

**ALASKA ASSOCIATION OF REALTORS®, INC.**

**POLICY AND PROCEDURE MANUAL**

The Policy and Procedure Manual has been one of the stepping stones to a better-organized Association. It is the intent that each of the Officers and Chairmen read and refer to it as a part of their responsibility upon taking over their particular duties.

Please remember that it is to serve only as a guideline and there will be times and circumstances when revisions or exceptions must be made.

The policies set forth in the Manual are based on experience and are updated as required so that they will continue to reflect as nearly as possible our standard operating procedures.

Everyone involved with the Association, whether as an Officer, Chairman, Committee member, or member, is welcome to offer suggestions regarding any changes in our operations which they feel may improve our Association.

Address all correspondence to the attention of the appropriate individual or committee to:

**ALASKA ASSOCIATION OF REALTORS®**

4205 Minnesota Drive  
Anchorage, AK 99503  
Phone (907) 563-7133  
Fax (907) 561-1779

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## PRESIDENT

The President shall:

1. Review the Bylaws, Operations Manual, President's Manual of the National Association of REALTORS and the Bylaws and Policy & Procedure Manual of the Alaska Association.
2. Execute the orders of the Board of Directors and enforce the Code of Ethics, the Articles of Incorporation, the By-laws, and the various rules, policies and regulations recommended by the Board of Directors.
3. Recommend to the Board of Directors policies that may be deemed beneficial to the general membership.
4. Be an ex officio member of all standing committees and Key Work Groups. The President shall serve as Chairman of the Board of Directors and the Executive Committee as a voting member.
5. Appoint the Chairs of the Standing Committees and the Key Works Group, subject to the approval of the Board of Directors, according to Article VII of the By-laws. Appoint a Credentials Committee according to Article VIII, Section 2 of the Bylaws. Appoint a Parliamentarian and Sergeant-at-Arms for annual membership meetings.
6. The President shall notify all appointees of their appointment upon such approval.
7. The President may appoint additional committees, forums, presidential advisory groups, and task forces.
8. Accept the responsibilities as designated by the National Association of REALTORS® including attendance at appropriate committee meetings.
9. Coordinate the appointment of REALTORS® from Alaska to the various committees of the National Association of REALTORS® and ensure good representation according to the time schedule of NAR.
10. Make certain, prior to the National Convention in November that Alaska has an official voting delegate for the Convention.
11. Be responsible for National "Call to Action" responses.
12. Invite, early in his term, the President and Regional Vice President of the National Association and the various Presidents of the Institutes and Affiliates to the State Convention for that year.
13. See that every local Board is visited by an Officer of the Association at least once a year and stand ready to assist the various boards when problems arise.

14. Be one of the authorized co-signers for all financial accounts, if geographically appropriate.
15. Attend State, National meetings and/or conventions.
16. Serve as Chief Association Executive.
17. Plan Leadership Conferences in coordination with the President Elect.
18. Be responsible for the first action of meetings which will be the adoption of an Agenda.
19. Be authorized to expend funds for any approved budgeted line item, upon approved budget.

## PRESIDENT ELECT

The basic responsibilities of this office are that of carrying out any functions designated by the President and being available to assist the President at all times.

The President Elect shall:

1. At the Leadership Conference, Present a policy and program outline for their administrative year, encompassing the long range goals of the Association, with the approval of the Board of Directors.  
  
Review with new members of the Board of Directors and local board secretaries, the Bylaws, Policy & Procedure Manual and long-range plans of the Association.
2. In the absence or inability of the President to serve, possess all powers and discharge all duties of that office.
3. Review the Bylaws of the National Association of REALTORS® and the Alaska Association of REALTORS® and the Policy & Procedure Manual of the Alaska Association of REALTORS®.
4. Coordinate the actions of State Standing Committee Chairs & Key Work Groups.
5. Serve as liaison to local boards. Encourage each member board, large or small, to point out and maintain an accurate record of its activities during the calendar year.
6. Serve as a member of the Executive Committee.
7. Attend State, National meetings and/or conventions.
8. Attend the Board of Directors meetings of the Alaska Association as a voting member.

## VICE PRESIDENT

The Vice President shall:

1. Review the Bylaws of the National Association of REALTORS® and Alaska Association of REALTORS® and the Policy Procedure Manual of the Alaska Association of REALTORS®.
2. In the absence or inability of the President and President Elect to serve, possess all powers and discharge all duties of that office.
3. Assist in coordinating the actions of State Standing Committee Chairs and Key Work Groups, as assigned by the President.
4. Be available to assist the President.
5. Attend all Alaska Association meetings and as many National Association meetings as possible.
6. Serve as a member of the Executive Committee.
7. Attend the Board of Directors meetings of the Alaska Association of REALTORS® as voting Member.

## SECRETARY

The Secretary shall:

1. Review the National and Alaska Association Bylaws and the Policy & Procedure Manual of the Alaska Association and prepare revisions when approved by the Board of Directors.
2. Keep accurate records of motions made at all Board of Directors and general membership meetings.
3. Assist the President with correspondence as directed.
4. Assist in coordinating the actions of the Standing Committee Chairs and Key Work Groups, as assigned by the President.
5. Assist the President in reviewing the Bylaws, Policy & Procedure Manual and long-range goals of the Association.
6. Serve as a member of the Executive Committee.
7. Attend the Board of Directors meetings of the Alaska Association of REALTORS® as a voting Member.

## TREASURER

1. Review the National and Alaska Association Bylaws and the Policy & Procedure Manual of the Alaska Association.
2. Oversee and direct all duties of a fiscal or financial nature.
3. Serve as Chair of the Finance & Budget Committee during the term of office with the responsibility of submitting, in December, a proposed annual budget for the approval or modification of the incoming Board of Directors.
4. Be one of the authorized co-signers on financial accounts.
5. Have financial records available at all Board of Directors and general membership meetings.
6. Serve as a member of Executive committee.
7. Attend the Board of Directors Meetings of the Alaska Association of REALTORS® as a voting Member.

## NATIONAL ASSOCIATION OF REALTORS® DIRECTORS

The National Directors shall:

1. Review the Bylaws of the National and Alaska Associations and the Policy & Procedure Manual of the Alaska Association.
2. Seek out committee assignments on the National Association level.
3. Be required to attend the two National Association Directors meetings each year. Failure to attend the required meetings, without a valid excused absence, shall result in the automatic request for resignation of the National Association Director by and with the approval of the Board of Directors of the Alaska Association. Directors shall submit a written report of the activities to the Alaska Association Board of Directors.
4. Attend the Board of Directors' meetings of the Alaska Association as a voting member.
5. Review duties of the National Directors as outlined in the National Association Bylaws.
6. Review and understand the salient portions of the adopted national Policy. As a state director and member of a local board, reflect 'local' or 'grass roots' positions, decisions, and recommendations at the National level.

DIRECTORS, BOARD PRESIDENT AND EX-OFFICIO DIRECTORS  
(Affiliated Representatives)

The Directors Shall:

1. Review with the Bylaws of the National and State Association and the Policy & Procedure Manual of the Alaska Association.
2. Assist the President as requested.
3. Act as liaison members of particular assigned Committees or Key Work Groups.
4. In the case of Board presidents, submit a report of their Board activities at each meeting of the Board of Directors. They should also be able to suggest names from their Board membership for committee assignments. Activities of the Association should be reported back to their own boards.
5. Attend the Board of Directors meetings of the Alaska Association as a voting Member.

The Ex-Officio Directors may:

1. Attend all Board of Directors meetings at no expense to the Association as non-voting members.\*
2. Report on activities of their Affiliate group and report back to their membership all activities of the Alaska Association.

\*When the Board of Directors is in Executive Session, these members will be excused.

## KEY WORK GROUPS

Each Key Work Group member shall review the National and Alaska Association of REALTORS® Bylaws and the Policy & Procedure Manual of the Alaska Association of REALTORS®.

The Chairman of each Key Work Group shall:

1. As soon as possible, after appointment of the Key Work Group, call the initial meeting of their Group, for the purpose of developing a program for the coming year.
2. Call required meetings and be responsible for adequate advance notice to all Key Work Group members and the Association President.
3. Notify the Association Executive in advance of all meetings as to time and location
4. Ensure that the required quorum of a simple majority of the total KWG members is present for all meetings.
5. Attend the Board of Directors meetings, when requested, and be prepared to give an oral report of the Work Group's activities; or if unable to attend, submit a written report.
6. Prepare an overall comprehensive report for the Leadership Conference of the Alaska Association stating its accomplishments. Suggest improvements for their Key Work Group and recommend names of members for the future Key Work Group.
7. Serve as a voting member of the Executive Committee.

