported with itemized receipts.

### **5. Oversight and Monitoring**

- The Accounting Department will conduct monthly audits of all card activity.
- Irregular, undocumented, or non-compliant charges will be flagged for immediate review.
- Consistent non-compliance may result in card suspension or further disciplinary measures.

### **6. Card Security and Reporting**

- Lost or stolen cards must be reported immediately to the card issuer and LVR's Chief Operating Officer (COO) and/or Chief Executive Officer (CEO).
- Cards must not be shared.

### **7. Acknowledgement**

All credit card holders must sign the LVR Credit Cardholder Agreement acknowledging receipt of this policy and agreeing to abide by its terms.

Last Revision: September 18, 2025

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.
- e. A member requesting a refund after January 5 must be dropped from membership and make a request in writing to the CEO/Board of Directors detailing hardship for refund consideration of local LVR dues only.

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.

4. If a Member fails to ensure that GLVAR has the Member's current contact information, as provided by Policy 700-A, that Member is responsible for all costs associated with voiding and reissuing checks for refund amounts. Any and all such costs will be deducted from the amount of a reissued refund check.

Last Revision: March 17, 2022

Greater Las Vegas Association of REALTORS®  
Las Vegas REALTORS®  
POLICY 300-18

**SUBJECT: Lockbox Policy**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® regarding the removal or transfer of ownership of lockboxes owned by a deceased member is as follows:

1. If the deceased member is part of a team within SentiLock, one of their team members can remove the lockbox from a property; or
2. In cases where there is no team within SentiLock capable of removing the lockbox, the deceased member's Broker, or any individual with documented legal authority to act on behalf of the deceased member, may contact the association to obtain the emergency release code for the lockbox.

It is important to note that lockboxes are considered personal property. If someone other than the deceased member would like to transfer ownership of a lockbox that belonged to a deceased member, they must first submit the necessary documentation to establish their legal ownership of the lockbox. The association will then forward this documentation to an attorney for review if deemed necessary.

Should the lockboxes be returned to the association, the association will issue a check to the executor or administrator of the deceased member's estate.

Created: November 29, 2023

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 Ethics, Mediation and Arbitration matters, the governing authority is the CODE OF Ethics and Arbitration Manual of the National Association of REALTORS in effect at the time of the alleged violation(s) or Arbitration request The Bylaws and Policies of the Greater Las Vegas Association of Realtors as amended from time to time, also apply and shall control where relevant.

**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 served one term on the Grievance Committee as defined in Policy 400-2.

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 shall be suspended from participation in the Committee pending final action by the Board of Directors including any Appeal. If the decision is upheld, the member shall be removed for the remainder of their term. If the decision is overturned, the member shall be reinstated.

**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 under the control 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.
- All decisions of the Professional Standards Committee are subject to the ratification by the Board of Directors, which retains sole authority to impose discipline.

#### 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: December 2, 2025

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 Committees 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<sup>®</sup>, 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 Chair of Professional Standards and ratified by the Board of Directors for a one (1) 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: December 2, 2025

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 Chair of Professional Standards and ratified by the Board of Directors for a one (1) 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: December 2, 2025

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

**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 \_\_\_\_\_.

\_\_\_\_\_  
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. Directors may not, directly or indirectly, at any time, threaten, force, harass, or attempt or create a reasonable fear of intimidation or otherwise attempt or create any undue influence upon any other Director, including to influence or attempt to influence any vote of a Director or to perpetuate or attempt to perpetuate a violation of this Policy 500-2,

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 100-6.

Last Revision: March 28, 2024

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 meetings of the Board of Directors are confidential in accordance with Policy 500-2. Therefore, no member may discuss or disseminate any matters or business of the Board of Directors outside of the Board of Directors. The disclosure of any confidential information is grounds for removal from the Board of Directors and other discipline.

In accordance with LVR policies, 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 via BoardPaq or any means that can be turned in at the conclusion of the Meeting. All Board Members attending a Board meeting are required to surrender their notes at the conclusion of the meeting.

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: March 28, 2024

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.

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Signature and printed name

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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.
- e. Unexcused Tardiness: If a Board Member is more than 15 minutes late for a meeting, the Board member will be considered absent. Any Board member who leaves a Board meeting more than 15 minutes early will also be considered absent, unless one of the excuses listed above applies. All Board of Director Meetings have a timed agenda with a specific end time, any Board member who leaves before the scheduled end time will be considered absent.

Electronic remote meeting attendance policy:

- In accordance with the Bylaws & Policies of The Greater Las Vegas Association of REALTORS®, Committees & Board Meetings may be held via means of electronic participation.
- Acceptable participation & etiquette to abide by this policy shall be considered as follows:
  - Camera must be on at all times
  - No driving during meeting
  - Remain muted if not speaking
  - Must be in a private location
  - No recording of the meeting
  - Failure to act in accordance with this policy will constitute automatic removal from the meeting by the Chair or Staff and the member will be considered absent

Last Revision: January 18, 2024

# 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 (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(s)
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.

