
Operations Manual 2017



PREFACE

This manual is designed to serve as a guide for the Officers and Committee Chairpersons of the Iowa Association of REALTORS®, and will be amended as policies and conditions within the Association require such changes. The functions of all the Officers and Committees are presented in this Manual.

The purpose of the Operations Manual is to assist new Officers and Committee Chairpersons in the implementation of the Association's programs and policies as adopted by the Board of Directors. It has been designed to provide continuity from year to year.

Officers and Committee Chairpersons are requested to review those sections applicable to their particular responsibility and to carry out the duties in accordance with this Manual.

Committee Chairpersons are directed to review the Program of Work outlined in full the objectives and work program for the various committees.

Iowa Association of REALTORS®

Vision

We are the trusted voice in real estate for information, advocacy and professionalism.

Mission

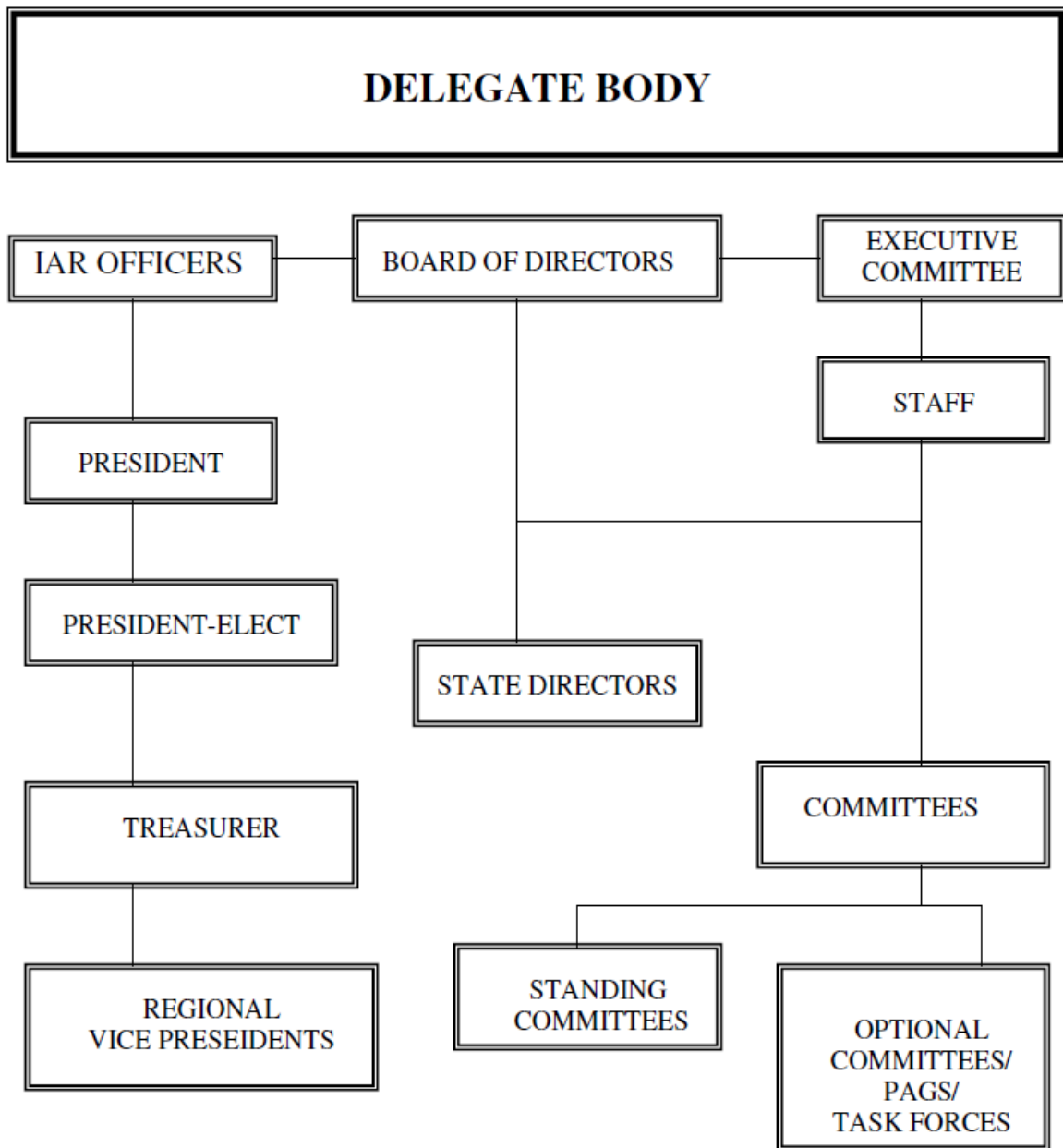
We exist to help our members be more successful in real estate.

Iowa Association of REALTORS®

Monthly Calendar

September / October:	IAR Annual Convention/Annual Meeting of the Association
October: Officers	Regional Vice Presidents make first contact with Assigned Boards Leadership Conference with Local Board Officers and IAR
November:	NAR Annual Conference IAR's New Officers assume responsibilities the day after the end of the NAR Annual Conference IAR's Committee Chairpersons assume responsibilities the day after the end of the NAR Annual Conference
December:	IAR Winter Meetings
January:	IAR Dues are due
February:	IAR dues considered delinquent
February / March:	IAR Legislative Bus-in-Day and Reception
May:	NAR Mid-Year Meeting-Hill Visits/Congressional Reception
June:	IAR Summer Meetings

IOWA ASSOCIATION OF REALTORS® FLOW CHART



PROCEDURES FOR BECOMING AN IAR OFFICER

Any officer of the Iowa Association of REALTORS® **must** have the endorsement of his/her local Board. The endorsement may be in the form of a letter from the President of the Board. The next step is to complete an application form provided by the State Association. This form will express the office to which you are a candidate and will be used by the Nominating Committee.

- A. There are eight regions, made up as closely as possible to the Professional Standards Regions. Each region will have a Regional Vice President. The Regional Vice President is a two year term. Each of the Regions has the option of holding a Regional Caucus each year and selecting one or more persons to be considered by the Nominating Committee of the Association. The Nominating Committee also has the option of selecting another candidate to Regional Vice Presidents that will serve a two year term with a limit of three terms (6 years).
- B. If a Region fails to meet and select a person for consideration by the Nominating Committee, the Nominating Committee will fill the position during the summer meetings.
- C. In the absence of the President, the President-Elect shall perform those duties. All officers shall serve one year, or until their successors are elected and qualified. All elected officers shall be members of the Board of Directors.
- D. The President shall not be eligible to serve a second successive term

There are nine State Directors serving one-year terms. These serve on the Board of Directors and are free to vote their will.

The office of Treasurer is usually a contested race and is one of the traditional steps on the way to the Presidency. Typically, candidates for this office ask for endorsements from other Boards to help influence the Nominating Committee. To be eligible for this office, you must have served as a Regional Vice President or, one year on the Executive Committee. You can also be eligible by serving as a Chairperson of the three major divisions of the association, (Legislative, Communications, and Legal Reference/Professional Standards).

Once elected as Treasurer, each position will advance to the next office unless the member resigned, is recalled or otherwise unfit to serve in that position.

The Treasurer will advance to the office of Vice President.
The Vice President will advance to the office of President-Elect.
President-Elect will advance as the next President.

The President-Elect serves in the absence of the President. This office also serves on the Executive Committee and the Board of Directors and votes his/her will.

The next step in IAR Leadership is the office of the State President.
The State President then becomes the immediate Past President and serves on the IAR Leadership team.

APPLICATION FOR NOMINATION - IOWA ASSOCIATION OF REALTORS®

CANDIDATE FOR OFFICE OF:

VICE PRESIDENT ____ TREASURER _____

REGIONAL VICE PRESIDENT _____ STATE DIRECTOR _____ RPAC TRUSTEE _____

NAME _____

BOARD _____

FIRM NAME _____ BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS TELEPHONE _____ E-MAIL ADDRESS _____

POSITION HELD IN FIRM _____

Why do you wish to hold the office you have been recommended for?

What State Meetings have you attended in the last three years?

LEGISLATIVE- BUS/ IN FEBRUARY	20__	20__	20__
SUMMER JUNE	20__	20__	20__
CONVENTION SEPTEMBER	20__	20__	20__
WINTER DECEMBER	20__	20__	20__

Will you attend the four IAR meetings as well as other meetings required of this office for which you are recommended? _____

Are you willing to serve in the office you have been recommended for, if elected? _____

Are you aware of the responsibilities and time requirements? _____

Do you have any problem in the following areas which impair your ability to serve your association?

IF SO EXPLAIN: HEALTH _____ FINANCIAL _____

Attach additional insert, if needed.

EDUCATION

Name of High School _____

JR. College / Trade School _____

Name of College _____

WHAT DEGREES DO YOU HOLD? _____

LIST REAL ESTATE DESIGNATIONS YOU HAVE EARNED _____

MEMBERSHIP AS REALTOR® # OF YEARS _____

NUMBER OF YEARS LICENSED _____

LIST OTHER REALTOR® INSTITUTES, SOCIETIES, AND COUNCILS IN WHICH YOU HOLD MEMBERSHIP

HISTORY OF COMMITTEE SERVICE, OFFICES HELD

Previous or Current Licenses in Iowa or other states _____

Indicate after each committee or forum, the level served
(L-LOCAL) (S-STATE) (N-NATIONAL) (C-CHAIRPERSON) (VC-VICE CHAIRPERSON)

EXECUTIVE COMMITTEE _____ APPRAISAL _____ BYLAWS _____ COMMUNICATIONS____
EDUCATION _____ EQUAL OPPORTUNITY _____ FINANCE _____ LEGISLATIVE _____ LEGAL
REFERENCE/RISK MANAGEMENT _____ MULTIPLE LISTING _____
NON-RESIDENTIAL _____ PROFESSIONAL STANDARDS _____ STRATEGIC PLANNING ____

Other items applicant feels are relevant to this application _____



Optional
Date of Birth _____ Place of Birth _____

Marital Status _____ Spouse's Name _____ No. of Dependents ____

Residence Address _____



I, THE UNDERSIGNED, ACKNOWLEDGE THAT I SEEK THE POSITION FOR THE OFFICE OF
_____ OF THE IOWA ASSOCIATION OF REALTORS® AND AM WILLING
TO SERVE, IF ELECTED.



I UNDERSTAND THAT THIS OFFICER REQUIRES THAT I KEEP MYSELF INFORMED OF THE ISSUES FACING
THE IOWA ASSOCIATION OF REALTORS®.

I PLEDGE TO REPRESENT THE CONSENSUS OF THESE OPINIONS TO THE BEST OF MY ABILITY. I WILL
ALSO UPHOLD AND SUPPORT DECISIONS MADE BY THE IOWA ASSOCIATION OF REALTORS® THROUGH
THE EXPRESSED WILL OF THE MAJORITY.

ACTIVITIES IN OTHER PROFESSIONAL ORGANIZATIONS, CHURCH, COMMUNITY AFFAIRS, CIVIC AND
COMMUNITY.