Each Key Work Group shall:

1. Develop a tentative budget to accomplish objectives set by the Alaska Association in compliance with the Association's approved budget. Submit proposals and tentative budget to the Board of Directors for approval.
2. Keep written minutes of each meeting showing members present and actions taken. Also, file a copy of transacted business to the Executive Committee.

GENERAL INFORMATION FOR ALL COMMITTEES  
AND  
KEY WORK GROUPS

1. All Committees and Key Work Groups shall have a chairman. Business cannot be conducted without a quorum of a simple majority of the total KWG members of the Committee or Work Group.
2. Committees are to meet as soon as possible after appointment for the purpose of developing a program for the coming year. The Committee shall develop a tentative budget as necessary to accomplish objectives in compliance with the approved Association budget.
3. Committees and Key Work Groups are to review the pertinent actions of previous years in order to provide continuity.
4. Committees and Key Work Groups are to be aware of and take into consideration, at all times, the stated goals and Strategic Plan of the Alaska Association.
5. Committees are to keep written minutes showing actions taken and the names of members present.
6. Adequate advance notice should be given for all Committee meetings, except in cases of urgency of action.
7. Any Committee or Key Work Group chair absent without a satisfactory excuse from two consecutive meetings, may be replaced at the next meeting of the Alaska Association Board of Directors.
8. Alternative means of communication (i.e., phone and conference calls, mailings and emails) should be considered in lieu of frequent meetings.
9. No request for reimbursement will be processed without invoices submitted.
10. Committee and Key Work Group chairs may authorize expenditures within the amount of their approved budgets. Any payment in excess of their budget will not be made without prior approval of the Board of Directors.
11. All statements of position on policy made by Committees or Key Work Groups shall be approved by the Alaska Association Board of Directors or President prior to issuance.

## COMMITTEES AND THE ASSOCIATION EXECUTIVE

Committees may utilize assistance from the Association Executive. In order to facilitate the process, the following guidelines have been established:

1. Assistance in the form of typing, photocopying documents, notification of committee meetings and mailing service may be requested. If any typing is requested, clear draft copies must accompany the request.
2. Any assistance requested must be presented in a timely manner so it can be scheduled with the regular duties of the Association Executive.
3. Any files, mail or other pertinent information regarding the committees will be placed in the Alaska Association office for their use.
4. The Association Executive will assist or delegate assistance to compile minutes for the committees.
5. Any committee decisions that are made via voting through e-mail or teleconferences should be printed in hard copy and recorded into the appropriate minutes.
6. Committee member participation via teleconference is recognized in the committee's quorum count.

BY-LAWS OF ALASKA REALTORS® POLITICAL ACTION COMMITTEE TRUSTEES

ARTICLE I: NAME AND DEFINITION

The name of this committee is the Alaska REALTORS® Political Action Committee, here after referred to as the Committee, ARPAC. It is a committee of the Alaska Association of REALTORS®.

ARTICLE II: PURPOSE

The Alaska REALTORS® Political Action Committee shall be organized and operated exclusively for the purpose of collecting political contributions as the term “political contributions” is defined in Section 41 (c)(1)(a)(b)(c)(d)(e) of the Internal Revenue Code, including the expenditures of such funds to further the candidacy of individuals for nomination or election to Federal or State office and to do any and all things necessary to accomplish such purpose, all as authorized by the Federal Elections Campaign Act.

ARTICLE III: PARTICIPATION

Section 1. Participants in ARPAC: Any REALTOR® and any other class of persons approved by the Trustees shall be eligible to become a participant by contributing to the ARPAC committee, either directly or through the local board campaign chairman. ARPAC maintains the right to deny participation to any person by refusing to accept that individual’s contribution.

Section 2. Participants in ARPAC: Participants shall be classified according to the amount of their contribution to ARPAC as follows: A) \$20 annually, active participant B) \$99 annually, Salmon level participant C) \$250 annually, Caribou level participant D) \$500 annually, Bear level participant E) \$1,000 annually, Eagle level participant.

Section 3. Annual Participation Awards: The Trustees will recognize and award traveling plaques to local boards in the following categories; A) Highest percentage over goal; B) most improved board; C) Highest participation per board. The plaques will be presented at the annual state convention.

ARTICLE IV: TRUSTEES OF ARPAC

Section 1. Composition: There shall be nine-member Board of Trustees appointed by the President of the Alaska Association of REALTORS® and confirmed by the Board of Directors Bylaws of Alaska REALTORS® Political Action Committee Trustees of the Alaska Association of REALTORS®. The Trustees shall be appointed to three-year terms, except that the initial trustees appointed in 1981 shall consist of nine persons appointed as follows: 3 Trustees for 3 year terms, 3 Trustees for 2 year terms, 3 Trustees for one year terms. No person shall serve more than two consecutive terms.

Section 2. Ex-Officio Members: The following persons shall be ex-officio members of the Board of Trustees and shall serve without compensation: A) Chairman of Legislative Committee and Chairman of Political Affairs Committee, while serving in their capacity as Chairman; B) Local

Board Chairman of ARPAC Solicitation Committee who are designated as Deputy Treasurers;  
C) Others as may be designated by the President from time to time.

Section 3. Chairman: The ARPAC Chairman shall be designated from the Trustees for a term of two years by the President of the Association. Other Officers of the committee shall be elected by the Trustees themselves.

Section 4. Duties: The ARPAC Trustees shall have supervision and control over the affairs and funds of the Committee and they shall establish and carry out all policies and activities of the committee.

Section 5. Vacancies: In the event any appointed Trustee shall die or become disabled, be removed, or resign, the President of the Association, with the advice of the remaining Trustees and the concurrence of the Board of Directors of the Alaska Association of REALTORS®, shall appoint a successor to serve for the remainder of the term of such Trustee.

#### ARTICLE V: OFFICERS

Section 1. Officers: The Officers of the ARPAC shall be the chairman, vice chairman, secretary, and a treasurer.

Section 2. Duties: The duties of the officers shall be such as are usually attached to such offices and such further duties as may be specified from time to time by the Trustees. In addition, A) the chairman shall be an ex-officio member of all sub-committees; he shall preside at the meetings of the Trustees; B) the vice chairman shall preside at the Trustees meeting in the absence of the chairman, or at his request; C) the treasurer and Association Executive shall be the custodian of the funds of the committee; they shall collect all funds of the Committee in accordance with the instructions of the Trustees; and shall keep full and accurate accounts, present financial statements, and prepare, sign, and file all reports to governmental authorities required by law, or directed to be filed by the Trustees.

Section 3. The officers and Trustees may utilize assistance in maintaining records and duties of their positions.

#### ARTICLE VI: MEETINGS

Section 1. Meetings of the Committee: Meetings of the Committee shall be held at such time and places as scheduled by the Chairman or by a majority vote of the Trustees.

Section 2. Quorum: A quorum must be present to conduct business of the Trustees. Five of the Trustees shall constitute a Quorum.

#### ARTICLE VII: OTHER COMMITTEES

Section 1. Subcommittees: The committee shall have such sub-committees as the Trustees determine are necessary and desirable for carrying out its purposes and objectives. The Chairman and members of such sub-committees shall be appointed by the ARPAC Chairman, subject the approval of the ARPAC Trustees.

Section 2. Local Board Solicitation Committees: The Committee chairman shall appoint, subject to the approval of the Trustees, a chairman and other committee members as necessary in each Board of REALTORS® jurisdiction for the purposes of conducting the fund drive in that area..

#### ARTICLE VIII: BOOKS, RECORDS AND FINANCES

Section 1. Books and Records: The committee shall keep correct and inclusive books and records of accounting in accordance with Federal and State laws. The Committee's books and accounts should be audited at least once a year.

Section 2. Fiscal Year: The fiscal year of this Committee shall be from January 1 to December 31.

Section 3. Deposits: Funds of the Committee shall be deposited to the committee's credit in such financial institutions or other depositories as selected by the Trustees. All contributions which are utilized for political purposes shall be placed in segregated accounts and shall not be co-mingled with other funds or assets of the Committee.

Section 4. Committee Contributions and Expenditures: No contribution or expenditures shall be accepted or made on behalf of the Committee when there is a vacancy in either the office of Chairman or Treasurer.

Section 5. Contribution to Political Candidates: Notwithstanding the provisions for a required quorum, no contributions shall be made to any political candidate without the affirmative vote of at least 4 Trustees.