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Printed Name

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Signature

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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 may make recommendations but is a non-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. Review all GLVAR policies annually. It is expected that the Executive Committee will report its review of the portion of the policies that it has considered, and make any recommendations regarding those policies, at each scheduled Board meeting so that all GLVAR policies will be reviewed annually. This review process is intended to assist each Director and Officer in complying with their fiduciary duties of care, loyalty and obedience to the law and to enhance the public trust placed in GLVAR;

7. The Executive Committee shall be authorized to conduct Board business in between Board meetings, and report back to the Board of Directors at the next scheduled Board of Directors meeting. Such business shall include but not be limited to the following:
  - 1) Review major issues, conflicts, and other detrimental issues effecting the overall operation & wellbeing of GLVAR
  - 2) Ratification of PAG appointees
  - 3) Ratification of new REALTOR® members
  - 4) Ratification of new REALTOR® affiliate members
  - 5) Ratification of member benefit partners
  - 6) Ratification of GLVAR scholarship awardees
  - 7) Member complaints regarding violation of policy
  - 8) Ratification of budgeted expenditures
  - 9) Ratification of award recipients
  - 10) Ratification of policy housekeeping modifications
  - 11) Other issues as requested by the Board of Directors

The LVR Board of Directors shall Ratify Items 1-7, in Subsection 7, and all other items in accordance with the LVR Bylaws.

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: March 28, 2024

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 remaining allocation(s) will be chosen from applications received by the CEO with a deadline set by the President and President-Elect. Any remaining allocation(s) will be filled from applications received 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 31<sup>st</sup> of the year prior to which they will serve.

Last Revision: January 18, 2024

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:

Election Committee

GLVAR's Bylaws establish an Election Committee. This Policy 500-9 requires that the Past Presidents Committee, as established by Policy 500-12W, assume the role of the Election Committee. The 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 Board of Directors will approve the slate of candidates. The Committee will vet potential candidates. The report offering the slate of all qualified candidates 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.

A REALTOR® Member may only run for one (1) office or directorship in any election.

Any REALTOR® Member desiring to run for an elected Officer or Director's position must register with the Association.

All candidates will be listed in the Association office. The membership will be notified of the complete candidate slate through the Association's Publication.

Election Procedures

The Committee will oversee the election process and assure compliance with election procedures. In the event of a tie vote, the Committee, upon approval of the Board of Directors, will set an election runoff date, giving at least two (2) days advance notice to the REALTOR® Members of that runoff date.

(a) The conduct of the election will be as prescribed by the Board of Directors. However, in no event may candidates campaign prior to the designated date.

(b) Only those REALTOR® Members as of June 15<sup>th</sup> will be eligible to vote.

(1) The CEO will provide, or cause to be provided, 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 before 2:00 p.m. PST of the closing date of the election.
  - (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 PST on the closing date of the election.
- (c) 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.
- (d) The winning candidate's names will be appropriately publicized. Statistical results will also be published.

Last Revision: August 4, 2025

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

**SUBJECT: Candidate Election Policy**

**1. The Purpose of the Election Committee**

The purpose of the Election Committee 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 Election 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 Election Committee**

The Election Committee is to ensure that candidates meet all stated criteria for the desired position. The Election Committee 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.

The Election Committee 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**

Unless otherwise decided by the Board of Directors, the following timelines will apply for the election taking place in 2025, for the 2026 Board. This is a temporary policy change intended only to apply to the immediate election. It is the Board’s intent that further changes to this policy and Policy 500-9 will be made to prescribe dates and other requirements for future elections.

<b>Applications Available</b>	August 4, 2025
<b>Applications Due</b>	August 18, 2025
<b>Deadline for the Election Committee to Vet/Interview Candidates</b>	August 22, 2025
<b>Deadline for the Election Committee to Provide the Slate of Potential Qualified Candidates to the Board of Directors</b>	August 25, 2025
<b>Deadline for the Board of Directors to Meet and Approve the Final Slate of Candidates</b>	August 27, 2025

<b>Deadline to Notify the Candidates</b>	August 28, 2025
<b>Campaigning Begins</b>	August 29, 2025 at 12:01 a.m. PST
<b>Election Begins</b>	September 8, 2025, at 12:01 a.m. PST
<b>Election Ends</b>	September 10, 2025, at 2:00 p.m. PST

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 Election Committee, upon approval of the Board of Directors, will set an election runoff date, giving at least two (2) days advance notice to the REALTOR® members of that runoff date. Anyone requesting an outside third-party investigation into 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. That money 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. They must specify exactly who or what is being asked to be 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 the cost exceed the amount deposited, the member must deposit additional funds to cover the expected shortage within THREE (3) business days after being requested to do so. Should the member not deposit funds, the investigation will be considered closed. If the member prevails, the costs incurred by the member 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. Announcement of Candidacy and Campaign Materials**

Each candidate must indicate in writing that he or she is a qualified candidate for the position sought BEFORE announcing his or her candidacy and beginning distribution of campaign materials. No campaigning may occur prior to the designated start date.