Print/Type name of Applicant

Signature of Applicant

The Board/Association of REALTORS® support the applicants request for office:

Board Officer

Board

Board Secretary

Please return this form as soon as possible to:
Iowa Association of REALTORS®, 1370 N.W. 114th Street, Suite 100, Clive, IA 50325

OFFICE OF PRESIDENT

Description of Office:

It shall be the duty of the President to preside at meetings of IAR, including the Board of Directors and the Executive Committee, act as Chief elected officer of IAR and act in the absence of a local Board president or designated representative of a Board/Association as a voting delegate at the NAR delegate body meetings. The term of the office shall be one year or until a successor is elected, beginning the day after the National Association of Realtors® Convention concludes. (Generally Mid November)

Duties of Office:

The duties and responsibilities of all IAR officers shall be to:

- Support the policies and programs adopted by the Board of Directors and Executive Committee
- Promote active participation in IAR on the part of the membership
- Represent IAR a National, State and local Boards/Associations meetings, and conventions as assigned.
- Assist State RPAC Funding Chair in raising awareness and funds.

IAR Committee Participation:

The President shall automatically serve on ALL IAR Committees, and any other special assignments or PAGS as requested by the Leadership Team.

National Responsibilities:

The President shall participate in the following NAR and Region 8 programs and events and any other programs/events as may be required:

NAR Realtor Party Convention - NAR Annual Conference and Expo - Region 8 Retreat -Region 8 Caucus Meeting - Region 8 Nominating Committee

General Responsibilities:

Preside over the Executive Committee and Board of Directors, and together with the Chief Executive Officer and the Leadership team:

- Determine the Association's Current and Future Direction
- Define the Association's Public Policies
- Create and implement the Association's Strategic Vision
- Provide Leadership support for all phases of member services
- Assume a visible Leadership Role at State, National, and Local networking, educational and social functions.
- Identify, Develop and Nurture future Volunteer Leaders
- Support and Promote the Association's Political Awareness and Fundraising Plan
- Supervise the business and affairs of the Association and its staff through frequent consultation with the Chief Executive Officer

- Appoint all committees except those that are provided for in the By-Laws or Rules.

Expense Reimbursement:

Association policy authorized the President and his/her spouse to be reimbursed for expenses incurred in their travels as representatives of the Association in and out of state. All expenses shall be supplemented with a receipt before payment is made. (January 2016)
Annual Budget \$10,000

Presidential Commitment Form:

I have read the above, and in addition am familiar with the Iowa Association of REALTORS®, Inc., Constitution and Bylaws, and Operations Manual.

As a duly elected representative of my State Association, I agree that I am bound by and adhere to the above outlined duties, and those rules and regulations of my State Association as set forth in the Constitution and Bylaws and Operations Manual of the Iowa Association of REALTORS®, as adopted by the Board of Directors.

In addition, I acknowledge my responsibility to represent the interests of the State Association membership in making decisions and/or voting on matters within the Executive Committee and/or Board of Directors meeting.

Signed, this the ___ day of _____, 20__.

Signature of Applicant

OFFICE OF PRESIDENT-ELECT

Description of Office:

It shall be the duty of the President-Elect to assist the President with duties as assigned, perform the President's duties in his/her absence, and to perform other such duties as may be required. The term of the office shall be one year or until a successor is elected, beginning the day after the National Association of Realtors® Convention concludes. (Generally Mid November) The President-Elect shall automatically become President for the ensuing year.

Duties of Office:

The duties and responsibilities of all IAR officers shall be to:

- Support the policies and programs adopted by the Board of Directors and Executive Committee
- Promote active participation in IAR on the part of the membership
- Represent IAR a National, State and local Boards/Associations meetings, and conventions as assigned.
- Assist State RPAC Funding Chair in raising awareness and funds.

IAR Committee Participation:

The President-Elect shall automatically serve on **ALL** IAR Committees, and any other special assignments or PAGS as requested by the Leadership Team.

The President-Elect shall appoint IAR Committee Vice Chairs and members if needed for the ensuing year.

National Responsibilities:

The President-Elect shall participate in the following NAR and Region 8 programs and events and any other programs/events as may be required:

NAR Leadership Summit -NAR Realtor Party Convention - NAR Annual Conference and Expo - Region 8 Retreat

General Responsibilities:

As a Member of the Leadership Team, assist the President, Executive Committee and Board of Directors, and together with the Chief Executive Officer and the Leadership team:

- Determine the Association's Current and Future Direction
- Define the Association's Public Policies
- Create and implement the Association's Strategic Vision
- Provide Leadership support for all phases of member services
- Assume a visible Leadership Role at State, National, and Local networking, educational and social functions.
- Identify, Develop and Nurture future Volunteer Leaders
- Support and Promote the Association's Political Awareness and Fundraising Plan

Expense Reimbursement:

Association policy allows for reimbursement of allowable expenses incurred for travel inside and outside the state as a representative of the Association. (President-Elect is an NAR Director) (June 2016) **Annual Budget \$ 8,000**

Presidential-Elect Commitment Form:

I have read the above, and in addition am familiar with the Iowa Association of REALTORS®, Inc., Constitution and Bylaws, and Policy and Procedures Manual.

As a duly elected representative of my State Association, I agree that I am bound by and adhere to the above outlined duties, and those rules and regulations of my state Association as set forth in the Constitution and Bylaws and Operations Manual of the Iowa Association of REALTORS®, as adopted by the Board of Directors.

In addition, I acknowledge my responsibility to represent the interests of the total State Association membership in making decisions and/or voting on matters within the Executive Committee and/or Board of Directors meeting.

Signed this the ____ day of _____ 20__.

Signature of Applicant

OFFICE OF THE VICE PRESIDENT

Description of Office:

It shall be the duty of the Vice President to assist the President with duties as assigned, perform the President's duties and President-Elect's duties in his/her absence, and to perform other such duties as may be required. The term of the office shall be one year or until a successor is elected, beginning the day after the National Association of Realtors® Convention concludes. (Generally Mid November) The office of Vice President is not an automatic move up position.

Duties of Office:

The duties and responsibilities of all IAR officers shall be to:

- Support the policies and programs adopted by the Board of Directors and Executive Committee
- Promote active participation in IAR on the part of the membership
- Represent IAR a National, State and local Boards/Associations meetings, and conventions as assigned.
- Assist State RPAC Funding Chair in raising awareness and funds. Specific to this Office.
-

IAR Committee Participation:

The Vice President shall automatically serve on ALL IAR Committees, and any other special assignments or PAGS as requested by the Leadership Team.

National Responsibilities:

The Vice President shall participate in the following NAR and Region 8 programs and events and any other programs/events as may be required:

NAR Realtor Party Convention - NAR Annual Conference and Expo - Region 8 Retreat

General Responsibilities:

As a member of the Leadership Team, assist the President, Executive Committee and Board of Directors, together with the Chief Executive Officer to:

- Determine the Association's Current and Future Direction
- Define the Association's Public Policies
- Create and implement the Association's Strategic Vision
- Provide Leadership support for all phases of member services
- Identify, Develop and Nurture future Volunteer Leaders
- Support and Promote the Association's Political Awareness and Fundraising Plan
- Assume a visible Leadership role at State, national, and Local networking educational and social functions.

Expense Reimbursement: Association policy allows for reimbursement of allowable expenses incurred for travel inside and outside the State as a representative of the Association. (President-Elect is an NAR Director) (June 2016) **Annual Budget \$7,000**

OFFICE OF THE TREASURER

Description of Office:

It shall be the duty of the Treasurer to assist the President with duties as assigned, perform the President's duties and President-Elect's duties in his/her absence, and to perform other such duties as may be required. The term of the office shall be one year or until a successor is elected, beginning the day after the National Association of Realtors® Convention concludes. (Generally Mid November) The Treasurer's position is not an automatic move up position.

Duties of Office:

The duties and responsibilities of all IAR officers shall be to:

- Support the policies and programs adopted by the Board of Directors and Executive Committee
- Promote active participation in IAR on the part of the membership
- Represent IAR a National, State and local Boards/Associations meetings, and conventions as assigned.
- Assist State RPAC Funding Chair in raising awareness and funds.
- Treasurer shall be appointed to the NAR Participation Counsel to serve on behalf of the President. (Specific to this Office)

IAR Committee Participation:

The Treasurer shall automatically serve on ALL IAR Committees, and any other special assignments or PAGS as requested by the Leadership Team.

National Responsibilities:

The Treasurer shall participate in the following NAR and Region 8 programs and events and any other programs/events as may be required:

NAR Realtor Party Convention, NAR Annual Conference and Expo, and Region 8 Retreat

General Responsibilities:

As a member of the Leadership Team, assist the President, Executive Committee and Board of Directors, together with the Chief Executive Officer to:

- Determine the Association's Current and Future Direction
- Define the Association's Public Policies
- Create and implement the Association's Strategic Vision
- Provide Leadership support for all phases of member services
- Identify, Develop and Nurture future Volunteer Leaders
- Support and Promote the Association's Political Awareness and Fundraising Plan
- Assume a visible Leadership role at State, national, and Local networking educational and social functions.

Expense Reimbursement:

Association policy allows for reimbursement of allowable expenses incurred for travel inside and outside the State as a representative of the Association. (June 2016) **Annual Budget \$6,000.**

OFFICE OF THE IMMEDIATE PAST PRESIDENT

Description of Office:

It shall be the duty of the Immediate Past President to advise the President of the past year's activities that may have an effect on the current President's year. Also serves the current President to wrap up what may have been started in the previous year. The Past president is available to serve the President upon request with meetings, etc. The term of the office shall be one year beginning the day after the National Association of Realtors® Convention concludes. (Generally Mid November)

Duties of Office:

The duties and responsibilities of all IAR officers shall be to:

- Support the policies and programs adopted by the Board of Directors and Executive Committee
- Promote active participation in IAR on the part of the membership
- Represent IAR a National, State and local Boards/Associations meetings, and conventions as assigned.
- Assist State RPAC Funding Chair in raising awareness and funds.

IAR Committee Participation;

The Immediate Past President shall automatically serve on the following IAR Committees, and any other special assignments or PAGS as requested by the Leadership Team. The Executive Committee, Board of Directors, Legislative Committee, Public Policy Coordinating Committee, Nominating committee, and serves as Chair of the Personnel Committee.

National Responsibilities:

The Immediate Past President shall participate in the following NAR and Region 8 programs and events and any other programs/events as may be required:

NAR Realtor Party Convention - NAR Annual Conference and Expo - Region 8 Retreat

General Responsibilities:

As a member of the leadership Team, assist the President, Executive Committee and Board of Directors, and together with the Chief Executive Officer and the Leadership team:

- Determine the Association's Current and Future Direction
- Define the Association's Public Policies
- Create and implement the Association's Strategic Vision
- Provide Leadership support for all phases of member services
- Assume a visible Leadership Role at State, National, and Local networking, educational and social functions.
- Identify, Develop and Nurture future Volunteer Leaders
- Support and Promote the Association's Political Awareness and Fundraising Plan

Expense Reimbursement:

Association policy allows for reimbursement of allowable expenses incurred for travel and outside the State as a representative of the Association. National Association travel allowance shall be the same as a NAR Director, currently \$1,500.00 per meeting. (As long as

membership numbers support it, this position shall be designated as a NAR Director) Iowa travel shall be as per the Expense reimbursement Policy. (January 2015)

OFFICE OF REGIONAL VICE PRESIDENT

The Regional Vice President shall serve as advisor to the Local Boards and act as the representative of the President in such matters as may be assigned.

The Regional Vice President:

Serves on the Board of Directors, and the Regional Vice President/Bylaws Committee.

Attends Officers Workshops and the Inaugural Banquet during Quarterly meetings and Convention.