#### ARTICLE IX: AMENDMENT TO BY-LAWS

These Bylaws may be amended by the Trustees subject to the approval of the Board of Directors of the Alaska Association of REALTORS®

REALTORS® POLITICAL ACTION COMMITTEE  
ELECTION STRATEGY

Guidance on Authority, Interviews and Check Presentations

General Information

- The Alaska REALTORS® Political Action Committee is governed by Bylaws and Policies that are based on template bylaws and policies mandated by the National Association of REALTORS®. Our PAC is governed by our Bylaws, but also must comply with NAR policy.
- ARPAC exists to fund and support candidates who are like-minded, who espouse support for the issues that impact REALTORS®' interests..

The PAC is governed by five key principles:

- It acts only in the interest of our members, and for no other purpose.
- It supports those who actively support REALTOR interests.
- It acts with integrity, deliberateness and consistency at all times.
- It takes calculated risks where we believe we can affect our strategic political objectives.
- It's nonpartisan in its approach to supporting/endorsing candidates; however, we also are sensitive to the role of the elected leaders' party affiliation in influencing it's ability to achieve our political/legislative purposes.

ARPAC is governed by 9 Trustees who are Alaska REALTORS®. They are responsible for fundraising and determining which election races ARPAC will be involved in and at what level of support.

QUESTIONS AND ANSWERS

**Q: Who has the authority to decide whom we support in legislative races?**

**A:** ARPAC Bylaws specifically state that one of the main purposes of ARPAC is to support candidates for election to legislative, judicial and executive offices of the State of Alaska, and to provide funds for national political committees. However, ARPAC Trustees consistently seek and value the input of the local board of REALTORS® on legislative races in a local board's jurisdiction. That local board input is a major factor (but not the only factor) in determining which legislative candidates ARPAC supports. Other factors that influence ARPAC's decision to support (or not support) a candidate are that candidate's voting record or other demonstrated support on our issues, the candidate's responses to ARPAC's legislative questionnaire, the viability of the candidate to win election, and (for incumbents) key legislative committee appointments held by a candidate. Ultimately, the ARPAC Trustees weigh a number of factors in determining our support for a candidate, and have sole authority for determining support for candidates for legislative, judicial and executive offices in Alaska.

**Q: What is the local board's role in LEGISLATIVE races?**

**A:** For any legislative race, we value and encourage the input of the local boards. In regards to where the incumbent has shown strong support for REALTOR® issues (i.e., voting record, sponsoring our legislation, speaking in favor of our position on the House or Senate floor), the

Trustees as a rule will support that candidate without seeking input from local boards. These are usually clear-cut decisions. We support those who have supported us.

However, there are at least three circumstances in which the ARPAC Trustees may specifically ask the local board to conduct interviews of candidates in a race and inform us:

- 1) If the local board thinks ARPAC needs to be involved in that particular race (There ARE some races in which all candidates might be objectionable, and the recommendation would be no involvement from ARPAC). AND;
- 2) Which candidate the local board believes is best for real estate (and tell us why).

The three instances in which the local board might be asked to conduct interviews are:

- 1) If it's an open seat; the incumbent is retiring;
- 2) If the incumbent's record of support for our issues is weak, and we want to assess his position on our issues – and that of his challenger(s);
- 3) If the incumbent is not supportive of our issues, and we (or the local board) may perceive that a challenger would better serve our political objectives.

**Q: What sort of guidance or assistance should we expect from ARPAC in conducting interviews of LEGISLATIVE candidates?**

**A:** While conducting interviews, ARPAC strongly urges local boards to allow the Alaska Association to brief the local board's interviewing committee, prior to the conducting of the interviews. While conducting interviews with legislative candidates, it's important for committee members to have knowledge of the make-up of the legislative district in question, any interaction any candidates may have had with the Alaska Association in the past (including past voting records, where applicable), and any other "reconnaissance" the Alaska Association may have gathered on the race in question. Especially in races in which ARPAC is asking you to interview an incumbent, it's essential that you allow us to share with your committee our reasons for wanting the interview, and to provide committee members background on the candidate's relationship with the Alaska Association. Each local board may decide if they wish to invite the Alaska Association's lobbyist to participate in the actual interviews, but we do urge you to allow us to brief you before the interviews begin.

**Q: What should we ask LEGISLATIVE candidates in the interview?**

**A:** ARPAC will provide each local board with a detailed questionnaire that contains questions on a number of key real estate and business-related issues. We urge you to use that questionnaire for interviews with legislative candidates. Bear in mind, however, the legislative candidate questionnaire is only appropriate for use in interviews with legislative candidates and, should not be used in interviews with local candidates. We encourage you to create your own questionnaire for local candidates, with questions suited for local issues and situations.

**Q: Who decides which LOCAL races ARPAC gets involved in?**

**A:** Just as ARPAC has sole authority for determining support for Legislative, judicial and executive offices in Alaska, local boards of REALTORS® have sole authority for determining if they want ARPAC to contribute money in local races (e.g., mayor, assembly, city council, school board, etc.). In fact, ARPAC sets aside 10% of the 70% contributions it receives from each board for use in local races. The entire 10% of contributions is available to the local boards if they reach their annual RPAC goal. If the goal is not reached, they need to submit their requests to the trustees who will determine the contribution amounts.

The local board may request disbursements, as needed, for its political contributions to local candidates (as opposed to Legislative candidates, which are the purview of the state Trustees)... The local boards shall have autonomy in requesting funds for local, city, municipal, and borough elections. No funds will be used for issues. Proof that the funds were, in fact, spent in the above mentioned races should be submitted in writing to the ARPAC Trustees. Local Board funds will be allowed to accrue for a maximum of two years. Any funds remaining and unused after each accrued period ends will revert to the ARPAC.

**Q: How exactly do local boards request funds for LOCAL candidates?**

**A:** The Bylaws state that “local boards must make their requests in the manner prescribed by the Trustees.” Currently, ARPAC Trustees ask that any request for support for a local candidate be in writing and include the following information:

- Name of candidate
- Office sought
- The amount or level of support requested
- Reasons why the local board believes the candidate deserves ARPAC support
- An assessment of the candidate’s chances of winning
- Dynamics of the races; any other factors that might influence the Trustee’s decision

When the state Trustees consider local board requests, they will depend exclusively on the judgment of the local board leaders when it considers local requests. It’s not our intention to supersede and deny local board’s requests. Still, the more information the Trustees have about a local race, the faster they can make a decision to approve.

*Other stipulations regarding local races:* Disbursements for local races will be applied against available funds for that local board and will be disbursed at the discretion of the ARPAC Trustees based upon the recommendations from the local board.

The AE is empowered to automatically disburse funds for such local candidates if the local board request is for \$100 or less per candidate per election. Request for funds over \$100 per candidate per election must be approved by the ARPAC Trustees.

**Q: Once ARPAC approves a contribution to a candidate, what happens?**

**A:** Generally-speaking, it’s important to get a campaign contribution into the candidate’s hands as quickly as possible. In most instances, we will send ARPAC contribution checks either to the local board to present or to an ARPAC Trustee in the endorsed candidate’s district for presentation. When the presentation of the check is made, we ask that as many local REALTOR leaders as possible be involved to interact with the candidate. (For most legislative contributions an ARPAC contribution check will be sent to the Board in an ARPAC envelope, which will also contain a letter informing the candidate of our endorsement (for contributions approved for LOCAL races, however, we will not include an endorsement letter; we DO suggest that the local board include an endorsement letter of its own in contributions to LOCAL candidates. When we send the checks/letters to local boards to present, we’ll not seal the envelope, so that the local board leaders may be familiar with the endorsement letter and the amount of the contribution(s) you’ll be presenting.

**Q: When our local board requests an ARPAC contribution for a candidate, should we specify an amount?**

**A:** It depends. For local races, in which the local board is requesting candidate funding from its 10 percent ARPAC share, you definitely must request a specific amount. However, in legislative races, ARPAC Trustees determine contribution amounts based on a strategy/formula they establish at the beginning of each election cycle. Because candidates DO compare their contributions, it's important that we determine amounts that are congruous and can be justified based on our formula, which takes into account each legislative candidate's influence, committee appointments and demonstrated support on our issues. For example, we would likely contribute more money to the chairman of a key legislative committee (one to which many of our bills are assigned) than we would to a first-term legislator who does not serve on any of our key committees. In such an example, it's easy to justify our rationale to that first-term when he comes to us asking why he received less money than the committee chairman.

**Q: What forms can ARPAC support take?**

**A:** In local, legislative and statewide executive office races, ARPAC support can take various forms, depending on the specific candidate and dynamics of each election race. In most instances, at a minimum our support will include either a contribution or an endorsement or both. However, there ARE circumstances in which a candidate may not need a contribution, but would benefit from our public endorsement. Likewise, there are instances in which we might give a contribution, but not publicly endorse a candidate. There are still other circumstances in which, in lieu of a contribution directly to a candidate, we might choose to make an "independent expenditure" which is, in effect, an in-kind contribution. Examples of independent expenditures include purchasing newspaper or radio advertisements in support of a candidate (but without coordinating the advertisements with the candidate's campaign).