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 at GLVAR 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 Election 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 Election Committee. All candidates must ensure that their campaign materials do not violate the election policies or the Code of Ethics.

Candidates may attend GLVAR Committee Meetings to campaign, provided that they 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 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 other biographical data printed in the annual Election Guide at no charge. The Election 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 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 Election 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 must pay for the established advertising costs in advance.

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 the campaign, provided such preparation does not violate any of the prohibitions outlined above.

## **5. 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 if consistent with the election schedule set forth in Policy 500-9, to be held during the September General Membership Meeting. The time and place will be published to the general membership, and candidates will also receive a separate notification.

## **6. 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 10, 2025

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

**SUBJECT: LVR Candidate Endorsement Activity Policy**

**SOURCE: Board of Directors**

**Policy Statement:** LVR’s Board of Directors, individually and collectively, and its unelected officers (e.g., Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, if any, etc.) are prohibited from endorsement activity in favor of, or opposition to, any candidate for the Greater Las Vegas Association of REALTORS® Board of Directors. This policy does not prohibit a sitting Director running for reelection from campaigning for him or herself.

**Purpose:** The LVR Board of Directors desire to maintain neutrality and avoid the appearance of influencing any result of the Board of Directors’ elections of the Greater Las Vegas Association of REALTORS®.

**Scope:** This policy governs sitting members of the LVR Board of Directors and its unelected officers.

**Definitions:** As used in this policy, “endorsement activity” means public statements for or against a candidate, creation or distribution of materials which favor or oppose a candidate (including via social media), direct contact with voting members where the purpose is to influence a vote for or against a candidate, and other similar actions or speech which are intended to influence the outcome of the Greater Las Vegas Association of REALTORS® Board of Directors election.

Las Revision: June 18, 2025

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. Electronic remote meeting attendance policy - In accordance with the Bylaws & Policies of The Greater Las Vegas Association of REALTORS®, Committees & Board Meetings may be held via means of electronic participation. Members who participate remotely will not receive credit for serving on the Committee.

Acceptable participation & etiquette to abide by this policy shall be considered as follows:

- (1) Camera must be on at all times
  - (2) No driving during meeting
  - (3) Remain muted if not speaking
  - (4) Must be in a private location
  - (5) No recording of the meeting
  - (6) Failure to act in accordance with this policy will constitute automatic removal from the meeting by the Chair or Staff and the member will be considered absent
- b. If a member lives further than 50 miles away from the Association, they can attend committee meetings remotely via a technology platform or conference call and receive credit for attendance.
- c. 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<sup>®</sup> and its Institute Society and councils or Nevada REALTORS<sup>®</sup> meetings;
- (8) Required attendance at Greater Las Vegas Association of REALTORS<sup>®</sup> 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.

d. Attendance for Open Committee Meetings

- (1) **Mandatory Attendance Scanning:** All open committee members are required to scan in upon arrival and scan out when leaving using the provided scanners at both open and closed committee meetings. This will serve as the primary method for recording attendance.
- (2) **Backup Attendance Verification:** In the event a member forgets to scan in or out, they must immediately report to the committee liaison to manually verify their attendance. Failure to do so will result in being marked absent.
- (3) **Non-Compliance:** Members who fail to scan in/out and do not manually verify their attendance will be considered absent.
- (4) **Regular Attendance Audits:** The committee liaison will conduct regular audits of attendance records to ensure accuracy and address any discrepancies promptly.

e. 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 days of the committee membership termination. If such an appeal is made, the President will be excused from the meeting.

- f. **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.
- g. **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.

6. Guest Speakers: Guest speakers at any committee meeting or other committee event must be approved in advance by the President, President-Elect and CEO (“Approval”). Once any of the foregoing has rejected or denied a guest speaker that determination is final and non-appealable. Any person requesting to be a guest speaker must submit the following information:
- a. Name of speaker and organization;
  - b. Date and committee or event at which request to speak;
  - c. Organization or brokerage represented;
  - d. Topic;
  - e. Qualification of speaker to address topic; and
  - f. Benefit to LVR and/or committee or board and purpose for presentation.