Contacts all Board Presidents in their jurisdiction during the year. Tries to make one physical visit to each Board each year. Numerous electronic visits.

Promotes attendance of Local Board Officers at the Annual Leadership Training Session conducted by the State Association.

Reports to the President-Elect on the progress of the Boards within their jurisdiction regarding implementation of IAR programs, projects, campaigns, etc. in written form as soon after the visit as is possible.

Reports problems with Boards within their jurisdiction to the President-Elect and the Chief Executive Officer.

Acts as Installing Officer within their District when requested.

Undertakes any other duties or assignments as may be recommended by the President, Executive Committee, or Board of Directors of the Association.

TRAVEL OUTSIDE THE STATE

Refer to the Expense Reimbursement Policy

TRAVEL WITHIN THE STATE

Refer to the Expense Reimbursement Policy

RESPONSIBILITIES OF IAR REGIONAL VICE PRESIDENT

RESPONSIBILITIES/DUTIES OF IAR REGIONAL VICE PRESIDENTS

1. TO BOARDS

- a. Make contact with the Boards you are responsible for and complete the report form prior to the middle of November (before the Winter meetings). Then meet/contact your boards quarterly.
- b. Serve as IAR spokesperson and give a summary of the IAR activities (legislation, education, etc)
- c. Report any local board problems or concerns to the IAR Chief Executive Officer
- d. Reach out to respective Board EO, have them include the RVPs current information to add to their Boards email lists and to have the RVP speak at board meetings and be on the agenda.
- e. Between October to January RVP to make a meet and greet with their respective Board leadership team, EO and IAR Board of Directors Delegate(s).

2. TO PRESIDENT-ELECT

- a. Present to the President-Elect his/her objectives and goals for the year and RVP objectives. To be completed by the middle of October.
- b. Help with special projects as they may arise
- c. Reports: (to be sent to the President-Elect and IAR CEO)
 - i. Board report for Board Assignments (calls)
 - ii. Board visits

3. TO THE IOWA ASSOCIATION OF REALTORS®

- a. Serve on Membership Development Forum and Member Involvement Workgroup
- b. Attend all of the following meetings:
 - i. Regional Vice Presidents/Bylaws Committee
 - ii. Board of Directors (Voting Member)
 - iii. Attend all "On Hill" lobbying sessions
- c. Join RPAC "\$250 Patriot club by January
- d. Support the Realtor Foundation of Iowa (RFI)
- e. Assist in identifying capable individuals within your Board Jurisdictions who would be interested and capable of working with IAR on committees and potential leadership
- f. Identify individuals currently in community elected positions or the potential/desire to be one.

NATIONAL DIRECTORS

Iowa currently has three (3) elected National Directors in addition to the State President. The Directors are responsible for attending the National Association of REALTORS® Board of Directors meetings at the Midyear and Annual Convention to vote on the issues that come before that body. NAR Directors may vote their will unless given prior direction by the IAR Board of Directors. In addition to our three (3) IAR Directors, Joan Ballantyne is serving as a Director by virtue of receiving the NAR Distinguished Service Award.

Each Director shall be reimbursed for actual expenses incurred up to \$1,500 per national meeting. Requests for reimbursement must be accompanied by receipts, after returning from the meeting.

Each National Director is expected to file a report on each NAR Board of Directors meeting. This report is to be filed with IAR President and shall be made before reimbursement of expense is made to the Director.

IAR shall be entitled to two Directors plus an additional number of Directors determined by subtracting the number 4000 from the membership within the state association, dividing any remainder greater than zero by the number 2000 and rounding any resultant fraction to the next lower whole number.

As long as Iowa has over 6,000 members, the three (3) Directors will be the immediate President, the President-elect and the Vice President. If any one of those elects not to serve, the Nominating Committee shall recommend a replacement to the Board of Directors.

Source: <https://www.nar.realtor/national-leadership/board-of-directors/director-entitlement-state-associations>

FEDERAL POLITICAL COORDINATOR (FPC)

Required Duties of FPCs

A Federal Political Coordinator's most valuable contribution to NAR is the relationship they develop with their Member of Congress. In addition to regular contact with the assigned Member of Congress, there are several specific tasks which are required to fulfill the role of FPC:

1. Respond to All NAR Calls for Action

FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.

2. Advocate on Behalf of all REALTORS® and the REALTOR® Party

The REALTOR® Party is the non-partisan approach to moving forward legislation that is of benefit and value to all REALTORS®. FPCs must be able to remain neutral on the issues and remove their personal bias before advocating on any REALTOR® supported issue 100% of the time.

3. Contact Assigned Member of Congress At Least Once per Quarter and Submit a Field Report

FPCs should have a minimum of four personal contacts with their Member of Congress (or staff) per year (meetings, RPAC check deliveries, etc.). FPCs are encouraged, however, to not limit that number to four and should communicate with their assigned Member of Congress as often as possible. Filing a field report after each meeting alerts NAR lobbying, policy and RPAC staff (if a check delivery was part of the interaction) as well as state government affairs staff that the meeting occurred and follow up may be required.

4. Participate in Training as Required

All FPCs must complete required training either in person or online. Newly appointed FPCs will participate in the semi-annual conference in Washington, DC, and returning veterans can complete their training requirement with various online options. Being familiar with each NAR issue is essential to advocate on behalf of REALTORS® - that issue education will occur in the training modules.

5. Utilize and Deliver All RPAC Contributions in a Timely Manner

FPCs are each allocated In-State Funds that they can use at their discretion to help develop their relationship with their Member of Congress. FPCs are to ensure that these funds are utilized early in the two-year cycle (six-year cycle for Senators). \$1000 is allocated for each Representative and \$2000 for each Senator, per cycle. FPCs are also responsible for delivery of additional RPAC checks as approved by the RPAC National Trustees. They should ensure that each check is delivered in a timely manner.

6. Attend each Annual Mid-Year Meeting

FPCs are reimbursed up to \$1500 for travel expenses incurred to attend the NAR Mid-Year Meetings from the Iowa Association of REALTORS' RPEC account. Each FPC should make every effort to attend and lead the issues which NAR is advocating that year to Members of Congress. This is the most important Federal meeting of the year and FPC participation is

vital.

7. Develop a Contact Team

Each FPC should identify REALTORS® in the district that can assist in their duties, and should notify their state RPEC member upon doing so. The FPC should maintain regular communication with the team on the NAR issues and CFAs. The team should be ready to aid the FPC in check deliveries or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

8. Sign and Return a Pledge Form to NAR

The Pledge is an agreement between the appointed FPC and NAR. By signing the form, the FPC agrees to carry out their duties to the best of their ability and acknowledges they can be removed for failure to fulfill the role.

****FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals.****

NAR Contact: Laura Vogel at 202-383-1021 or lvogel@realtors.org

Last Modified per NAR 5/27/10

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is employed by the Board of Directors of the Association and is delegated such duties as are outlined in an employment contract and job description.

The Chief Executive Officer:

Ensures that the Board of Directors, Executive Committee and Officers are fully informed on the conditions of the State Association, and attends all meetings of the Board of Directors and Executive Committee. Plan, formulates and recommends, for the approval of the Board of Directors, basic policies and programs which will further the objectives of the Association.

Maintains official minutes of the Board of Directors and other official meetings, and provides security for all files, legal and historic documents and membership mailing lists.

Develops, in cooperation with the Executive Committee and Treasurer, an annual budget subject to approval and ensures that all funds and physical assets of the Association are appropriately safeguarded and administered. Signs Association checks.

Executes decisions of the Board of Directors, except when another assignment is specifically made by the Board. Develops, for the purpose of day-to-day administration, specific procedures and programs, to implement the general policies established by the Board of Directors.

Keeps in close contact with legal counsel in order to stay current on legal matters affecting the Association, and acts as liaison between the legal counsel and the Board of Directors.

Maintains active lobbying role in coordination with Director of Government Affairs. Is responsible for RPAC recordkeeping and processing of funds.

Recruits, hires, trains and motivates staff and is responsible for promotions and terminations. (In consultation with Personnel Committee.)

Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conduction of performance reviews and maintaining a competitive salary structure. Evaluate staff and facilitate education and professional development.

Assists the President in committee selection. Provides liaison and staff support to committee chairpersons to enable them to properly perform their functions and maintain close communications with all committees and suggest way to implement their plans and objections. (Minutes)

Helps plan and organize membership promotion and retention programs, evaluate results.

Promotes interest and active participation by membership and reports activities of the Association through its communications vehicles. Plans and executes all communication to the general membership, such as newsletters, magazine and general mailings. Is responsible for executing media news releases and other public relations efforts.

Maintains a working staff relationship with the NATIONAL ASSOCIATION OF REALTORS® and the National Institutes, societies, and councils and keeps current of their policies and procedures.

Attends National meetings, conferences and conventions and disseminates the information to the Board of Directors and membership.

Has a working knowledge of the Association Bylaws, Multiple Listing Service rules and regulations, and the National Association's Code of Ethics.

Serve on REALTOR® Foundation of Iowa as Treasurer.

Expense Reimbursement Policy

Officers year starts 1st day following NAR Annual Conference.

There are two NAR meetings a year - Legislative Meetings (formerly Mid-Year) in May and NAR Annual Conference in November

National Meetings:

State President: Included State President and spouse or significant other.

- Room charges including any charges for internet services (room service to be part of per day allowance for food and drink).
- Coach airfare or state policy for mileage if officers choose to drive.
- Cab fare and other ground transportation fees
- Registration to meetings where such fees exist.
- Tips for concierge and other hotel service people.
- Tickets to special functions attached to NAR meetings.
- Entertainment - must be attached to NAR meetings.
- Airport parking.
- NOT ALLOWED: Additional cell phone charges, laundry or cleaning, gifts.

President-Elect: Same as State President only no spouse expenses allowed.

National Directors: \$1,500 maximum allowable for registration, hotel, food, drink and air fare as outlined above per national meeting.

National Directors are the State President (Automatic), President-Elect, Vice President, and Immediate Past President. (These 3 positions are assumed to be NAR Directors as long as the membership numbers support it.) The Secretary/Treasurer Position shall not be a NAR Director.

Immediate Past President: Same as National Directors. (Expenses reimbursed through NAR's Annual Conference.)

Vice President: same as National Directors.

Treasurer: Same as National Directors

National Committee Chairperson/Vice Chairperson: Same as National Directors. Position on National Committees begin after the NAR Annual Conference of the previous year. A National Committee Chairperson or Vice Chairperson may not claim reimbursement more than once.

National Committee member: Each member on a NAR committee shall receive a maximum of \$1,000 allowable registration, hotel, food, drink and air fare. A written report to the CEO is due within 2 weeks following the meeting. If NAR or other national entity is providing reimbursement, than the IAR reimbursement shall be payable for any expense not covered by NAR or other entity. Effective in 2015.

Federal Political Coordinators: Reimbursement is for NAR Legislative Meetings & Trade Expo in Washington D.C. only. FPCs are reimbursed up to \$1,500 for travel expenses incurred to attend the NAR Mid-Year Meetings. See detail in Federal Political Coordinator description.

State Regional Vice Presidents: Reimbursements for actual expenses for air travel by coach and three days lodging and meals up to \$1,500 total reimbursement to attend NAR NAR Legislative Meetings & Trade Expo. This requires a written report of activities and meetings to be submitted to State President/CEO. The stipend allows for reimbursable expenses using IAR's official expense reimbursement form. Receipts are required. No reimbursement for NAR Annual Conference unless a NAR committee chair/vice chair/member as outlined above.