Sub Committee of Association Operations KWG

BY-LAWS COMMITTEE

This committee shall review, periodically, the Alaska Association Bylaws in the interest of keeping the Association policy current with modern concepts of organization structure and for the purpose of clarifying the administration of the Alaska Association.

If needed, the committee shall recommend and properly draft amendments to the Bylaws in accordance with the National Association of REALTORS® recommendations and interpretations.

Any recommended changes shall be presented to the Board of Directors in a timely manner to properly notify the active members and to be placed on the agenda of the general membership meeting for approval.

The committee shall make certain that the amended Bylaws are submitted to National Association of REALTORS® for their approval.

In addition, this committee reviews the By-laws of all new boards to verify a consistency with National Association standards.

They shall also work on any laws or constitutional changes which are requested by other committees and place these in the proper form as to wording, context, etc.

COMMUNICATIONS COMMITTEE

The Communications Committee is composed of two sub-committees, Public Relations and Publications, the purposes and responsibilities of which are as follows:

1. PUBLIC RELATIONS

Public Relations with the Public

To communicate to the public the role of REALTORS® and the real estate industry and to create awareness and acceptance of this role:

- a. By creating an awareness of the standards of practice required of REALTORS® and the Code of Ethics under which REALTORS® operate.
- b. By creating an awareness of the professional requirements for persons engaged in the real estate industry and for the professional designations programs available to REALTORS®.
- c. By increasing the acceptance of the role of the REALTORS®.
- d. By creating awareness that REALTORS® are available to act and speak to the public on issues affecting property interest.
- e. By developing ideas and activities to put the REALTOR®, the local boards and the Alaska Association before the public in a favorable light.

Encourage each member board, large or small, to point out and maintain an accurate record of its activities during the calendar year; this record shall be for the information and guidance of future board officers and for the highest benefit that may accrue to the Alaska Association and to individual members.

Public Relations with the Members

Communicate to the members the role of REALTORS® and the real estate industry and create awareness and acceptance of this role.

- a. By increasing desirability of membership in REALTOR® movements.
- b. By attracting members to leadership roles in local boards, the Alaska Association and National Association.
- c. By ensuring that communications of the Alaska Association with members are received and understood.

- d. By creating acceptance and understanding of Professional Standards, Code of Ethics and requirements for professional designations.
- e. By being responsible for relations with media (radio, TV, newspapers) and coordinate programs where publicity is presented to the general public.

## 2. PUBLICATIONS

The purpose of this sub-committee is to establish guidelines and procedures and oversee the official publications of the Alaska Association.

The sub-committee shall,, subject to approval of the AAR Board of Directors:

- a. Recommend editorial policy.
- b. Set ad rates for publications the Alaska REALTOR®.
- c. Assist with articles which inform and educate the members.
- d. Develop a proposed budget.

The members of this sub-committee shall be appointed by the Group Chair of the Key Work Groups.

## Sub Committee of Professional Development KWG

### CONVENTION COMMITTEE

The purpose of the Convention Committee is to plan, organize, and promote the annual AAR Convention. The members of the Committee shall be as follows: Chairman and Vice Chairman, selected by the President of the host board and confirmed by the Board of Directors; and representatives from the host board. The past two Convention Chairman shall be available for consultation when necessary. The Association Executive shall act as the liaison between the Committee, Sub-Committees and the President.

#### Subcommittees:

##### 1. Site Selection

A request for proposals of future convention sites shall be sent to all local boards by July 1st. The chairman, Vice Chairman, two members of the current committee and the Association Executive will review all submitted proposals at the annual convention and make a recommendation to the Board of Directors for approval. All proposals will be evaluated on the basis of economic impact to members and the Association; i.e., transportation costs, facilities, break-even point, etc. The recommended site will be announced at the general membership meeting at the annual convention. For planning purposes, the convention site will be selected two years prior to the year the convention is held.

Members Boards or individual members submitting a proposal to host should forward to the Site Selection Subcommittee prior to August 15, a letter of interest and facility specifications, including sleeping, meeting, and banquet rooms for consideration.

It is the intent of AAR to rotate locations of the annual Convention. A Board which might ordinarily be “next in rotation” is not required to host the AAR Convention.

##### 2. Budget and Finance

Upon selection of the site and any alternative sites, the Convention Chairman, Vice Chairman, and Association Executive shall prepare a proposed budget for approval by the Board of Directors at its first meeting of the calendar year. The Subcommittee shall also prepare, if applicable, a standard contract for trade show exhibitors.

All Convention monies shall be held by the Alaska Association of REALTORS® in a designated account. No expenditures will be authorized without approval of the Convention Chairman or Vice Chairman, and Association Executive.

Expenses of invited guests (VIP's) for hotel and Convention functions, such as ticketed meals, shall be charged to the convention account.

Registration fees shall be approved by the Board of Directors.

3. Marketing and Registration

The Chairman and members of the Convention Committee, with the assistance of the Association Executive and AAR staff, shall develop a Convention marketing plan to promote programs, benefits, and early registration. The Subcommittee will assist in development of a Convention “theme” to be incorporated into the marketing plan.

The Subcommittee will solicit items for and assist AAR staff in assembling registration kits prior to the Convention.

4. Program

The Subcommittee will contact Association members (both REALTORS® and Affiliates) for donations. Donations of cash and material items will be accepted from Member Boards, REALTOR® firms and Affiliate firms. **No** donations will be accepted from individuals.

Acknowledgments of contributions for social functions will be placed in the official program.

If applicable, the Subcommittee will develop a program for spouses/guests.

The Subcommittee will assist AAR staff in planning appropriate educational programs for attendees. The selection of any “outside” guest instructors and speakers will be made by the Chairman, Vice Chairman, and Association Executive upon a recommendation from the Subcommittee.

5. Entertainment

The Subcommittee will assist AAR staff in developing plans for the following events: opening ceremonies, luncheon programs, icebreaker, and evening entertainment. The committee shall coordinate banquet planning, decorating table arrangements, etc. for all events.

Participation in any talent show will be limited to REALTOR® and affiliate members. Participants may not use this forum to promote a particular company or its services. Plans for the annual banquet will be coordinated with the President.

6. Host Board \*

The Host Board will act as an on-site management and local coordination group. Duties will include transportation logistics, arrangements for sleeping rooms, meeting space, and banquet facilities.

In addition, it should provide information to the full Committee on local amenities such as sightseeing, points of interest, local restaurants, and shopping.

The host Board, working with the facility chosen for the Convention, should investigate and advise the Committee of local talent and entertainment for social functions.

\* The term "HOST BOARD" Is intended to include Individual At Large Members of AAR.

Additional responsibilities and policy regarding the Convention:

1. AAR staff will be responsible for registration processing, accounting, payment of authorized expenditures, designing and printing of promotional pieces and the final program, tickets, VIP arrangements, badges, education materials, continuing education credit requirements, scheduling, and miscellaneous detail.
2. Personal escorts will be assigned to each dignitary and spouse/guest until they leave the convention site.
3. The Chairman, Vice Chairman, and Association Executive shall develop a follow-up survey to be distributed to Convention attendees.
4. Immediately following the Convention, the Chairman shall hold a meeting to review the follow up survey and critique the Convention, and prepare a report of reference for the succeeding Convention Chairman and AAR records.
5. Prior to the December meeting date of the Board of Directors, a financial report on the Convention shall be prepared by the Chairman and Association Executive for submittal to the Board of Directors.
6. The lost host board and the Alaska Association of REALTORS® will share equally any profit made by the convention. Any loss will be the responsibility of AAR.

Sub Committee of Professional Development KWG

EDUCATION COMMITTEE

The purpose of this committee shall be to provide, directly or indirectly, the members of the Alaska Association with an “in-service” education program and allocate some portion of the year’s budget to purchase additional inventory to stimulate an interest in the real estate profession among young people; assist universities and colleges in developing and presenting real estate courses; and encourage and assist local boards’ education committees in their real estate educational programs.

This committee is responsible for recommending to various local boards the educational films, programs, etc., that are available through the National Association and the Alaska Association.

The committee may develop a Speakers Bureau, which will contain a list of persons available for use by local boards, colleges and universities.

The committee may assist the Convention Committee in setting up the educational programs for the Alaska Association convention.

All members of this committee are to be informed of the educational opportunities of the National Association, and the chairman is to be placed on their mailing list. All Education Chairmen of the local boards are automatically appointed as members to this committee to ensure good communications and coordination between the local boards and the Alaska Association. Also, a member from each of the various Institutes and Societies and Councils are to be invited to be members of this committee.