No guest speaker may be advertised or placed on any agenda or calendar until Approval has been obtained.

Multiple requests will not be accepted.

Last Revision: September 26, 2024

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

**SUBJECT: Confidentiality and Security during Committee Meetings**

**SOURCE: Board of Directors**

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

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, 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.

Consistent with the confidentiality obligations set forth in Policy 500-2, Committee members, staff members, guests, and other participants are prohibited from taking notes electronically (on a computer, smartphone or other device) and are prohibited from recording, videotaping or otherwise making a digital or electronic record of a Committee meeting. Violation of this policy will result in the Committee member, staff member, guest, or other participant 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 Committee members, staff members, guests, and other participants 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: May 19, 2022

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	Legislative Impact Committee
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. All closed committee members will be required to sign confidentiality agreements in order to serve on any such committee, in accordance with Policy 500-2, and comply with 500-2 as it pertains to confidential information.

The following committees shall be assigned a Director Liaison by the President from the Board of Directors voting members:

- Community Outreach
- Global
- Forms
- Legislative Impact Committee (previously Political Advisory)
- YPN
- Risk Management
- Property Management
- Political Affairs
- Diversity
- Bylaws
- Education
- Faculty

Director Liaisons shall perform the following duties:

- Attend all meetings
- Report back to the Board of Directors on committee activity as directed by the Executive Committee
- Shall be an ex-officio non-voting member of the committee
- Shall serve as a conduit to the Board of Directors in explaining any Motions made by committee

Committee Advisory Council

- It is the policy of Las Vegas REALTORS® to have each Chair of an open committee to sit on an advisory board that convenes at least once a quarter to review the events, meeting topics, and forecasted agenda. Advisory board members will work with one another to ensure events, meeting topics, etc. Do not conflict with one another, and when possible, work together on events and meetings that are relevant to their respective fields. Additionally, advisory council members will work with Staff Liaisons to plan in advance marketing, scheduling, classroom reservations and more

Real Estate Industry Affairs Committee Advisory Council

- Education
- Political Affairs
- Risk Management
- Property Management

Community & Member Engagement Committee Advisory Council

- YPN
- Community Outreach
- Diversity
- Global Business

Subsidiaries:

BORPAC  
MLS

Last Revision: January 23, 2025 (Housekeeping)

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, Immediate Past 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 Immediate Past Treasurer will serve as the Vice Chairman 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 at least ten (10) days prior to the end of the fiscal year.

The Annual Joint Budget Meeting of incoming Board members and current Board members shall be noticed with a minimum of 30-day notice. Such meeting will be a required meeting in accordance with Policy 500-5 and LVR Director Commitment Letter.

**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: January 22, 2026

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.

All member form change requests shall be made to the CEO or CEO's designee for review and referred to the Forms Committee as directed by the Board of Directors. The Forms Committee shall only meet as directed by the CEO.

Any revisions, updates or additions to forms will be released annually in April and October unless the change is due to Legal, Legislative or NAR mandate, those forms will be released immediately.

To have Faculty notified within one (1) business day of any approved forms changes after ratification by the Board of Directors.

Last revision: January 22, 2026

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 500-12E

**SUBJECT: GLVAR Election Committee**

**SOURCE: Board of Directors**

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

The Election Committee shall review Election Policies & Campaign Guidelines annually and make recommendations to the Board of Directors & The President.

The Election Committee Shall preside over the elections, and ensure all candidates are acting within the NAR Code of Ethics, LVR Bylaws, LVR Policy, and Campaign Guidelines.

Oversee the development of Campaign Events & Mixers to provide candidates exposure.

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

**Structure:** The Past Presidents Committee, as established by Policy 500-12W, shall assume the role of the Election Committee and shall be bound by this and all other policies applicable to the Election Committee.

Last Revision: August 4, 2025

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.

Any GLVAR Member in good standing who attends one Education Committee meeting and shadows a monitor for at least one class being monitored during the same calendar year will automatically become a Member of the Committee.

**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).

Monitors to be evaluated two (2) times a year.

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.

All monitors must be approved by the President, President-Elect & CEO prior to monitoring a new member orientation, education class, or any LVR (or any LVR subsidiary) sanctioned event.

**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: January 18, 2024

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.

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

Members of the Global Committees of the National Association of REALTORS® and the Nevada Association of REALTORS® may attend GLVAR Global Business Committee meetings and participate in Committee discussions (if recognized by the Committee Chair), but may not otherwise have a role in or vote on any business before the Committee.

Last Revision: April 22, 2021

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 Partners Committee consists of the local presidents of all Industry Partners approved by the Executive Committee. The President-Elect will chair the committee and the Vice Chair will be appointed by the President-Elect.