CEO/EVP: Same as State President

State Staff: CEO Shall determine staff reimbursement.

In-State Meetings

President, President-Elect, Vice President, Treasurer and Past President:

- Lodging, meals and the mileage rate being used by the association.
- Parking fees.
- Hotel staff tips.
- All included in total expense reimbursement allowed for each.

State Regional Vice Presidents

- Actual up to \$125.00 per night lodging and the mileage rate being used by the association
- Actual up to \$150.00 per night for State Convention and registration fees and up to 2 complimentary tickets to Annual Meeting Awards Luncheon and Inaugural Gala

Reimbursement Requirement

Anyone seeking reimbursement from Association shall use IAR's official expense reimbursement form which shall be accompanied by receipts.

BOARD OF DIRECTORS

The Board of Directors of the Iowa Association of REALTORS® is the policy-making body of the Association. It is responsible to the membership of the Association for carrying out policies promulgated at any Annual Meeting or Convention or special meeting.

The Board of Directors shall meet at least three times a year, one of which shall be at the annual meeting. Absence from two consecutive regular meetings without an excuse deemed valid and so recorded by the Board shall be construed as a resignation. 12 members who are authorized to vote at any meeting of the board shall constitute a quorum.

Vacancies in the Board, by resignation or otherwise, shall be filled by the Board until the next annual meeting only, at which time the membership shall elect persons to fill the vacancies for the unexpired term(s).

The Board of Directors shall be composed of the following:

The President, the President-Elect, Vice President, the Treasurer, the immediate Past President, and the eight Regional Vice Presidents.

17 representatives from each of the seventeen local boards/associations to serve a one year term.

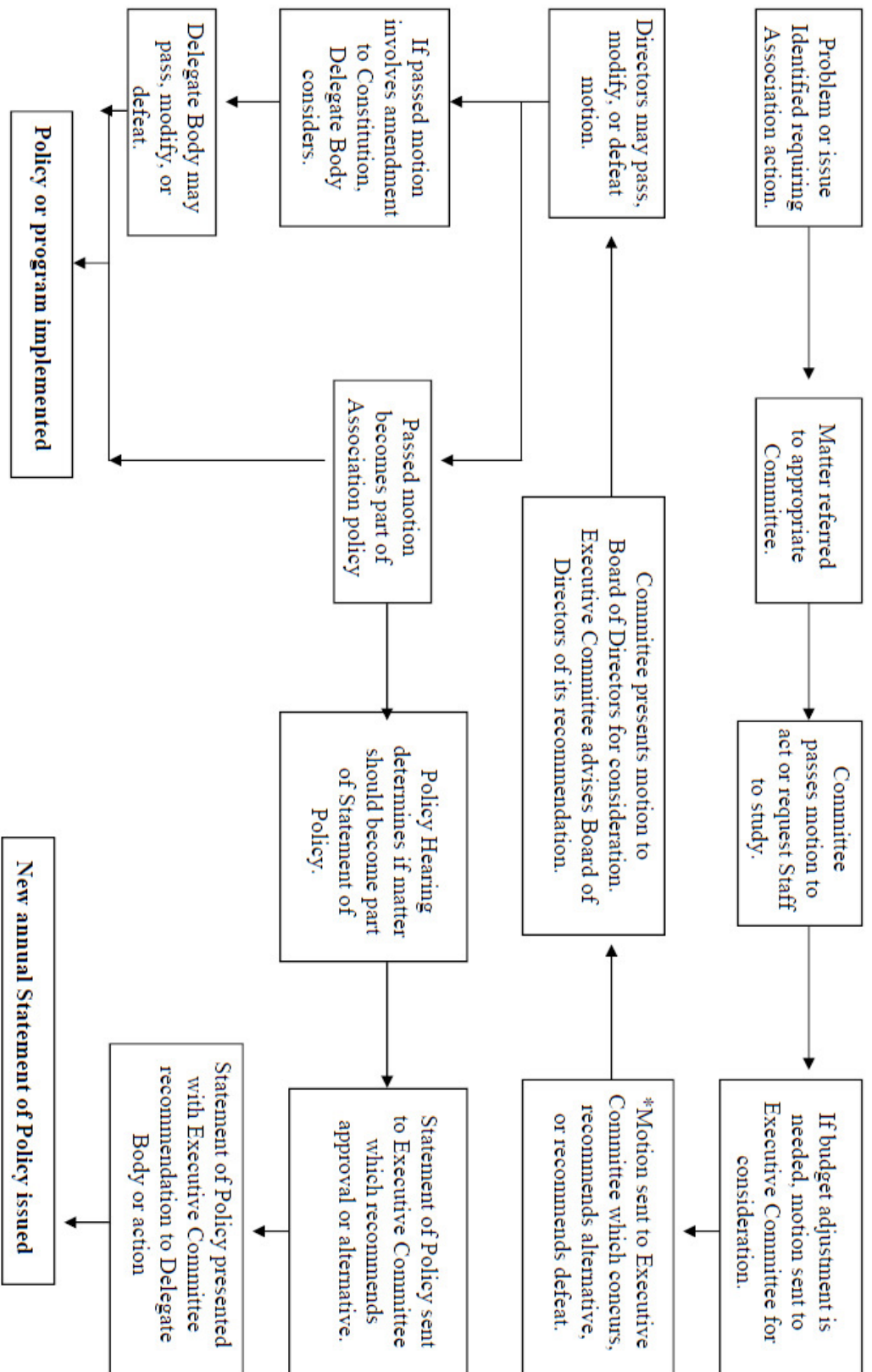
3 Past Presidents of the Association who continue their membership in the Association.

Any person awarded the National Distinguished Service Award.

The Board of Directors shall administer the finances of the Association and shall have sole authority to appropriate money. The accounts of the Association shall be audited annually by a Certified Public Accountant.

The Board of Directors may employ a Chief Executive Officer and may delegate him/her those duties which are stated in the employment contract and job descriptions.

HOW IOWA ASSOCIATION OF REALTORS® POLICY IS MADE



- In the instance where there is a coordinating committee, the coordinating committee reviews the recommendation before sending it to the Executive Committee. The coordinating committee may recommend approval, amendment, or defeat or it may refer the motion back to the committee for further study. If the committee recommendation needs further study or is in conflict with the coordinating committee's recommendation, the committee's recommendation shall accompany (in writing) the coordinating committee's recommendation when it is presented to the Executive Committee and Board of Directors.

EXECUTIVE COMMITTEE

The Executive Committee shall make recommendations to the Board of Directors, and between meetings of the Board of Directors shall exercise the functions of the Board of Directors, except those functions relating to policies of the Association. Any proposed changes to the public policies of the Association must be approved by the Board of Directors, and not by the Executive Committee.

The Executive Committee is responsible for preparing an annual operating budget that details anticipated receipts and disbursements. The President shall serve as Chairperson of the Committee. The Staff Assistant to the Committee shall be the Chief Executive Officer.

The fiscal year of the Association shall be January 1 through December 31.

The Executive Committee establishes an operating budget that maintains adequate reserves for six months of operation. Recommends an investment program for all funds not needed for current operating accounts. Manages revenue, non-dues revenue and expenses to achieve a balanced budget and evaluates reserve policies.

Composition of the Executive Committee

The President by and with the consent of the Board of Directors shall appoint an Executive Committee consisting of the following:

- President
- President-Elect
- Vice President
- Immediate Past President
- Treasurer
- 12 at-large members serving three-year terms. These terms shall be staggered rotating 4 per year.

Each President shall appoint 4 members to the Executive Committee.

The President of the Association shall serve as chairman of the Executive Committee. Each member of the Executive Committee shall have only one vote.

IAR RESERVE POLICY

1. LEGAL RESERVES

The primary E & O protection for IAR is through NAR. However, it is prudent to have an amount of \$250,000 in reserve for potential legal expenditures. This would include monies reserved for defensive actions as well as proactive expenses. Any interest accrued is used to replenish the fund and when the amount exceeds the \$250,000 amount, the balance will be transferred to the general fund.

2. EQUIPMENT/TECHNOLOGY RESERVES

This reserve is used to fund equipment, furniture, vehicles, and technology purchases. The reserve shall be funded by transferring each month, an amount of cash equal to our monthly depreciation allowance, into the reserve account. The amount of the transfer shall be determined each year by our auditor. It is expected that the monthly amount should be in the \$5,000 range with a goal of maintaining a \$60,000 yearly budget.

3. ISSUES MOBILIZATION RESERVES

This reserve is used for funding REALTOR® political issues on a proactive basis. We currently budget \$6,500/year to this fund. Each year the money shall be transferred into a separate reserve account with the long-term goal of \$500,000 in reserve.

4. ADVERTISING & PROMOTION

This reserve is used for funding advertising and promotion of REALTORS®. We currently budget \$15,000 each year for this expense. Any money not expensed in a calendar year shall be reserved for future years.

5. GENERAL OPERATING RESERVES

General operating reserves should be available for use upon recommendation of the IAR Executive Committee and with the approval of the Board of Directors for the following: (a) to fund excess expenditures over revenues in any given year; (b) to fund special projects or programs; or (c) to cover inadequacies or unanticipated use of other reserves if necessary.

A goal of this reserve is 75% of the annual operating budget. To attain this goal the funding is through the excess of income over expenditures in any year. At the end of each year transfers should be made to the operating reserves accounts equal to any surplus revenue.

In general, with exception of Issues Mobilization Reserve, the Executive Committee will have oversight over all reserve accounts and make recommendations to the Board of Directors for withdrawals from the reserve accounts.

BOARD EXECUTIVE OFFICERS COMMITTEE

The Executive Officers Committee of the Iowa Association of REALTORS® is composed of the Executive Officers of the Member Boards. The Chairperson and Vice-Chairperson shall be appointed by the President for a term of one year. The staff assistant to the Committee shall handle the administrative work of the committee and shall be appointed by and be directly responsible to the Chief Executive Officer. All actions of the Committee are subject to the approval of the Board of Directors. If proposals involve new policies, they shall be referred to the Executive Committee for recommendation to the Board of Directors. Any request for funds in excess of budgeted items shall be referred to the Executive Committee.

Responsibilities include: Developing communications with local Boards and Associations and providing membership with pertinent information on Association issues and attracting new members and affiliates. Promote positive advertising and public relations for members of the Iowa Association of REALTORS®. To research and educate members and to maintain established goals of RPAC and Issues Mobilization. To develop, implement, and promote the Iowa REALTORS® Internet services and/or MLS Information services.

RVP/BYLAWS COMMITTEE

The Bylaws Committee is charged with reviewing the Articles of Incorporation and the Bylaws of the Association to determine if the documents are up to date and in full compliance with National Association of REALTORS® policies.

The Committee is made up of the President-Elect as Chairperson and the nine (9) Regional Vice Presidents. The Committee shall meet at the call of the Chairperson or the President.

Staff assistant to the Committee shall handle the administrative work of the committee and shall be appointed by and be directly responsible to the Chief Executive Officer.

All recommended amendments to the Articles of Incorporation or the Bylaws will be presented to the Executive Committee and the Board of Directors for review.

Amendments to the Association Bylaws may be made at any meeting of the Board of Directors by a majority vote of the members present.