The Education Committee in co-operation with the Institutes, Societies and Chapters shall be responsible for the preparation of an Education calendar.

The education calendar will include state-sponsored courses and courses of local boards and affiliated Societies, Institutes and Councils.

Prior to any sponsorship of a course, a budget shall be submitted for approval to the chair of the Key Work Group for submission to the AAR Executive Committee.

Sub committee of Professional Development KWG

ALASKA REALTOR® INSTITUTE

POLICY & PROCEDURE MANUAL  
PURPOSE OF INSTITUTE

The purpose of the Institute is to provide a basic fund of knowledge and professional competence of REALTORS® and licensees in the State of Alaska. The Institute is sponsored by the Alaska Association of REALTORS® to offer a well rounded program of instruction and practical training in all fields of real estate.

- SCHEDULING** Courses for Institute credit shall be scheduled annually. A minimum of 90 hours of accredited courses with 20 hours of the recognized for elective credit are required to obtain the designation.
- STUDENT SUPPLIES** Each candidate shall be provided with a printed catalog of topics, and an annual calendar of offerings. Outline of the topics is to be provided at the class sessions.
- TUITION FEE** Tuition fees will be set each year by the Board of Governors.
- CREDIT** Students may become candidates by submitting verification of attendance at accredited sessions and payment of the full registration fee to AAR.
- PROCTORING** A student proctor shall be designated for each course to assist with attendance records and provide assistance as needed by the instructor and/or Association Executive.
- RECIPROCITY** Reciprocity may be granted only to those candidates who have submitted proof of completion of GRI courses to the Alaska Association.
- INSTRUCTORS** Instructors of courses required by NAR will include content from NAR model outlays as minimum; outlines for other courses shall be developed by the Board of Governors and/or instructors and approved by the Board of Governors prior to advertising the offering for GRI credit.
- CRITIQUES** Student critiques shall be completed for each Institute instructor and reviewed by the Governors.
- WHO MAY ATTEND** Anyone holding a real estate license in Alaska and/or any active member of another State Association may participate. Individuals in fields related to real estate such as appraising, architecture, banking, construction, legal profession, title companies, etc., and members of college faculties may also attend. A certificate of completion will be granted to those who are not active REALTORS®, but not the GRI designation.

### GRI DESIGNATION

ENTITLEMENT	<p>The primary qualification is that the graduate of the Institute be a REALTOR® in good standing. Entitlement for the designation ceases upon severance of REALTOR® Membership.</p> <p>Upon satisfactory completion of each of the three 30-hour course module, and successful completion of the examination for each of the course module, with a grade of 75% or higher on each examination, the designation “Graduate, REALTOR Institute” GRI, will be awarded to members of the Alaska Association of REALTORS® and/or any active member of a State association. Others will receive a certificate of completion for the particular course module(s).</p>
PINS AND CERTIFICATES	<p>Graduates of the REALTOR® Institute will be notified by mail of their successful completion and will be informed that their pins and certificates will be sent to their local Board for presentation. The local Board President will also be informed. All graduates will be further recognized in the Alaska REALTOR®.</p>
BROCHURE	<p>A brochure shall be updated annually by the Governors to apprise members of the courses approved for credit and examination offerings.</p>

BY-LAWS OF ALASKA REALTOR® INSTITUTE BOARD OF GOVERNORS

ARTICLE I: NAME

The name of this committee shall be the Alaska REALTOR® Institute Board of Governors hereinafter referred to as ARI Governors.

ARTICLE II: PURPOSE

The purpose of this committee is to administer the REALTOR® Institute in order to provide an opportunity for REALTORS®, their affiliates and licensees throughout the state to increase their knowledge and professional competence.

ARTICLE III: GOVERNORS

Section 1. There shall be a nine member Board of Governors, appointed for three year staggered terms of office.

Section 2. All must be members of the Alaska Association of REALTORS®. Six must hold the GRI designation; three may come from candidates for the Designation.

Section 3. Recommendations for appointees may be submitted to the ARI Governors from any member of the AAR and may be made orally or writing.

Section 4. Appointments will be made by the President of AAR with the concurrence of the Board of Directors and at the recommendation of the existing ARI Governors becoming effective January 1 of each year.

Section 5. In the event any member shall die, become inactive, resign or be removed, the President of AAR, at the recommendation of the remaining Governors and with the concurrence of the AAR Board of Directors, shall appoint a successor to serve for the remainder of the term.

Section 6. The current President of AAR, the Education Chairman, the Association Executive and the immediate past Dean shall be ex-officio members of the Board of Governors.

Section 7. Duties shall be as outlined in the Policy & Procedures of the ARI.

ARTICLE IV: OFFICERS

Section 1. The ARI Governors shall elect from their members a Dean and an Assistant Dean to guide and execute the will of the Board. The Dean shall serve for one year with the Assistant Dean moving up in succession the next year.

Section 2. The Dean shall preside at the meetings of the ARI Governors. In his absence, the Assistant Dean shall preside.

ARTICLE V: MEETINGS AND ATTENDANCE

Section 1. Meetings of the ARI Governors shall be held at a time and place scheduled by the Dean.

Section 2. Five members shall constitute a quorum. Participation via conference phone is recognized in quorum count.

Section 3. If a member is unexcused for two successive scheduled meetings, that member may be replaced according to the procedure in Article III, Section 5.

ARTICLE VI: RESPONSIBILITIES

Section 1. Collectively it shall be the responsibility of the Board of Governors to execute the following:

1. Review and approve all curriculums within the guidelines of the recommended outline provided by the National Association of REALTORS®.
2. Develop criteria for and approve all instructors.
3. Prepare Exams.
4. Grant GRI designations.
5. Adhere to the Policy and Procedures for the consistent presentation of the Institute credit courses.

Section 2. Individually it shall be the responsibility of each Governor to:

1. Be actively involved in their local board and attend local membership meetings.
2. Actively promote Educational Programs with REALTOR® Institute credits at meetings and seminars.
3. Insure that the REALTOR® Institute is covered in each indoctrination class.
4. Communicate with and support the local boards' Education Committees.
5. Be prepared to proctor any REALTOR® Institute test given in their local areas.
6. Attend REALTOR® Institute Board of Governors meetings.

ARTICLE VII REIMBURSEMENTS

GRI Governors may be reimbursed for expenses directly related to the program, including transportation expenses for any out-of-town governors to attend board meetings. Requests for reimbursement must be in writing, be accompanied by receipts and be approved by the GRI Governors.

ARTICLE VIII: AMENDMENTS

Section 1. These by-laws may be amended by the GRI Governors subject to the approval of the Board of Directors of the AAR. The amended by-laws will become effective upon approval of the Board of Directors of the AAR.

Section 2. The GRI Policy and Procedures may be amended by a majority vote of the GRI Governors.

Sub Committee of Association Operations Key Work Group

FINANCE/BUDGET COMMITTEE

1. The function of this committee is to analyze, with the assistance of the Association Executive, the current fiscal condition of the Association and after study and deliberations, the committee shall prepare the proposed annual budget for approval of the incoming Board of Directors at the December meeting.
2. The committee shall attempt to project income and expenses based on past budgets and actual expenditures.
3. The Finance/Budget Committee will review the current year's budget prior to the mid-year Executive Committee meeting. Recommendations for mid-year adjustments or changes from the committee will be presented for approval at the mid-year meeting.
4. Members of the Committee shall be the Treasurer, President, President-elect, the Association Executive and after the election of officers at the annual meeting, the Treasurer-elect, plus one other member as appointed at the discretion of the President.
5. The Treasurer shall serve as Chairman of this committee during their term of office with the responsibility of submitting, in December, a proposed annual budget.
6. Once a budget has been approved, the President is authorized to expend funds for any approved line items within the budgeted amount.

ISSUES MOBILIZATION COMMITTEE  
BY-LAWS

ARTICLE I: NAME AND DEFINITION

The name of this committee is the Issues Mobilization Committee, hereinafter referred to as the Committee. It is a voluntary, non-profit Committee of individual REALTORS® and others, and is not affiliated with any political party.

ARTICLE II: PURPOSES

The Committee shall be organized and operated primarily for the purpose of collecting contributions to support or oppose federal, state, and local issues that impact real property and economic growth and development in Alaska. It shall also support grass roots lobbying and education efforts related thereto. Committee funds shall not be used to support candidates or for any other purpose prohibited by federal, state, or local law. The Committee shall be organized and operated according to the statutes of the State of Alaska.