**Materials/Special Sends**

Any handouts that Industry Partners would like to disseminate need CEO approval prior to handing out at all internal and external LVR Events.

Last Revision: May 16, 2024

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

**SUBJECT:** GLVAR Leadership Series

**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 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 five at-large members who serve staggered two-year terms, a Dean, Vice-Dean and the immediate past Dean. The Dean, Incoming Dean and all trustees shall be appointed by the President and President-Elect in accordance with policy 500-12 and ratified by the Board of Directors. All remaining Trustee members should be graduates of either GLVAR or NVR's leadership program. The twenty selected applicants shall be accepted by the leadership trustees and ratified by the LVR Board of Directors.

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

Last revision: March 28, 2024

Greater Las Vegas Association of REALTORS<sup>□</sup>  
Las Vegas REALTORS<sup>®</sup>  
POLICY 500-12L

**SUBJECT: GLVAR Member Conduct Committee**

**SOURCE: Board of Directors**

**Scope:** Committee Members will hear all complaints against LVR members that involve violations of LVR's Policies, other than alleged violations of the Code of Ethics or Arbitrations conducted under the National Association of Realtors Code of Ethics and Arbitration Manual ("CEAM") in accordance with Policy 100-6C.

**Structure:** The Member Conduct Committee will consist of not less than six (6) nor more than nine (9) Members as determined by the Board of Directors, considering, among other things, the availability and willingness of candidates. The Members will include the Immediate Past President and such other Members who are either past Presidents or past members of the LVR Board of Directors, who are willing to serve. Current officers and Directors may not serve. The Members of the Committee will be nominated by the President and ratified by the Board of Directors. The Immediate Past President, will serve as the Chairperson and will vote only in the event of a deadlock of the other Members of the Committee. In addition to the Immediate Past President, the initial Committee will be comprised of three (3) additional Members who will each serve one (1) year terms and four (4) Members each serving two (2) year terms. A majority of the Members of the Committee will constitute a quorum. No Committee member will serve more than two (2) consecutive terms.

Each Member of the Committee will serve at the discretion and under the direction of the Board of Directors and may be removed, with or without cause, by the Directors. Any Member of the Committee may resign at any time. Any vacancies on the Committee will be filled by the Board of Directors at the next meeting of the Board of Directors or as soon as administratively practical. If the Immediate Past President is unwilling or unable to serve as Chairperson of the Committee the President-Elect will act as the Chairperson of the Committee until an Immediate Past President is able and willing to serve.

**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 regardless of the Member's remaining term. 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 LVR members for violation of LVR Policies.

All Committee members may participate in the investigation of any alleged violation(s). Any Member of the Committee will be required to disclose any interest or bias against or toward any party to a complaint. If a majority of the Members of the Committee determine that a violation(s) may have occurred by clear, strong and convincing evidence, the complaint will be forwarded to the Board of Directors for a hearing in accordance with Policy 100-6C.

Confidentiality of all parties, complaints, evidence, findings and decisions are permanent.

Last revision: August 15, 2024

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

**SUBJECT: GLVAR Local Policy Committee**

**SOURCE: Board of Directors**

**Scope:** Shall meet regularly and oversee all political aspects of the association at the direction of the board of directors. Including but not limited to the following:

- Make recommendations on legislative issues that should be addressed by the association;
- Make recommendations to the CEO and Board of Directors on legislative issues that should be communicated to the membership;
- Shall provide guidance & oversight to the Political Affairs Committee meeting content;
- Shall communicate to CEO any issues needing to be addressed with Government Affairs Director and/or lobbying firm and make recommendations to the Board of Directors on engagement with Government Affairs Director; and
- Shall work directly, in communication, and make recommendations on all activity of association's political action committees.

**Structure:** The Committee shall consist of seven (7) Members in good standing. Four (4) members from the current Board of Directors (one will serve as the Chair), to be appointed by the LVR President. Three (3) members currently sitting on BORPAC, to be appointed by the current BORPAC Chair. The CEO and Government Affairs Director will serve as ex officio, non-voting members.

Last Revision: July 31, 2025

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 to be an appointed committee up to 17 members with a Chair & Vice Chair appointed by the President & President-Elect. Appointed individuals shall be 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.

The committee shall hold 4 events per year for members educating them on the real estate market, current conditions and any other relevant information directed by the Board of Directors. Speakers of all events to be approved by the CEO and a budget shall be allocated to the Committee by the Finance Committee if necessary.

Created: January 22, 2026

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 Member Recognition Committee

**SOURCE:** Board of Directors

**Scope:** Selects Association awards winners according to the policy requirements for those awards subject to ratification by the Executive Committee, makes recommendations to recognize members for outstanding accomplishments and service to the industry, and makes recommendations on various ways to highlight members for their acts of good service.