Amendments to the Bylaws affecting the admission or qualification of active members, associate members, and institute affiliate members, the use of the term REALTOR®, REALTORS® or REALTOR-ASSOCIATE, or any alteration in the territorial jurisdiction of a member Board shall become effective upon approval of the Board of Directors of the NATIONAL ASSOCIATION OF REALTORS®.

The Articles of Incorporation may be amended by a majority vote of the members present at the annual meeting of this corporation, provided the proposed amendment shall first have been submitted in writing to, and been reported upon, by the Board of Directors, and provided further that a written notice (by any means of communication, including electronic, may be used) of the proposed changes shall have been sent to each real estate Board at least thirty (30) days prior to the annual meeting, at which the amendments is to be considered.

HOUSING OPPORTUNITY COMMITTEE

The Housing Opportunity Committee was formed with the vision of positioning, educating and assisting REALTORS® to create housing opportunities for all. This committee aims to help REALTORS® and REALTOR® associations expand housing availability and insure an adequate supply of rental housing and home ownership opportunities in their communities.

The Housing Opportunity Committee is made comprised of up to 10 members. The President shall appoint a chairperson for a 1 year term. The President shall appoint a member representative from each of the eight regions of the IAR.

MEMBERSHIP DEVELOPMENT FORUM

The Membership Development Forum is a combination of other committees and forums that had included Equal Opportunity, Mediation, Education, Multiple Listing, etc. The Membership Development Forum will provide programs relating to all of the above. The Forum will provide a meeting place designed to encourage discussion, share ideas and deliver real estate related information.

LEGAL REFERENCE / PROFESSIONAL STANDARDS COMMITTEE

LEGAL REFERENCE

The Legal Reference Committee has the responsibility with keeping the Association and its members aware of the areas of Risk and to develop and coordinate plans of action to aid the membership in Risk Management.

From this Committee, a legal action sub-committee may be chosen to determine what, if any, financial help from the IAR Legal Action Fund may be allocated to Member Board or to individual members through Member Boards to assist them in litigation or in precedent setting legal problems which affect all members or Boards.

Chairperson and Vice-Chairperson, and committee members are appointed annually by the President.

The staff assistant to the Committee shall assist with administrative work of the Committee and shall be appointed by and be directly responsible to the Chief Executive Officer.

All actions by the Committee shall be presented to the Executive Committee for recommendation to the Board of Directors.

PROFESSIONAL STANDARDS

The Professional Standards Committee of the Iowa Association of REALTORS® is responsible for encouraging a high level of professional business conduct and upholding and enforcing the REALTOR® Code of Ethics.

The President shall appoint the Chairperson for a one year term. Staff assistant to the Committee shall handle the administrative work of the Committee and shall be directly responsible to the Chief Executive Officer.

When it is appropriate, members of this Committee shall serve as hearing panel in arbitration or ethics proceedings. The Chairperson shall appoint such panels. Allegations of ethic violations and controversies between REALTORS® may be submitted to an ethics or arbitration panel of the Iowa Association of REALTORS® under the following circumstances:

Controversies between REALTORS® who are not members of the same Board where the matter has been referred to grievance committee of the state association by the local Board;

Controversies between REALTOR® members of the same Board where the Board with good and sufficient reason is unable to arbitrate the controversy. (Explanation: This provision is not designed to relieve the local Board of its primary responsibility to resolve differences arising between members of the same Board. The section recognizes that in the some Boards with a limited membership usual arbitration procedures may be impossible.)

The Professional Standards Committee oversees the enforcement of the Code of Ethics and procedural training on local and/or regional level, enforces the Code of Ethics upon request when appropriate, implements, maintains, and promotes the use of Regional Professional Standards Committees, and provides Professional Standards service in the areas of Code enforcement and arbitration to membership as needed.

THE LEGAL ACTION COMMITTEE:

Investigates requests from Member Boards for legal financial aid or legal assistance and determines whether such requests meet criteria for legal aid funding.

Makes recommendations to the Executive Committee and the Board of Directors for legal aid or financial assistance when appropriate.

Provide information and classes regarding laws, rules, and regulations affecting real estate industry including changes in the Articles and Standards of Practice of the Code of Ethics.

Continue to provide information on current legal topics.

IOWA ASSOCIATION OF REALTORS®

**LEGAL ACTION COMMITTEE
STATEMENT OF ORGANIZATION AND PROCEDURE**

I. NAME

A special program of the Iowa Association known as the Legal Action Program is hereby provided for.

II. PURPOSE

The purpose and uses of the Legal Action Reserve Fund are to:

1. Promote among members and Member Boards of the State Association an understanding of their rights and duties under Federal and State law and to defray the expense of legal advice to that end.
2. Permit assistance by the State Association Counsel of members or Member Board on matters relating to threatening litigation from Federal or State or local government authority.
3. Provide legal assistance to members or Member Board where litigation arises involving federal or state agencies or local government authority or the Iowa or Federal Courts because of actions of the Boards taken at the direction of their governing bodies in accordance with procedures and policies adopted or recommended by the National Association and State Association.
4. Defray costs and legal fees in cases where the Iowa Association of REALTORS® or one or more members or Member Boards are made defendant in which the interests of the Iowa Association or all members of the Iowa Association are placed in jeopardy or where principles of importance generally to member board of REALTORS® are involved.
5. Defray costs and fees to cover Iowa Association of REALTORS® involvement and intervention in matters relating to the Legal Action Program.
6. Defray costs and fees to cover Iowa Association of REALTORS® involvement and intervention in matters relating to the protection of the public, license laws, Code of Ethics, MLS, association activities and or other issues important to the membership.

III. DEFINITIONS

1. The Fund means the Legal Action Reserve Fund of the Iowa Association of REALTORS®.
2. Counsel means the Legal Counsel of the Iowa Association of REALTORS® or any other attorney(s) authorized by the Iowa Association of REALTORS® to represent the Association in litigation.
3. Committee means the Legal Action Committee of the Iowa Association of REALTORS®.
4. Program means the legal action program of the Iowa Association of REALTORS® which encompasses both the Legal Action Committee and the Legal Action Reserve Fund.

IV. ADMINISTRATION

1. A special legal Action Reserve Fund shall be financed as specified in the IAR bylaws and policy and by contributions from members and Member Boards. Additional IAR reserve funds may be raised from such special assessments as may be deemed necessary by the IAR Board of Directors.
2. There shall be a Legal Action Committee as prescribed in Section IV. All appointments and vacancies shall be filled by the President of the Iowa Association of REALTORS® subject to approval of the Board of Directors. Each year the President of the Association shall select a Chairman. The Chief Executive Officer of the Iowa Association or his designee shall serve as Secretary to the Committee. Meetings will be held at the call of the Chairperson. Legal Counsel of the Iowa Association shall hold

ex officio membership on the Legal Action Committee. The Chairman may appoint a sub-committee of the Committee to expedite the research on funding requests.

3. **COST OF OPERATION.** Any expense necessary to determine the merits of any case will be defrayed from income accruing to the Legal Action Fund from investment of its corpus.

4. **POLICY.** The Legal Action Committee shall adopt rules and regulations and manage and administer the Legal Action Program subject to the approval of the Iowa Association's Executive Committee and the Board of Directors.

V. REQUEST FOR ASSISTANCE FROM MEMBER BOARDS

1. Any request of the Program for assistance by a Member Board or member shall be submitted through the local Board and forwarded by the Chief Executive Officer of the Iowa Association to the Committee. The Chief Executive Officer of the Iowa Association shall concurrently notify the President of the Association and all members of the Executive Committee.

2. All requests for aid from the Program must apply to matters resulting from Federal or State courts, agencies, or be of such nature as to affect real estate licensees statewide.

3. The Committee in collaboration with Counsel will study any claim for its merits and implications and prepare a memorandum of suggested action to the Executive Committee or the Iowa Association.

4. The Committee's recommendations will then be considered at the next regular meeting of the Association's Executive Committee or a special meeting called for the purpose. The Committee members may be present when their recommendations are before the Executive Committee.

5. Representatives of the requesting Member Board or member may appear before the Executive Committee prior to a decision being made in Executive session.

6. The Executive Committee will determine Counsel or consent to Counsel which will be used in all cases where funds from the Programs have been granted.

7. If the Executive Committee rejects a recommendation, the request may be appealed to the Iowa Association's Board of Directors at its next regular meeting.

8. All claims on the fund shall be submitted to the Chief Executive Officer of the Association and paid by the Association as authorized by the Executive Committee or, in the event of a successful appeal by a claimant as provided.

9. All claims on the Fund shall be submitted to the Chief Executive Officer of the Association and paid by the Association as authorized by the Executive Committee or, in the event of a successful appeal by a claimant.

10. The Fund may not be used to pay judgment for damages or fines.

11. 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.

VI. COMMITTEE STRUCTURE The Committee shall consist of REALTOR® members appointed by the IAR President.

**PROCEDURES FOR REQUESTING FINANCIAL ASSISTANCE
FROM THE LEGAL ACTION FUND
THE IOWA ASSOCIATION OF REALTORS®**

I. All requests for assistance must be submitted by or through local Board of REALTORS®.

A. The local Board of REALTORS® should evaluate the request for assistance to determine if the request meets one or more of the criteria. These criteria are:

Assistance by the State Association counsel to Member Boards on matters relating to threatening litigation from federal or state action.

Assistance to boards where litigation arises involving federal or state agencies or the Iowa or Federal Courts because of actions of the Board taken at the direction of their governing bodies in accordance with procedures policies adopted or recommended by the National Association and State Association.

Assistance to defray costs and legal fees in cases where Iowa Association of REALTORS® or one Member Boards are made defendant in which the interests of the Iowa Association or all members of The Iowa Association are placed in jeopardy or where principles or importance generally to Member Boards of REALTORS® are involved.

II. Submission to the Legal Action Committee after review by the local board.

If, after review of an issue, the local Board feels involvement by the Legal Action Committee of the Iowa Association of REALTORS® is warranted, the following steps should be taken:

1. The President of the local Board should draft a letter to the Chief Executive Officer of the Iowa Association of REALTORS® which should include:

- a. The formal request that the matter be considered by the Legal Action Committee.
- b. A summary of the facts and circumstances surrounding the issue.
- c. A statement explaining why the local Board feels the involvement of the Legal Action Committee is warranted. This statement should include an explanation regarding the reason the local Board feels this issue has statewide impact.
- d. An estimate of the anticipated legal fees in the case submitted by the board attorney or the attorney handling the case.
- e. A specific statement regarding the amount of funds the local Board is requesting from the Legal Action Fund.
- f. Copies of all documents including all pleadings, depositions, interrogatories, etc., filed with the Court at the time the request is filed with the Legal Action Committee must be included with the request for assistance.

SPECIAL NOTE: If it is anticipated that assistance from the Legal Action Fund might be requested in any Issue at the local level, it is imperative that the local Board file a request for assistance with the Legal Action Committee as early as possible. The Legal Action Committee must have the opportunity to participate in the early stages of any litigation which may be appropriate for assistance by the Legal Action Fund.

III. Review by the Legal Action Committee

After receipt of a request for assistance from a local Board, the Chief Executive Officer will immediately forward copies of all documents received to the members of the Legal Action Committee and State Counsel.

The Chairperson of the Legal Action Committee will then:

1. Determine if a special meeting of the Legal Action Committee is warranted or if the matter can be considered at the next regular meeting of the Legal Action Committee.
2. Schedule the meeting of the Committee.

IV. The Meeting of the Legal Action Committee

At the meeting of the Legal Action Committee.