The Committee seeks to improve public policy by encouraging and motivating REALTORS® and others to take a more active and effective part in government decision making and the legislative process. Committee decisions shall be consistent with the current Alaska Association Statement of Policy.

ARTICLE III: CONTRIBUTIONS AND FUND ALLOCATIONS

Section 1. Contributions to the Committee may be made by REALTORS® or by any other persons or entity approved by the Committee.

Section 2. Participation Recognition: Recognition and award programs for contributors may be determined by the Committee.

Section 3. Allocation of Funds: The Committee shall serve as the depository for all funds contributed to or collected in the name of the committee. All funds collected will be allocated on the following percentage basis.

70% of each dollar received will be used for issues that have statewide significance. The state Issues Mobilization Committee or other body as designated by the Association shall have authority over the use of state funds.

30% of the funds collected shall be available for community issues. Member Boards may apply for such funds according to the procedures as outlined.

Upon the dissolution of a member Board, any funds remaining in allocation shall be distributed to the state Issues Mobilization account or other depository designated by the Association.

## Issues Mobilization Committee By -Laws (continued)

An annual report will be sent to all contributors indicating how contributions to the Issues Mobilization Fund were spent and the balance of funds available for use on issues advocacy activities. Such reports may be published in the AAR Alaska REALTOR®.

### ARTICLE IV: COMMITTEE STRUCTURE

The supervision and control of the activities of the Committee shall be vested in the members of the Committee.

Section 1. Composition: The Committee shall consist of 12 members. Voting members of the Committee shall be: The Chairman, 1 representative from each member Board (6), the Past Chairman, The President of AAR, and the President Elect of AAR (most immediate and available). Also, the following ex-officio members who shall not vote (Chairman of the Legislative Committee, Chairman of the Political Affairs Committee, and the Association Executive). Committee appointments shall, to the extent practicable, represent the needs, size of membership, and geographic subdivisions or regions of the Alaska Association of REALTOR®.

Section 2. Appointments. Appointments to the Committee shall be made in accordance with the customs and practices of the Alaska Association for terms of 3 years. Vacancies on the Committee shall be appointed by the President of AAR, to serve for the remainder of the vacated term.

Section 3. Officers. The officers of the Committee shall be: Chairman, Vice Chairman, and Treasurer. Officers shall be elected by the Committee and shall be from regular voting members of the Committee.

Section 4. Duties. Members of the Committee shall have general supervision and control over the affairs and funds of the Committee, and shall establish and carry out all policies and activities of the Committee. The members shall serve without compensation.

### ARTICLE V: MEETINGS

Section 1. Annual Meeting of the Committee: The annual meeting of the Committee will be held during the annual convention of the Alaska Association of REALTOR® at a time and place designated by the Committee.

Section 2. Other Meetings: Other meetings of the Committee may be held as determined by the Committee.

Section 3. Quorum: A majority of Committee members shall constitute a quorum.

Section 4: Roberts Rules of Order, most recent edition, shall govern the affairs of the Committee.

## ARTICLE VI: SUBCOMMITTEES

Section 1. Subcommittees: The Committee may have such subcommittees as it determines necessary and desirable for carrying out its purposes and objectives.

## ARTICLE VII: BOOKS, RECORDS, FINANCES, AND ADMINISTRATION

Section 1. Books and Records: The Committee shall keep complete books and records of accounts.

The Committee's books and records of accounts may be audited at the direction of the Committee or the governing body of the Alaska Association.

Section 2. Fiscal Year: The fiscal year of the Committee shall be from January 1 - December 31.

Section 3. Deposits: The funds of the Committee shall be deposited to the credit of the Committee in one or more banks or other depositories, or invested in securities which are insured or guaranteed by the federal government, and as permitted under state law. Income generated from invested funds shall be credited to the Committee's account.

## ARTICLE VIII: AMENDMENTS

These by-laws may be amended by a majority vote of the members of the Committee, provided the members have received 30 days advance written notice of the substance of such amendments and provided further that such amendments shall be approved by the Board of Directors of the Alaska Association of REALTORS®.

## LEGAL ACTION COMMITTEE

The Alaska Association of REALTORS® has established a committee known as the Legal Action Committee

The Committee shall consist of five members. The five members of the committee shall be the three most immediate past presidents, available to serve, plus two additional members appointed by the president subject to the approval of the Board of Directors. The initial appointments of the terms shall be two for one-year terms, two for two-year terms and one for a three-year term. Appointments after that time will be three year terms. Each year the Committee shall select from their number the Chairman, who serves for a term of one year. The Association Executive of the Alaska Association of REALTORS® shall serve as Secretary and coordinate the work of the Committee. Meetings will be held at the call of the Chairman or by the Association Executive with the approval of at least three committee members

1. The purpose of the Legal Action Committee is to establish guidelines and procedures for the funding and administration of an Alaska Association of REALTORS® Legal Action Fund. The main function of this committee shall be to administer the legal Action fund.
2. The Board of Directors of the Association shall establish the amount of contribution.
3. The committee shall adopt rules and regulations, manage and administer the Legal Action Fund, subject to the approval of the Board of Directors of the Alaska Association. It shall also be responsible for receiving and processing requests for assistance.
4. The Legal Action Fund is in no way to be considered a substitute for Errors and Omissions Insurance, or other protective programs covering Members and Member Boards.

## LEGAL ACTION FUND

A special Legal Action Fund shall be financed from special dues and contributions by individual members and member boards and by appropriation approved by the Board of Directors.

The purpose and uses of the fund are to:

1. Promote among the Member Boards of the Association an understanding of their rights and duties under State Law and defray the expense of legal advice to that end.
2. Permit assistance by Association counsel to the counsel of Member Boards and Individual Member REALTORS® on matters relating to threatening litigation.
3. Provide legal assistance to Member Boards and/or REALTORS® where litigation takes place involving state agencies because of actions of the Boards or Association taken at the direction of their governing bodies in accordance with procedures and policies adopted or recommended by the National and Associations.
4. Defray costs and legal fees in cases where the Alaska Association of REALTORS® or one or more Member Boards or individual REALTORS® are made defendant in which the interests of all members are placed in jeopardy or where principles of importance generally to Member Boards or REALTORS® are involved.
3. Defray costs and fees to cover the Alaska Association of REALTORS® involvement and intervention in manners relating to the Legal Action Program.
4. The Legal Action Committee shall recommend changes as required to these rules and regulations to promote collection of funds manage and administer the Legal Action Program.

### REQUESTS FOR ASSISTANCE AND PROCEDURES FOR SUBMITTING REQUESTS

1. Inform all REALTOR® members of the Alaska Association of REALTORS® of the existence of the Association's Legal Action Committee and Legal Action Fund, **and** Also, make known the availability of assistance for specific cases presenting issues of concern to the Alaska Association or a substantial portion of its membership for which errors and omissions insurance is unavailable or exhausted.
2. Make clear that assistance will not be made available for and can not be used for settlements, judgments or plaintiff's attorney fees or plaintiff's costs.
3. Advise membership that such assistance is contingent upon the Alaska Association being kept apprised of all developments in the case and on the Alaska Association being given an opportunity to present its view through Associate Counsel or otherwise participate in the case.

4. Advise of the procedures which have been established for administering the Legal Defense Fund and require strict compliance with the following procedures, (except in emergency situations).
  - A. Receipt of a request for financial assistance must be received least forty-five days prior to the next scheduled meeting of the Legal Action Committee;
  - B. Request must be accompanied by an up-to-date status report on the case and a thorough discussion of the issues presented;
  - C. Requests must be accompanied by discussion as to why the requesting entity or entities believe the issues presented to be of interest to the Alaska Association of REALTORS® or a substantial portion of its membership.
  - D. Any request of the Legal Program for assistance by a REALTOR® must be supported by the Member Board of which that REALTOR® is a member and shall be forwarded by the Association Executive of the Alaska Association of REALTORS® to the Committee chairman. The Association Executive shall concurrently notify the President of the Alaska Association.
  - E. All requests for aid from the Legal Action Program must apply to matters resulting from Federal or State Courts, agencies, or be of such nature as to affect real estate licensees statewide.
5. At the time of receipt by the Alaska Association of notice regarding the filing of a legal action:
  - A: Insure that entities involved have notified our Errors and Omissions insurer and that legal counsel is notified of the action and supplied with a copy of all documents.
  - B: Brief the complaint of action in simple terms and circulate to all Committee members and appropriate officers of the Alaska Association, including a copy of the letter of notice to the Errors and Omissions insurer.
  - C: Retain a copy of the documents in the file for the Legal Action Committee to be referred to as a basis for describing the nature of the case.
- 6.. Prepare and complete Committee action sheets for review and approval of the Committee members within ten days following the meeting giving a concise summary of action and statement of issues for distribution to the Board of Directors of the Alaska Association of REALTORS®.