**Structure:** The Committee consists of the current GLVAR President-Elect as chair, YPN Committee Immediate Past Chair, Global Committee Immediate Past Chair, Community Outreach Immediate Past Chair, Two members of the board of directors one appointed by president another by the president-elect, Trends Committee Immediate Past Chair, Political Affairs Immediate Past Chair. GLVAR's CEO is an *ex officio* member of the Committee.

Last Revision: June 20, 2024

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 Diversity Committee

**SOURCE:** Board of Directors

**Scope:** To identify the concerns and needs of minority members and underserved groups within the community to assist in the development of actions to address those concerns and needs. To recommend and coordinate the association's activities to increase diversity within the real estate profession, LVR membership, and its leadership. To serve as ambassadors to minority and underserved groups real estate organizations in the Las Vegas valley. To identify diversity and fair housing education needs and goals. To promote changes in real estate business practices to reflect the growing cultural diversity within Las Vegas REALTORS®. To share diversity knowledge, expertise, analysis and information with other LVR committees as appropriate. To support LVR in organizing and managing effective activities to promote REALTOR® diversity strategic objectives.

All meeting scheduling and content must be approved by the LVR CEO.

**Structure:** The Diversity Committee is comprised of members of the Greater Las Vegas Association of REALTORS® that are a Members in good standing of the Greater Las Vegas Association of REALTORS®.

Created: January 18, 2024

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

**SUBJECT: Instructor Review Committee**

**SOURCE: Board of Directors**

**PURPOSE:**

The Committee shall meet as needed to review Members applying to become a GLVAR Faculty Instructor. Interested Members shall apply, audition and move through the various steps with the majority vote approval by the Instructor Review Committee.

The Instructor Review Committee shall consist of six (6) REALTOR® Members in good standing and two (2) GLVAR staff. The current GLVAR President, the Dean of Faculty, one (1) Senior Faculty Member, two (2) Members appointed by the President, one (1) member representative from the LVR Board of Directors, the Vice President of Education and the CEO or Chief Operating Officer. The GLVAR Dean of Faculty shall be designated as the Committee Chair. The one Faculty Member and the two Members appointed by the GLVAR President shall serve staggered two (2) year terms. If a Member cannot fulfill their term, the GLVAR President shall appoint another Member to complete the remainder of the term.

Appointments to the Instructor Review Committee shall be ratified by the Board of Directors.

**REVIEW CURRENT FACULTY MEMBERS:**

The Committee shall review all Faculty Members annually.

**ELIGIBILITY:**

1. Be a REALTOR® or Institute Affiliate Member practicing within the jurisdiction of the Greater Las Vegas Association of REALTORS®.
2. Be in compliance with NAC 645.460 *Continuing education: Qualification of Instructors*. An instructor for continuing education courses must possess:
  - a. A good reputation for honesty, integrity and trustworthiness; and

- b. At least one of the following qualifications, unless granted a special exception by the commission:
  - i. A Bachelor's Degree in the field in which the person is instructing;
  - ii. A valid license from Nevada or another state which authorizes the holder to teach the subject being offered;
  - iii. Three years of experience teaching a course in real estate or a directly related subject.
  - iv. Must have five years of full time experience, other than secretarial, in the subject taught.

**PROCEDURAL REVIEW OF AN APPLICANT:**

- 1. The applicant shall submit to the Chair an application, resume and a rationale on "Why I want to become a Faculty Instructor."
- 2. The Instructor Review Committee shall review the application and resume and have a thorough discussion concerning the Applicant's background and references.
- 3. The Staff Liaison shall meet with the Applicant to describe the audition process and schedule auditions.
- 4. The Staff Liaison shall send a letter notifying applicant of the Review Committee's decision within fifteen (15) days and schedule an audition.
- 5. Individuals teaching at an institution of higher learning shall not go through the Audition process.

**PROCEDURE FOR PRESENTATION/AUDITION BY APPLICANT:**

- 1. The Applicant must be prepared to make a 10-minute presentation to the Committee.
- 2. The Applicant must have a hand-out on their topic for each Committee Member.
- 3. Their topic must be taken from the current GLVAR New Member Orientation class.
- 4. The Applicant should adhere to suitable attire as an Instructor.
- 5. After the presentation, the Committee shall vote with a majority required to move the Applicant forward to Student Instructor.