1. Review and discuss the documentation provided with the request.
2. Invite representatives of the local Board involved to make an oral presentation regarding the case and the reasons why they feel it is worthy of the support of the Legal Action Fund. Local Board may, at local Board's expense, be assisted by an attorney in the presentation of the Legal Action Committee.
3. Solicit the advise of the State Legal Counsel.
4. Reach a decision regarding whether or not the Legal Action Committee feels the case is worthy of support.
5. Report their decision to the Executive Committee and, if the case is worthy, the Board of Directors.
6. Recommend additional counsel on the case if the Committee feels it is appropriate.

V. Disbursement of Funds

If the Board of Directors determines a case is worthy of support, disbursement of funds, up to the amount authorized from the Legal Action Fund, will take place in the following fashion:

1. The Local Board or member will submit copies of all invoices for legal fees and other costs associated with the case of the Chief Executive Officer of the Iowa Association of REALTORS®. Statements for legal services must include detailed time sheets.
2. The Chief Executive Officer will issue checks to either the Local Board of the attorneys involved, up to the amount authorized. No checks will be issued to the members of the Association.

VI. Additional Funding Beyond the Amount Initially Authorized

When the amount of funds initially authorized by the Board legislation, additional funds may be requested. Such request should be submitted by the President of the local Board involved and should include:

- a. A summary of the current status of the case.
- b. A statement of all expenses incurred to date and an estimate of additional expenses anticipated to carry the case to a satisfactory conclusion.
- c. A specific statement regarding the amount of funds the local Board is requesting from the Legal Action Fund.

d. Copies of all additional documents filed with the Court since the original funding authorization.

e. Upon receipt of the above, procedures III, IV, and V as outlined above will be implemented.

LEGISLATIVE COMMITTEE

The Legislative Committee, a committee of the Iowa Association of REALTORS®, is charged with the responsibility of the overall legislation activities of the Association. To maintain a highly dedicated group of Association members who will support and promote our state legislative goals and policies as set out in the Statement of Policy, and will maintain constant overview and research of all proposed and existing legislation which will affect our industry and/or property owners.

The Committee meets in conjunction with the regularly scheduled meetings of the Board of Directors and also meets regularly during the sessions of the Iowa General Assembly.

A Chairperson, Vice-Chairperson and additional committee members shall be appointed by the President for a one year term. The Chairperson may appoint Sub-committees as are deemed necessary to carry out the goals and objectives of the Committee.

Staff assistants to the Committee shall be the Director of Governmental Affairs. The staff assistant shall handle the administrative work of the Committee and shall be directly responsible to the Chief Executive Officer.

The Legislative Committee:

Provide information and classes regarding laws, rules, and regulations affecting real estate industry including changes in the Articles and Standards of Practices of the NAR Code of Ethics.

Monitor statewide legislation and establish proactive agenda based on Statement of Policy.

NOMINATING COMMITTEE

Composition of the committee:

The Nominating Committee shall consist of five (5) members.

- The chairman shall be the President three years past
- The vice chairman is the President five years (5) past
- The immediate Past President of the Association. If a Past President is unable to serve on the Nominating Committee, the current President of the Association shall name a replacement from the membership at large.
- The President will then appoint the other two members, one from the elected board of directors and one from the delegate body.

The Nominating Committee shall name one candidate for each office to be filled. The report of the Nominating Committee shall be announced and conspicuously displayed prior to the end of the Summer meeting. The Iowa Association of REALTORS® shall then notify all Boards by mail or electronic means of communications within 10 working days. It shall be the duty of the individual Boards to notify their members. In the event that an individual wishes to have their name placed in nomination for a particular office, that nominating petition accompanied by 25 signatures of active members of the Iowa Association of REALTORS® must be received by the IAR on or before the 2nd Monday of July. In the event that there are other nominees, the IAR shall notify Individual Boards by mail or electronic means of communications within 10 working days.

Traditional practice has been for the Committee to complete its task at the Summer Meeting of the Association and to announce and display the slate of nominees at the Summer Meeting the day before the report is made to the Board of Directors.

1. There are eight regions, made up as closely as possible to the Professional Standards Regions. There will be a person elected each year to serve as a Regional Vice President for each of the eight regions. Each of the Regions has the option of holding a Regional Caucus each year and selecting one or more persons to be considered by the Nominating Committee of the Association. The Nominating Committee also has the option of selecting another candidate to Regional Vice Presidents will serve one year terms and have no term limitations.
2. If a Region fails to meet and select a person for consideration by the Nominating Committee, the Nominating Committee will fill the position during the summer meetings.
3. In the absence of the President, the President-elect shall perform those duties. All officers shall serve one year, or until their successors are elected and qualified.
4. The President shall not be eligible to serve a second successive term.

Meetings of the Committee are closed to guests unless they appear by appointment.

The Nominating Committee:

Request recommendations for candidates from local Boards and Iowa Association of REALTORS® members.

Establish criteria for questioning prospective candidates.

Must receive an application from all nominees with their Board's Endorsement. *Mandatory

Interview the candidates and spokesperson for the candidate.

Before reporting the slate of nominees to the Executive Committee, contact candidates that did not make their desired nominee position to give them courtesy notice and feedback.

Report slate of officers to Executive Committee at the Summer Meeting and post slate at the Board of Directors at Summer Meeting. Report slate of officers at Annual Meeting for election.

**INSTRUCTIONS FOR SUBMITTING NOMINATIONS FOR
NATIONAL OFFICERS AND DIRECTORS
OF THE
NATIONAL ASSOCIATION OF REALTORS®**

NATIONAL OFFICERS

Only one state needs to submit the official nomination application for the positions of National President, President-Elect, First Vice President, Treasurer, and Regional Vice President. Generally, this has been done by the candidate's home state. All applications should be sent to the National Association of REALTORS® (NAR), 430 North Michigan Avenue, Chicago, Illinois 60611.

Endorsement of the nominees may be done simply by sending a letter in support of the candidates or an individual candidate; this may be done by a region as a whole, a State Association, or Local Board. Letters should be addressed to the Chairman of the Nominating Committee and sent to NAR at the above address. The Committee would appreciate receiving a communication of support for candidates for each office from each state or region in the same year of nomination to aid them in the deliberations.

NATIONAL DIRECTORS

The National Association provides that nominations for the position of National Director and the terms they will serve (one, two, or three years) may be made by member Boards, State Association and individual members.

In practice, most State Associations present an entire slate of candidates to the Nominating Committee representing the endorsement of their membership. If, however, any Local Board or individual submits a nomination which differs from the candidate(s) presented by their State Association, it would be helpful to the committee if these differences are discussed with the State Nominating Committee prior to submitting the names to the National Nominating Committee in an attempt to resolve the conflict. If these differences cannot be resolved, the Local Board or individual should be prepared to address their nomination either during the appearance of their State Association or Regional delegation before the Nominating Committee or by making a separate appointment to meet with the Committee during the Midyear Meetings. The purpose for this request is to make certain the committee has a complete understanding of any potential problems or conflicts before it makes its final recommendations.

Please note that if a candidate is being recommended for less than a three-year term, the reason must be "...to maintain a balance in the expiration of terms of Directors at Large within a state..." (Article IV, Section 5). Also, if a candidate is being recommended for less than a three-year term, the recommended number of years (one or two) must be indicated on the recommendation form. Directors are elected for terms of three years unless otherwise indicated.

SUBMISSION OF DIRECTOR NOMINATIONS

Director nominations should be accompanied by a complete Nominating Committee recommendation form (enclosed) for each candidate. These forms should be properly endorsed prior to submitting them to the Association. Since some of the information which may have been provided in prior years may be incorrect or incomplete, the Nominating Committee requests the proper forms to be completed for each nominee.

PERSONNEL COMMITTEE

The Personnel Committee of the Iowa Association of REALTORS® is responsible for reviewing the status of employed staff and hearing special concerns that may be brought by the Chief Executive Officer. The Committee shall review staff and benefits as recommended by the Chief Executive Officer and shall conduct regular performance appraisals of the Chief Executive Officer. The Personnel Committee shall be given a CEO review form prior to the Summer meetings to be completed right away and sent to the Chair. This Committee shall be prepared to discuss their findings with the CEO at the Summer Meetings. The Committee can aid in the evaluation of staff and facilitate education and professional development. Anything discussed in this committee shall remain confidential.

Committee Composition is as follows:

Past President

Next Immediate Past President

President

President-Elect

Vice President

Treasurer

Two members at-large (appointed by the Past President)

GRIEVANCE COMMITTEE

The Grievance Committee of the Association is appointed by the President with the intent to have members from across the state to facilitate investigation and evaluation functions of the Committee.

Staff assistant to the Committee shall handle the administrative work of the Committee and shall be directly responsible to the Chief Executive Officer.

The Committee shall meet at the call of the Chairperson as the need arises. Any requests for funds shall be directed to the Executive Committee.

The function of the Grievance Committee is to review complaints brought in either ethics or arbitration cases to determine whether or not an actual case exists.

The Grievance Committee:

To hear evidence of alleged violation of one or more of the Articles of the Code of Ethics, specifically stated, or of a dispute between two or more members arising from a common transaction involving the rendering of a real estate service to determine if sufficient cause exists for a hearing by the Professional Standards Committee.

The function of the Grievance Committee is to make only such preliminary investigation and evaluation of the complaint as required, to determine, whether validity and substance of the complaint warrants further consideration by a Hearing Panel of the Professional Standards Committee. The Grievance Committee does not conduct "hearings".

COMMUNICATIONS COMMITTEE

The Communications Committee of the Iowa Association of REALTORS® is responsible for the overall public relations of the Association and for maintaining a high level of communication between the State Association, the Local Boards, and the individual member.

The Committee shall meet in conjunction with the regularly scheduled meetings of the Association. Any request for funds for the Committee shall be referred to the Executive Committee. All actions of the committee are subject to the approval of the Board of Directors. Proposals involving new policies shall be referred to the Executive Committee for recommendation to the Board of Directors. A task force could be chosen from the members to choose the recipient of the Fair Housing Award.

The staff assistant to the Committee shall be the Director of Administration and shall be responsible for the administrative work of the Committee and shall be directly responsible to the Chief Executive Officer.

The Public Relations Committee:

Review and analyze IAR publications and services.

Continue to develop communications with local Boards and Associations and provide membership with pertinent information on Association issues.

Provide membership with pertinent information on Association issues.

Promote positive advertising and public relations for members of the Iowa Association of REALTORS®.

Evaluate members needs (individual, Broker, Local Boards) through surveys and focus groups.

Actively market all State Meetings and State Conventions to increase membership participation and to aggressively seek out sponsors for same.

REALTOR® Foundation of Iowa

The REALTORS® Foundation of Iowa was established to promote REALTOR® contributions to Iowa communities, including charitable and educational giving.

The Foundation has been active over the past two decades by donating time and money to worthwhile causes. These have ranged from providing education scholarships to students enrolled in real estate education in Iowa colleges, supporting non-profit agencies such as Habitat for Humanity, Children and Families of Iowa and helping flood and disaster victims in Iowa and several other states. The Foundation has also made donations to individuals who have been severely injured in accidents or suffered major illness. It has donated money to the Iowa 2010 project, which has been established to increase Iowa's population and quality of life and locally to community housing organizations.