#### BOARD OF DIRECTORS

The Committees recommendations will be considered at the next regular meeting of the Alaska Association of REALTORS® Board of Directors or a special meeting called for the purpose.

The committee members may be present when their recommendations are before the Board of Directors.

The Board of Directors will determine Counsel to be used in all cases where funds from the Legal Action Fund have been granted. (Note: This does not preclude them from allowing the Member Board of REALTORS® to use their own counsel.)

All claims on the Fund shall be submitted to the Association Executive of the Alaska Association of REALTORS® and paid by the Alaska Association of REALTORS® as authorized by the Board of Directors.

Again, the fund MAY NOT be used to pay judgments for damages or fines.

NOTE: The legal Action Fund should in no way be considered a substitute for Errors and Omissions Insurance, or other protective programs covering REALTORS® and Member Boards.

Sub Committee of Industry Issues Key Work Group

LEGISLATIVE COMMITTEE

The purpose of the Committee is:

1. To protect and promote the interests of real property before all legislative bodies. To perform such other duties pertaining to legislation as may be established by the Board of Directors embracing matters on State and National levels. To be watchful of and study State and Federal proposed legislation affecting real estate or those in the real estate profession.
2. To develop and maintain for the Association favorable relations with the State and Federal legislators from Alaska. Educate and encourage boards to seek and elect people, regardless of political party, to local public offices who reaffirm American principles of individual freedom and property rights; and who will uphold a free, private and competitive enterprise system. Strive to create a community atmosphere which will be conducive to the election of such people to public office. The duties of this paragraph may be assigned to a Political Affairs committee.
3. To study legislative proposals and recommend legislation to be introduced in the legislature affecting real estate, and recommend policy thereof. Study and make recommendations on regulations promulgated by various administrative departments of the State government, such as the Department of Commerce. Follow all proceedings of Interim Committees of the State Legislature.

The Legislative Committee shall be (1) the current Industry Issues Key Work Group Chairman, (2) Legislative Chairman of each local Board, (3) plus one additional representative for each 300 board members or a major fraction thereof above the first 300. The President of the local Board will appoint this representative to the Legislative Committee.

Only the members of the Legislative Committee have the authority to vote on issues in the Legislative Committee.

Sub Committee of Professional Development Key Work Group

MEMBERSHIP COMMITTEE

The purpose of this committee is as follows:

1. To increase, maintain and stabilize membership of the Alaska Association; to offer assistance in correcting and improving membership problems of local boards. Review national Association, policy affecting applications of new members. Study membership classifications, forms applications examinations, plaques, membership privileges and general jurisdiction.
2. Study and recommend policy to the Association's governing body relating to the building and maintenance of membership in the Association. Study and recommend the long-range plans for membership goals and strategies to meet these goals. Encourage 100% membership of each REALTORS® office.
3. To attend a forum during Leadership Conference where representatives of local boards may gather to discuss mutual membership procedures with the Association Executive.
4. Develop promotional materials for the information of members that will stress the value of the Association's services and will provide incentive and stimulus to increase the membership; i.e., library services of National's insurance program, etc.
5. Membership committee chairmen from local boards, affiliated societies and institutes are automatically appointed to membership on the State Membership Committee.

The procedure for election to membership shall be as follows:

An application for membership shall be made in such manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it.

The application form, to be signed by the applicant, shall contain among the statements:

- (1) that he has or had access to, has carefully reviewed, and, if elected a member, will abide by the constitution and Bylaws of Association, and the constitution and Bylaws and the Code of Ethics of the National Association of REALTORS®.
- (2) that applicant consents that the Board, through its Membership Committee or otherwise, may invite and receive information and comment, about applicant from any member or other person.
- (3) that the applicant agrees that any information and comment furnished to the Board by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel or defamation of character. The applicant shall, with the form of application, have access to a copy of the Bylaws, Constitutions, Rules, Regulation, and Code of Ethics referred to above.

## MEMBERSHIP COMMITTEE (continued)

The Membership Committee shall determine whether the class of membership for which applicant is applying is one for which he would be eligible if otherwise possessing the qualifications of membership. If it so determines, it shall give written notice to the active members of such application, upon receiving any objection based on lack of qualification as set forth in these Bylaws, the Committee shall invite any objecting member to appear and substantiate his objections. Objections which are not substantiated shall be totally disregarded. The Committee may not find objections substantiated without (1) informing the applicant in advance, in writing, of the objections and identifying the objecting member, and (2) giving the applicant a full opportunity to appear before the Committee and establish his qualifications. The Committee shall thereafter make a written record of its findings.

Thereafter, within 45 days, the Membership Committee shall report its recommendation of the Committee and then vote on his eligibility for membership to the Board of Directors. If applicant receives a majority vote of the Board of Directors, he shall be declared elected to membership and shall be so advised by notice in writing. An application for Institute Affiliate Membership. The Board of Directors may not reject an application without first giving the applicant an opportunity to appear before it to be advised in writing of the findings and recommendations of statements as he deems relevant. The Board of Directors may also have counsel present. The Board of Directors shall cause written minutes to be made of any hearing before it or may electronically or mechanically record the proceedings.

If the Board of Directors determines that the application should be rejected, it shall record its reasons with the Secretary. If the Board of Directors believes that applicant may resort to legal action because of rejection of his application, it may specify that the rejection shall become effective upon entry in a suit by the Board for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring the rejection violates no rights of applicant.

Sub Committee of Association Operations

CREDENTIALS COMMITTEE

The Credentials Committee shall be established in accordance with the Association By-Laws, Article VIII, Section 2.

**The Credentials Committee Chairman will be the immediate past president of the Alaska Board and the members will be the current local board presidents.**

The following points should be considered in the certification.

1. Only **REALTOR Board members and individual** members shall be eligible to hold office, provided, however, that any person holding elective office in the Association shall have been a **REALTOR Board member of Individual** member for at least two (2) years prior to his or her **term taking affect on the Alaska Board. election to such office.**
2. **All eligible candidates for office must have served as either an Officer or Director on a local board prior to serving on the Alaska Board.**
3. Each candidate must have potential to become an officer of the Association. The committee shall verify with each nominee that he plans to attend most of the meetings required of him if elected.
4. Each candidate must complete the application for Directors, Elected Officers and NAR Directors.
5. **Resumes' are encouraged as an attachment to the application.**
6. The report of the Credentials Committee shall be **distributed mailed** to each REALTOR® member **no later than** 30 days in advance of the annual meeting.
7. No application will be accepted later than **August 1<sup>st</sup> prior to the election noon of the last business day prior to the annual meeting.**

## Industry Issues Key Work Group

### POLITICAL AFFAIRS COMMITTEE

This committee:

1. Encourages active involvement of REALTORS® in all phases of political activity, at the local, state and National levels through education, issues and political courses. They establish legislative trees and contact teams and evaluate candidates. The committee works in conjunction with the Legislative committee in coordinating all political efforts of the Association.
2. Is to develop and maintain, or to utilize existing lines of personal communication and rapport with the U.S. Senators and Congressmen who represent our state. They inform REALTORS® of local, state and national governmental activities which might affect their particular business environment or the real estate industry.
3. Supports the activities of the state and National RPAC committees.
4. Maintains names and addresses of REALTORS® having personal contact or friendship with elected or appointed state and federal officials should be maintained.
5. Files copies of speeches, newspaper clippings, voting records, etc., with Association office and made available to the state ARPAC Chairman and to NAR's Political Affairs department.
6. Records all appointments to boards and commissions made by state government. REALTORS® should be urged to seek appointment to boards and commissions which may affect real estate.
7. Political Affairs Committee Chairmen of Local Boards, affiliated Societies and Institutes are automatically appointed as members of the state Political Affairs Committee.

## PROFESSIONAL STANDARDS COMMITTEE

This Committee:

1. Advises and makes recommendations to the Board of Directors on matters relating to the Code of Ethics; upon request it advises member boards on Interpretations of the Code, and upon receiving notice of lack of enforcement thereof of member boards, it inquires into the situation. It seeks remedial action and if necessary brings to the attention of the Board of Directors or the proper official of the 'Association any case of failure or refusal to enforce the code.
2. Serves in the capacity of a Professional Standards committee in unresolved disputes between members of different boards where the dispute cannot be resolved by mutual agreement among the two boards.
3. This committee shall also examine any real estate publicity, advertising and circularizing which seems to be unethical, dishonest or harmful to the Alaska Association's interest or to its members.

The committee should consist of a chairman and members who are in good standing and who belong to their local, state and National Boards, and represent the state geographically. The committee shall be appointed by the President, with the approval of the Board of Directors to include the Professional Standards chairmen of local boards, affiliated societies and Institutes are automatically appointed to membership on this Association committee.