Created: February 22, 2024

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

**SUBJECT: Past Presidents Committee**

**SOURCE: Board of Directors**

This Policy establishes the “Past Presidents Committee.” The Past Presidents Committee shall be comprised of all willing GLVAR Past Presidents, except for the Immediate Past President, who are REALTOR® members in good standing with the association. No member of the Past Presidents Committee may serve on the GLVAR Board of Directors simultaneously, nor may he or she run for GLVAR elected office. The Immediate Past President shall serve only as the liaison to the Committee. The Past Presidents Committee shall be charged with the following:

1. Board Support: Serve as an advisory body to the GLVAR Board of Directors, offering guidance on matters of association structure, governance, and strategic planning.
2. Policy Sounding Board: Act as a resource and sounding board on major issues and proposed changes brought forth by the association.
3. Elections Oversight: Administer and oversee the LVR elections process, serving as the standing body for what has been known as the “Election Committee.”
4. Member Conduct Oversight: Address and review member conduct complaints in accordance with Policy 100-6C, replacing the Member Conduct Committee in this role.

The Past Presidents Committee shall serve at the pleasure of the current LVR President and the Board of Directors and may be assigned additional tasks as deemed appropriate by the Board. The Committee members shall select its Chair and Vice Chair.

No member of the Committee shall take part in an issue that involves members of the same company as the Past President. No member of the Committee is permitted to engage in endorsement activity in the election for the GLVAR Board of Directors, and members of the Committee shall be bound by Policy 500-9B (“LVR Candidate Endorsement Activity Policy”).

Created: August 4, 2025

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 common courtesies usually associated with customary business practices, subject to the following limitations:

- a. All communication with vendors that do, intend to seek or seek to do business with GLVAR shall be handled solely through GLVAR's CEO. If any GLVAR Volunteer Leadership is approached by any such vendor, they will forward the information and vendor's contact information to the GLVAR CEO for further handling.
- b. GLVAR Volunteer Leadership may not accept an invitation from a vendor or attend any meeting with a vendor (such meetings to include attending sporting events, meeting for coffee, drinks, breakfast, lunch, dinner or other meals or any other meeting) unless GLVAR's CEO is also extended an invitation and/or is present for the meeting.
- c. 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.
- d. The receipt of alcoholic beverages is discouraged.
- e. 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 \$100.00 and it is disclosed to the Board if any matter involving that vendor is presented to the Board.

Failure to abide by this policy may result in discipline, up to and including anything authorized by GLVAR Bylaws and Policies.

Last Revision: April 20, 2023

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 Election Committee. Violations of GLVAR’s Social Media Policy may result in the candidate’s removal from the approved list of candidates and other possible disciplinary action GLVAR deems appropriate in accordance with GLVAR Bylaws and Policies and local, state and federal law. Removal from the approved list of candidates will be made by a simple majority vote of the Board of Directors upon recommendation from the Election 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](mailto: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 GLVAR's Social Media Policy. Any inquiries or concerns, whether or not specifically addressed in the Social Media Policy, should be addressed to the Association CEO.

Possible violations of GLVAR's Social Media Policy should be reported to the Association CEO for review. GLVAR members who do not adhere to this Social Media Policy or who otherwise act inappropriately when engaging in social media, may be contacted by the President of the Board of Directors or the CEO to resolve the situation, which may include withdrawing, correcting, or revising the communication at issue. GLVAR reserves the right to take further action as it deems appropriate, including possible removal from leadership positions and any other discipline GLVAR deems appropriate in accordance with GLVAR Bylaws and Policies and local, state and federal law.

### **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: April 20, 2023

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 600-3

**SUBJECT: Industry Partners**

**SOURCE: Board of Directors**

**Scope:** This purpose of this policy is to govern the process and criteria for recognition as an “Industry Partner” of the Association.

Organizations seeking to be recognized as an “Industry Partner” of the Association must be affiliated with the real estate industry and shall be required to submit an application for consideration and approval by the Board of Directors. The application will require applicants to provide information and documentation as to the following non-exclusive items:

- The name of the organization.
- The date of the organization’s incorporation or formation.
- A description of the purpose of the organization.
- The scope and size of the organization.
- A description of how the organization is operated (e.g., by a board of directors, managers, etc.).
- The identities of the organization’s officers and directors (if the organization is a corporation); manager(s) or managing member(s) (if the organization is a limited liability company); and/or partners (if the organization is a limited partnership or limited liability partnership).
- The states in which the organization operates.
- The reasons why the organization seeks to be recognized as an Industry Partner of the Association.

The Board of Directors will review and consider applications and has the sole discretion to approve or reject applications.

Created: July 21, 2022

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

**SUBJECT: Member Contact Information**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® that all Members are responsible for ensuring that GLVAR has their current contact information.

**Updates to contact information:**

A Member is to inform GLVAR within ten (10) business days of any changes to their contact information, to include any changes in their:

- Name (often as the result of a change in marital status);
- Firm name;
- Business address, to include street address, city, state and zip code;
- Business phone number;
- Business e-mail address;
- Residential address, to include street address, city, state and zip code;
- Home phone number;
- Fax number;
- Cellular or mobile phone number;
- Personal e-mail address; or
- Preferences for GLVAR communications.