PUBLIC POLICY COORDINATING COMMITTEE
(GOVERNMENTAL AFFAIRS DIVISION)

The Public Policy Coordinating Committee has responsibility for those areas of the IAR work program relating to governmental activity. These include but are not limited to REALTORS® Political Action Committee (RPAC), Iowa Legislative activity, local issues, all political affairs activity including lobbying, State and Federal contact systems and Issues Mobilization. The Public Policy Coordinating Committee is charged with setting policy for these activities within the framework of the Iowa Association of REALTORS® Statement of Policy.

Each of the Governmental Committee Chairs is represented on the Coordinating Committee and their committees are responsible to the Coordinating Committee. The Coordinating Committee in turn is responsible to the Iowa Association of REALTORS® President and through the President the Executive Committee and the Board of Directors.

The Chief Executive Officer and Director of Governmental Affairs work directly with the Public Policy Coordinating Committee as well as the individual committees. All present and future staff including but not limited to lobbyists, media people, research people, and temporary issue staff, report and are responsible to the Director of Governmental Affairs and the Chief Executive Officer.

The spokesperson for the Public Policy Coordinating Committee is the Iowa Association of REALTORS® President. The President may at his/her option designate someone else to officially speak for the Iowa Association of REALTORS®.

This committee shall meet behind closed doors, with visitors by invitation only.

Committee Composition

All 1 year terms

1. Chairperson
2. Chairperson of IAR Legislative Committee
3. President Iowa Association of REALTORS®
4. President-Elect Iowa Association of REALTORS®
5. Vice President Iowa Association of REALTORS®
6. RPAC Trustee Chairperson
7. Treasurer Iowa Association of REALTORS®
8. IAR Immediate Past President
9. Chair of IAR RPAC Fundraising

PUBLIC POLICY COORDINATING COMMITTEE
ISSUES MOBILIZATION COMMITTEE
REALTOR® POLITICAL EDUCATION COMMITTEE

The Public Policy Coordinating Committee also constitutes the Issues Mobilization Committee and the REALTOR® Political Education Committee and administers control of any Issues Mobilization funds of IAR.

The Public Policy Coordinating Committee:

Maintains a high level of communications and a strong working relationship with the Iowa Real Estate Commission.

Continue to provide information on current legal topics.

Retain and update IAR Statement of Policy.

Monitor statewide legislation and establish proactive agenda based on Statement of Policy.

Provide training and funding for Issues Mobilization.

Maintain established goals of RPAC and Issues Mobilization.

Provide blueprint and training for Watchdog program for local Boards to address local regulatory issues.

Publicly promote the role of IAR in positive legislation on private property ownership rights and real property issues.

Continue to develop communications with local Boards and Associations and provide membership with information that is pertinent to Association issues.

REALTORS® POLITICAL EDUCATION COMMITTEE OF IOWA
RPEC IOWA
ISSUE MOBILIZATION FUNDING

PURPOSE

I. REALTORS® need to be in a position to oppose or support issues that may have serious impact upon real property in Iowa. Issues Mobilization is designed to support grass roots lobbying and education efforts related to issues.

II. GUIDELINES

Funds cannot be used for activities that either directly or indirectly endorse a candidate for public office.

Appropriate expenditures are as follows:

- A. Ballot Measure Campaigns
 - 1. State
 - 2. Local
- B. Grassroots Lobbying Activities
 - 1. Mailgrams or letter writing campaigns
 - 2. Advertisements/Mass Media/Public Relations
 - a. Radio
 - b. Television
 - c. Newspaper
 - d. Promotional material-get out the vote on issue campaigns
- C. Host an educational forum in the community for the purpose which is to raise the level of awareness about an issue.
- D. Contribution to or with other grassroots lobbying organizations with respect to a common issue.
- E. Issue Advocacy
 - 1. Expenses associated with a contract employing a professional issue advocate.
- F. Data collection to assist with the development of a lobbying strategy.
 - 1. Public opinion surveys
 - 2. Polling
 - 3. Phone Banks
 - 4. Economic Reports

III. CRITERIA FOR RECEIVING ISSUES MOBILIZATION FUNDS

Any consideration for support of an issue must be in concurrence with the National Association of REALTORS® and the Iowa Association of REALTORS® policy positions.

- A. All requests for funds must be submitted by a committee of the Iowa Association of REALTORS®.

- B. The Iowa Association of REALTORS® Statement of Policy must be in support of the position that is recommended by the Committee.
- C. Issues Mobilization funding shall be used only in those instances in which an issue affects or has the potential to affect the entire REALTOR® membership on a statewide basis.
- D. An application for funding request form must be fully and properly executed and submitted to the Public Policy Coordinating Committee.
- E. An estimate of cost analysis of the overall campaign as well as how requested funds will be used must accompany the funding applications.

IV. WHEN THE REQUESTS FOR FUNDS WILL BE CONSIDERED

- A. The subcommittee will consider funding requests at any time during the calendar year. However, only those requests which have been furnished in writing along with proper Application for Funding form properly executed will be considered.

V. PROCEDURE FOR SUBCOMMITTEE TO DETERMINE EXPENDITURES

- A. Upon the receipt of the Application for Funding Request Form, staff will initially review and then forward all information to the Public Policy Coordinating Committee for their review.
- B. A regular meeting or telephone conference call meeting will be arranged for the Policy Committee to:
 - (a) examine and discuss the request (issues), and (b) determine funding.
- C. The Public Policy Coordinating Committee may take any one of the following actions: a) granting funding requests in full; b) grant a portion of funding requests; c) deny funding request; d) provide funding if certain criteria are met; e) postpone a decision until the committee receives more definitive information.

VI. MAINTENANCE OF FUNDS

- A. All funds will be maintained in the Accounts of RPEC of Iowa or Issue Mobilization/REALTORS®, until the funding requests are approved.
- B. All checks will be written on respective account.

VII. FUNDING

- A. One dollar of each member's annual dues are to be placed in the Issues Mobilization account each year.
- B. RPEC funds will be accumulated from contributions to the RPEC account by Iowa REALTORS®.

VII. AUTHORITY FOR FUNDS

- A. The Public Policy Coordinating Committee shall have the authority to grant funding requests without submitting to the Board of Directors.

O.G. "BILL" POWELL/JOAN BALLANTYNE AWARD COMMITTEE

The O.G. Powell Award was changed to the O. G. Powel/Joan Ballantyne award in 2009. This award is meant to honor someone who has given long term and meritorious service to the real estate industry. The recipient of the award need not be a REALTOR® or active in the real estate business. A person eligible for the award should be one who has been a long time supporter of our beliefs or some leader in another industry or in government that has helped us over the years. Members of the Iowa Association of REALTORS® who have been outstanding leaders of the Association are also eligible. Local Board and State Association employees and Executive Officers who are not members of the Iowa Association of REALTORS® but have given great service to the Association would also be eligible.

Any member of the Iowa Association of REALTORS® who has served as President of the Association is not eligible to be nominated for the O.G. "Bill" Powell/Joan Ballantyne Award until three (3) years after serving as President of the Iowa Association of REALTORS®.

The O.G. "Bill" Powell/Joan Ballantyne Award Selection Committee is made up of the five most recent recipients of the award. If one or more of the five most recent past recipient is unavailable to serve then the selection for the committee would go out to other most recent past recipients until a committee of not more than five is completed.

Nominations for the O.G. "Bill" Powell/Joan Ballantyne Award is to be presented annually, however the Powell/Ballantyne Award need not be presented in a given year if the selection committee determines the presentation of the Powell/Ballantyne Award would not be appropriate.

REALTOR® OF THE YEAR COMMITTEE

The REALTOR® of the Year Committee is charged with the responsibility of reviewing nominations and making a selection for the State REALTOR® of the Year.

Nominees are welcome from the general IAR membership, and all local boards current REALTOR® of the Year are automatically considered to be nominated.

This program is the selection by the State Association of REALTOR® member who has contributed most to the advancement of this profession and the community-at-large during the current year.

Suggested standards to be used in the selection of the State REALTOR® of the Year are: State Association activity, Local Association activity, National Association activity, REALTOR® spirit, business accomplishment, and civic activity.

The past five winners of the REALTOR® of the Year award serve as the selection committee. The most recent winner serves as the chairperson and presents the award at the Annual Convention.

Determination of the winner is made prior to the IAR Annual Convention, but is not announced until the award is presented at the convention. The winner will also be recognized during the annual National Association of REALTORS® Conference.

L. MARTIN LEE POLITICAL INVOLVEMENT AWARD COMMITTEE

Background Information:

The L. Martin Lee Political Involvement Award recognizes an individual who has significantly advanced the legislative agenda of the Iowa Association of REALTORS® through political involvement.

Eligibility:

All REALTOR®, REALTOR®-ASSOCIATE members, Association Executives or anyone else that provides exceptional service to the REALTOR political agenda are eligible for nomination.

Selection Procedure:

1. This Committee is chaired by the previous year's recipient and shall include no more than five members, made up of the past five award recipients.
2. The award will be presented at the IAR Annual Convention.

Iowa Association of REALTORS®
Criteria for the REALTOR® Political Involvement Award

Financial Support of RPAC:

RPAC contributions:

<u>Year</u>	<u>Amount</u>	<u>Additional Comments</u>
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State Association Activities:

Participation in the following political capacities at the IAR level:

- Member, RPAC Trustees Chair Vice Chair
- Member, Legislative Committee Chair Vice Chair
- Member, Public Policy Coordinating Chair Vice Chair
- Key Legislative Contact
- Hill Visits Participant
- Opportunity Race Sponsor

Local Association/Board Activities:

Participation in the following political activities at the Local level:

- RPAC Fundraising Chair
- Legislative Committee Member
- Attends City Council Meetings

National Activities:

- REALTORS® Legislative Network
- Federal District Coordinator
- Attends Capitol Hill Visits/Legislative Meetings
- RPAC Trustee
- Political Communications Committee

Political Campaigns and Legislative Activities:

Participation in the following:

- Met with Legislators to Discuss REALTOR® Issues
- Responded to Local, State, or National REALTOR® Calls to Action
- Helped fundraise for RPAC
- Sponsored a House Party
- Attended in District Receptions

_____ Voter Registration Drives

_____ Fundraising/Volunteer for a Political Candidate

Political Community Service:

Please list each elected or appointed position held, past or present, on a local, county, or state level.

Other Activities:

Participation in other related activities:

_____ Chair or member of a local, county, or state political party

_____ National Convention Delegate

_____ Other _____

RPAC TRUSTEES

The affairs of RPAC shall be managed by a twelve (12) member Board of Trustees, consisting of
nine (9) voting and three (3) non-voting Trustees.

There are Nine (9) voting RPAC Trustees: A REALTOR® member from each of Iowa's Four Congressional Districts; Two (2) REALTOR® members representing each of Iowa's two U.S. Senators; Two (2) at-large REALTORS®; and President-Elect of the IAR. The Trustees shall be nominated to three year, staggered terms, with the exception of the IAR President-Elect who will serve one year. No trustee shall serve more than two successive three-year terms. The trustees are selected by the President, and shall be REALTOR® members who invest in RPAC.

The three non-voting Trustees shall consist of: the IAR Chief Executive Officer, the IAR Governmental Affairs Director, and the current President of the IAR. The IAR President is a member for one year only.

The RPAC Trustees are charged with the duty of deciding which political candidates the Iowa Association of REALTORS® should support. RPAC is permitted to make direct contributions to State candidates, and upon request by local Realtor® Boards for County and/or Municipal Candidates. IAR RPAC is limited to recommending Federal candidate contributions to the National Association of REALTORS® RPAC Trustees with regard to federal races.