The chairman shall have at least on year's experience on the committee. Committee members shall serve staggered terms to provide a continuity of knowledgeable service. Appointment shall be for the term of three years or as required to maintain the pattern of staggered service. Members should have had professional standards training and experience within their respective member boards and an expressed interest in the objectives of the committee.

Member boards should be encouraged to give appropriate attention to the subject of Professional Standards in their meetings and programs.

## GRIEVANCE COMMITTEE

1. This committee shall be composed of: a Member from each local Board, plus a Chairman who has no vote. (An investigating member has no vote.) In the event a named Grievance committee member cannot be impartial, the State President will appoint an alternate to serve. The Chairman is selected by the Committee members and serves a two year term.
2. The terms on the Committee shall be initially: 2 members for 1 year, 2 members for 2 years, 2 members for 3 years.

Professional Standards Procedures  
For Statewide Hearings

Grievance Procedures

1. Complainant contacts local Board for appropriate paperwork. Complainant submits the completed complaint to the local Board with required fees. Fees will be forwarded to the Alaska Association of REALTORS® (AAR).
2. The local Board forwards a copy of the complaint to the AAR office. The Grievance Chairman assigns an investigator to the complaint. The Grievance Committee meets to review complaint. If complaint is forwarded to the Professional Standards Committee for a hearing, AAR will contact the respondent and request a written response. This response will be mailed to the complainant. If complaint is dismissed, AAR will send letter notifying all parties.
3. Once the Grievance Committee forwards the complaint to the Professional Standards Committee for a hearing, AAR will mail a letter suggesting a tentative hearing date and a copy of the right to challenge tribunal member's form. When returned to AAR, AAR will contact tribunal members to establish the hearing panel. Once the hearing panel is established, the official notice of hearing and hearing procedures will be mailed to the parties. If possible the hearing will be conducted within the jurisdiction of the local board where the complaint originated.
4. AAR will arrange airline tickets for the hearing panel. AAR will mail the completed complaint to the hearing panel 10 days prior to the hearing. The Chairman will receive the completed chairman's procedures.
5. AAR will mail a copy of the chairman's procedure and the parties nameplates to the Local Board, along with appropriate hearing forms.

**Hearing Procedures:**

Panel members will use taxi service for transportation to and from airport/board office.

The Local Board will arrange a room for the hearing, provide tape recorder with tapes, coffee, paper, etc. and assist the panel members as needed. It is the option of local Association Executive whether to attend the hearing.

1. Once the hearing is complete, the local Association Executive will complete the proper hearing forms under the guidance of the Hearing Chairman. The results will be sent to AAR, than AAR will mail the results to the parties.
2. If the hearing is appealed, AAR will conduct the appeal process under the guidelines of The National Association of REALTORS®.

All fees will be paid to the Alaska Association of REALTORS®.  
Arbitration filing fee \$300.00 Appeal fee \$250.00.

## REALTOR® OF THE YEAR COMMITTEE

The purpose of the REALTOR® of the year program is to recognize an active member of the Alaska Association of REALTORS® who has provided outstanding service to his profession and his community during the year. The state winner will be recognized nationally at the NATIONAL ASSOCIATION OF REALTORS® annual convention.

### Selection Procedure

1. The state President shall appoint a REALTOR® of the Year committee of the last five (5) available state REALTORS® of the Years.
2. The local board committees, after choosing their local REALTOR® of the Year shall notify the State chairman of their choice prior to August 15, and shall include a nominating form, properly filled in, naming their candidate for State REALTOR® of the YEAR. It is suggested that nominating forms be accompanied by a letter giving a short biography and pointing the exceptional qualities of their nominee.
3. Individual REALTOR® of the year nominations may be made by any state member by sending his nomination form directly to the chairman of the state REALTOR® of the Year committee. Nominations are encouraged to be submitted on an Association nomination form. All members in good standing shall be considered.
4. Immediately after August 15, the chairman shall convene his committee and they shall elect, by majority vote, the State REALTOR® of the Year for the current year. The selection shall be made from the local board REALTOR® of the Year choices and nominations sent directly to the Chairman.
5. The current state President and anyone selected as state REALTOR® of the Year in the five preceding years shall be excluded from selection as REALTOR® of the Year.
- 6.. The name of the choice for REALTOR® of the Year shall be kept a secret until it is announced at the state REALTORS® convention. However, the chairman shall immediately notify the Member Services Department of the NATIONAL ASSOCIATION OF REALTORS® of the choice.
- 7.. The chairman shall also immediately order a suitable plaque for presentation at the state convention and shall have the REALTOR® of the Year's name inscribed on a traveling trophy, which shall remain on exhibit at the office of the Association of REALTORS®.
8. At the time of trophy presentation, the chairman should have press releases ready to be distributed to state newspapers, radio and TV stations with the winner's photograph. Reporters and photographers may be invited to cover the presentation ceremony, and radio station managers invited to cover the presentation, either "live" or via tape for a later broadcast.

## SELECTION POINTS FOR REALTOR® OF THE YEAR

The following standards of judgment for selection of REALTOR® of the year, for both local boards and the state committee shall be:

- A. REALTOR® Spirit -- high principles, faithfulness to laws and regulations of Code of Ethics and local boards; furtherance of principles of good real estate practice among other brokers and the general public.
- B. Civic Activity -- local, state and national participation in civic and service clubs, charitable activities, political action, fraternal or religious groups, etc.
- C. Local Board Activity -- board offices and committee work; assignments; seminar activity and education work; membership and offices in local chapters of Institutes, Societies, etc.
- D. Association Activity -- Same as C above, but at a association level; include attendance at state convention.
- E. NATIONAL ASSOCIATION OF REALTORS® Activity -- same as C, but on the national level.
- F. Business Accomplishments -- recognized good business conduct; service to clients; imaginative and creative advertising programs; rehabilitation work; land utilization, etc.

The past winners of the REALTOR® of the Year for the Alaska Association are:

1961 Gradelle Leigh	1980 Bruce Winton	1999 Don McKenzie
1962 Crocket Metcalf	1981 DeAnn Gleason	2000 Audrey Foldoe
1963 William Poe	1982 Rita Jo Shoultz	2001 Charlie Sandberg
1964 Ralph Foster	1983 Betty Lou Cipra	2002 Bonnie Aulabaugh
1965 Robert Diggins	1984 Robert Arwezon	2003 Ruth Blackwell
1966 Katie Spils	1985 Kenneth R. Brown	2004 PeggyAnn McConnochie
1967 Earl E. Cook	1986 Mark Korting	2005 Dave Feeken
1968 Don Keating	1987 Jeff Cook	2006 Carole Winton
1969 Earl E. Cook	1988 Jim McCourt	2007 Denny Wood
1970 George Zmuda	1989 Ron Moore	2008 Don McKenzie
1971 Jeff Cook	1990 Avalon Rachelle	
1972 Raymond H. Hill	1991 Elouise Schmidt	
1973 Audie Moore	1992 PeggyAnn McConnochie	
1974 David Keating	1993 Dale Price	
1975 Helen Butcher	1994 Joan Sheppard	
1976 Candace Walker	1995 Dave Somers	
1977 Kenneth Gain	1996 Dave Feeken	
1978 Loretta Sokol	1997 Judy Somers	
1979 Grayce Oakley	1998 Uli Johnson	

Sub Committee of Associations Operations Key Work Group

STRATEGIC PLANNING COMMITTEE

Committee Composition:

- President and President-elect
- Three past state Officers or Directors

Using the Strategic Planning Process of the National Association as a model, the committee shall review the strategic plan of the Alaska Association annually to:

1. Reaffirm the mission statement of the Association
2. Identify issues facing the Association
3. Ascertain new and continuing member needs by:
  - a) soliciting input from committee chairmen and member boards
  - b) utilizing industry surveys wherever possible and conducting specific surveys when necessary
4. Reassess and prioritize general objectives of the Association
5. Add, amend, or delete strategic recommendations
6. Identify the appropriate committees to implement strategies

The annual planning cycle shall be structured to have any recommendations presented to the Board of Directors for approval at the annual convention.

The strategic recommendations shall be forwarded to the appropriate committee chairman as soon after appointment as possible for adoption into the committee plans for the coming year.

The AAR Strategic recommendations shall be forwarded to the appropriate committee chairman as soon after appointment as possible for incorporation into the committee plans for the coming year.

The AAR Strategic Planning Committee shall assist member boards with the process and development of strategic plans in their individual jurisdictions.

The chairman of the committee shall have served on the committee at least one year prior to being chairman.