**Members resigning their GLVAR membership:**

A Member who wishes to resign their GLVAR membership will ensure that their contact information is current at the time of their resignation.

As provided in Policy 300-17, failure of a Member to ensure that GLVAR has their current contact information at the time of their resignation may result in the Member having to pay fees or penalties that may be incurred by GLVAR in issuing any refund(s).

Last Revision: July 22, 2021

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

**SUBJECT: Member Responsibility for Timely Payment of all Dues, Fees and Fines**

**SOURCE: Board of Directors**

It is the policy of the Greater Las Vegas Association of REALTORS® that each Member is responsible for ensuring that all of the dues, fees and fines that they owe to GLVAR have been paid in a timely manner before the Member accesses or uses any of GLVAR's benefits, including but not limited to attending GLVAR activities, functions or classes, or using any of GLVAR's forms or services.

The Member's duty applies even if the Member has not been notified by GLVAR that their membership status has been suspended for nonpayment of dues, fees or fines.

Any unpaid fees or fines that have not been paid within thirty (30) days after a Member's membership status has been suspended or terminated or within thirty (30) days of being notified of a fine will be referred to collections for further action.

Last Revision: July 22, 2021

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 unless request is within 30 days from join date, in writing, with the approval of the CEO/Board of Directors.

## **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 rescheduling 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: March 17, 2022

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 Member Recognition Committee. LVR's CEO will also be an *ex officio* member of the Member Recognition 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 Member Recognition Committee is NOT authorized to deviate or change these requirements without Board approval.
6. Conflicts of Interest: The Member Recognition 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 Member Recognition 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 Executive Committee.
9. The review and selection process of all LVR awards will remain confidential.

Last Revision: February 22, 2024

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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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 Member Recognition Committee of the Greater Las Vegas Association of REALTORS® (GLVAR), known as Las Vegas REALTORS® (LVR).

Prior to nomination forms being forwarded to the Member Recognition Committee for review, the nominee's firm name will be removed from the nomination form.

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 Committees in the last thirty-six (36) months for the year preceding the award;
  - Have attended and participated at LVR Functions in the last thirty-six (36) months for the year preceding the award (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.

REALTOR® of the Month Award winners will be recognized and highlighted in different ways.

Last revision: June 20, 2024

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 of the Member Recognition 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 Member Recognition Committee with no nominations from the floor.

Last Revision: February 22, 2024 (housekeeping updates)

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 31<sup>st</sup> 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 Member Recognition 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 Member Recognition 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: February 22, 2024 (housekeeping updates)

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

Greater Las Vegas Association of REALTORS®  
Las Vegas REALTORS®  
POLICY 800-13

**SUBJECT: Event Coordination Policy**

**SOURCE: Board of Directors**

**Purpose**

To ensure consistency, quality, and effective coordination of all events hosted by or on behalf of the Las Vegas REALTORS® (LVR), this policy mandates the involvement of the Events Coordinator in all stages of event planning and execution and sets clear requirements for timing and Board approval.

**Policy Statement**

The Association's Events Coordinator must be notified and included in the planning, coordination, and execution of all events held at any Association-owned or Association-rented location, or conducted under the LVR name, brand, or authority. This includes, but is not limited to:

- Member-facing events
- Committee-led events
- Departmental events
- Broker forums, training sessions, and outreach programs
- Any off-site events sponsored, hosted, or branded by LVR

Any event that is not already included in the approved Association budget must:

- 1. Receive prior approval from the Board of Directors before any planning begins or the Events Coordinator is notified.**
- 2. Be scheduled to occur no sooner than 60 days after the date of Board approval.**

For events already included in the approved Association budget, the Events Coordinator must be given a **minimum of 60 days' advance notice** to begin the booking and coordination process.

**Responsibilities**

- The Events Coordinator will serve as the primary logistical lead, responsible for event scheduling, vendor coordination, facility setup, signage, catering, budget tracking, and ensuring alignment with Association standards.
- No event shall proceed without the Events Coordinator's formal acknowledgment and participation in the planning process.
- If a department, committee, or group intends to hold an event, they must comply with the 60-day notice requirement, and adhere to budgetary and approval conditions as outlined.

- In cases where event planning is initiated by external organizations partnering with LVR, the Events Coordinator must be the designated liaison.

### **Exceptions**

Exceptions to this policy must be approved in writing by the Chief Operating Officer or Chief Executive Officer.

### **Enforcement**

Failure to involve the Events Coordinator in accordance with this policy, or to obtain Board approval for unbudgeted events before initiating planning, may result in cancellation of the event, disciplinary action, or restriction of future event privileges.

Created: April 24, 2025