The general officers of RPAC Trustees shall be Chairperson, Vice-Chairperson, and Secretary-Treasurer.

The Chairperson and the Vice-Chairperson shall be appointed by the Trustees at the first Trustee meeting of the year.

The Chairperson and Vice-Chairperson shall serve a term of one year.

The Secretary-Treasurer shall be the IAR Chief Executive Officer.

A Trustee shall be removed from the committee upon two unexcused absences in a calendar year or for any other conduct detrimental to the IAR.

BYLAWS OF THE IOWA REALTORS® POLITICAL ACTION COMMITTEE

**ARTICLE I
NAME**

The name of this Committee is the Iowa REALTORS® Political Action Committee (hereinafter referred to as RPAC).

**ARTICLE II
PURPOSE**

It shall be the purpose of RPAC to elect candidates who are knowledgeable and sympathetic to REALTOR® issues for the purpose of developing governmental policies, legislation, administration, and finances for the advancement of the cause of good government.

**ARTICLE III
OBJECTIVES**

- A. To promote the economic growth of Iowa and the public interest of Iowans.
- B. To encourage and assist REALTORS® and others to: understand the nature, organization and action of their government and political parties, understand important political issues; and evaluate and understand the philosophies and records of office holders and candidates for elective office.
- C. To promote and strive for the improvement of government by encouraging and motivating REALTORS® and others to take an active and effective part in governmental affairs, in their chosen political party, and efforts.
- D. To support the election of representatives in government who believe in the free enterprise system, private ownership of property, and guarding all rights and interests that go with such ownership.
- E. To support or engage in activities necessary or desirable in the attainment of the purposes stated above or other purposes adopted by the Trustees and deemed worthy of such action.

**ARTICLE IV
MEMBERSHIP AND CONTRIBUTION**

Any REALTOR®, and REALTOR-ASSOCIATE®, and any other class of persons approved by the Trustees shall be eligible to become a participant by contributing to RPAC either directly or through their local Board of REALTORS®. The categories of membership include, but are not limited to, the following:

- a. Participant - - - \$12.00-\$98.00 Annually
- b. 99 Club Member - - - \$99.00 annually
- c. Patriot Club Member \$250.00 Annually
- d. CapitolClub Member - - \$500.00 Annually
- e. Sterling "R" (NAR) \$1,000.00 within one calendar year
- f. Crystal "R" (NAR) \$2,500.00 within one calendar year
- g. Golden "R" Member (NAR) - \$5,000.00 within one calendar year.
- IAR "Hall of FAME" \$10,000 or more in the lifetime of the REALTOR® to RPAC/RPEC
- RPAC Hall of Fame (NAR) \$25,000 or more in the lifetime of the REALTOR® to RPAC/RPEC

RPAC maintains the right to deny participation to any persons by refusing to accept that individual's contribution.

**ARTICLE V
TRUSTEES**

A. The affairs of RPAC shall be managed by a twelve (12) member Board of Trustees, consisting of nine (9) voting and three (3) non-voting Trustees:

The nine (9) voting Trustees consist of:

1. A REALTOR® member from each of Iowa's Four (4) Congressional Districts;
2. A REALTOR® member representing each of Iowa's two U.S. Senators;
3. TWO (2) at-large REALTOR® member;
4. The President-Elect of the Iowa Association of REALTORS®;

The three (3) non-voting Trustees shall consist of:

1. The Chief Executive Officer of the Iowa Association of REALTORS®
2. The Governmental Affairs Director of the Iowa Association of REALTORS®
3. The current President of the Iowa Association of REALTORS®.

B. The Trustees shall be nominated to three (3) year, staggered terms, with the exception of the President of the Iowa Association of REALTORS® and the President-Elect of the Iowa Association of REALTORS® who will serve one year. All terms begin with the calendar year immediately following election.

C. No Trustee shall serve more than two (2) successive three-year terms.

D. Trustees shall be removed from the Committee upon two unexcused absences in calendar year.

E. The Trustees shall be appointed by the Iowa Association of REALTORS® President when the term of the Trustee has expired. Should a vacancy occur before the term of a Trustee expires, the President of the Iowa Association of REALTORS® shall have the power to fill the vacancy with an appointment. In the case of such a vacancy, the appointment shall begin immediately and shall only be for the remainder of the unexpired term.

F. All Trustees shall be REALTOR® members who contribute to RPAC/RPEC.

G. The general officers of RPAC shall be Chairperson, Vice-Chairperson and Secretary-Treasurer. The Chairperson and the Vice-Chairperson shall be elected by the Trustees at the first Trustee meeting of the year.

H. The Chairperson and Vice-Chairperson shall serve a term of one year.

I. The Secretary-Treasurer shall be the Chief Executive Officer of the Iowa Association of REALTORS®.

**ARTICLE VI
MEETINGS**

A. Five of the nine voting Trustees shall constitute a quorum.

B. RPAC shall meet a minimum of twice per year and as deemed necessary by the Chairperson.

C. All meetings will require a seven day notification and a written agenda distributed prior to the meeting.

D. The Chairperson or two Trustees may call a meeting.

E. The Chairperson may conduct a meeting by telephone conference call.

**ARTICLE VII
ACCOUNTING**

A. The Iowa Association of REALTORS® Chief Executive Officer, acting as Secretary-Treasurer of RPAC, shall be responsible for administering RPAC funds, accounts, and reports.

B. All contributions to candidates, fundraisers, political parties, etc...must be approved by the Trustees, except those specified in Article X, Section B.

C. No bookkeeping, administrative fees, supplies or other expenditures amounting to more than \$500.00 shall be made without the approval of the Trustees.

D. The Iowa Association of REALTORS® Treasurer and the Secretary-Treasurer of RPAC, shall be empowered to sign checks.

E. RPAC will make every reasonable effort for checks to be presented to the candidates in a timely manner.

**ARTICLE VIII
LIMITATIONS**

- A. RPAC shall not be politically partisan, but shall, on a non-partisan basis, represent the views of its members.
- B. RPAC shall be a Committee of the Iowa Association of REALTORS®.

**ARTICLE IX
BOOKS AND RECORDS**

- A. RPAC shall keep correct and complete books and records of accounts. RPAC's books of accounts shall be audited at least once a year. The auditor shall be named by the Chairman subject to approval from the Trustees.
- B. The Secretary-Treasurer shall give a report of the accounts at each Trustee meeting.
- C. The Secretary-Treasurer shall be responsible for reports to the Iowa Ethics and Campaign Disclosure Board.
- D. The Committee shall make financial report to the Board of Directors of the Iowa Association of REALTORS® at least quarterly, or when requested, during the RPAC Fiscal Year.

**ARTICLE X
LOCAL SHARING PROGRAM**

- A. Up to Ten Percent (10%) of all contributions received from members of a local Board of REALTORS® shall be available to that Board to make contributions to candidates for county elections or municipal elections. This shall hereby be referred to as the "sharing program".
- B. In order for a local Board to receive its ten percent allocation, a letter must be sent to the Iowa Association of REALTORS® Governmental Affairs Director stating that the Board has approved a contribution to a particular county or municipal candidate. An RPAC check will then be mailed to the local Board. The ten percent allocation may not be used by a local Board to fund candidates for state or federal office.

**ARTICLE XI
FINANCES AND DISBURSEMENTS**

- A. No contribution shall be made to candidates for federal elective office; recommendations to National Association of REALTORS® RPAC shall be made by a majority vote of Trustees voting at a meeting.
- B. No contribution shall be made to any candidate for public office unless approved by a majority of the Trustees voting, except that the Chief Executive Officer and the Governmental Affairs Director may contribute up to \$150.00 to a candidate's fundraiser at their discretion and that the contribution shall be reported to the Trustees at the next Trustee meeting.
- C. Contributions shall be presented by IAR's Chief Executive Officer and Governmental Affairs Director and wherever possible, it is a desirable goal to have the local Board presidents involved in the check presentation. The respective RPAC Trustee should also be notified and invited to participate in the presentation.
- D. No contribution shall be received from any other, PAC, person, or entity for the purpose or effect of serving to "clear" money for subsequent disbursement at the direction of the contributor.
- E. No contribution shall be made to any other PAC other than National RPAC as may here by provided, except by a majority vote of the Trustees voting.
- F. The Secretary-Treasurer shall see that all deposits, committee expenses and authorized contributions are made in a timely manner.
- G. Accounting shall operate on the calendar year January 1-December 31. All contributions received from Boards which are to be credited towards the current year's goal must be received by RPAC by December 15 in order to be reconciled, recorded and forwarded to National RPAC by their cut-off date which is generally on or before December 20. Deposits received after the cut-off date will be credited towards the next year's receipts and goal.

**RESTATED
ARTICLES OF INCORPORATION
IOWA ASSOCIATION OF REALTORS®, INCORPORATED**

ARTICLE I

We the undersigned, citizens of the State of Iowa, do hereby associate ourselves together as a body corporate, not for pecuniary profit, under and by virtue of the provisions of Chapter 504, Code of Iowa, 1946, as amended.

ARTICLE II-Name

The name of this corporation shall be, “Iowa Association of REALTORS®, Incorporated”.

ARTICLE III-Location

The location of the corporation shall be in Des Moines, County of Polk, and State of Iowa.

ARTICLE IV-Non Profit Corporation

The corporation shall be non-stock, and no dividends for pecuniary profit shall be declared to the members thereof.

ARTICLE V-Objects

The objects for which this corporation is organized are:

Section 1. To unite real estate licensees of the state of Iowa, local Boards of REALTORS® hereinafter referred to as Boards and their members in the State of Iowa, for the purpose of exerting effectively a combined influence upon matters affecting real estate, to elevate the standards of the real estate business throughout the state and the professional conduct of persons engaged therein, as expressed in the REALTOR® Code of Ethics formulated by the National Association of REALTORS®, and to enforce the code among its members in their dealings with one another and the public.

Section 2. To assist its members in improving and making more efficient their business of buying, selling, renting, appraising and managing real estate and loaning money thereon, by the adoption of such rules and regulations as may be deemed proper.

Section 3. To promote and maintain high standards of conduct in the transaction of the real estate business as expressed in the Code of Ethics formulated by the National Association of REALTORS® and to enforce the code among its members in their dealing with one another and the public.

Section 4. To assist in the enforcement of the Code of Iowa, particularly as regards those portions thereof regulating the practices and operations of the real estate brokers and salespersons.

Section 5. To promote equitable board jurisdictions with the purpose of assisting real estate brokers and salespersons throughout the state in improving the standards of practice and the working conditions in the real estate business.

ARTICLE VI-Member Boards

Section 1. Any city, county, or inter-county real estate board in Iowa consisting of fifteen or more representative persons engaged in the real estate business, which will comply with and undertake to abide by, the Articles of Incorporation and by laws of this corporation, may be enrolled as a member board of this Corporation by the Board of Directors, as hereinafter provided in the Bylaws.

ARTICLE VII

Section 1. The Members of this association shall be those as defined by the National Association of REALTORS® which shall otherwise be defined in the bylaws of the Association. Also such other classes of membership as this Association may determine advisable.

ARTICLE VII-Administration

Section 1. The government of the Association shall be vested in a Board of Directors.

ARTICLE IX-Officers

Section 1. The officers of the corporation shall be President, a President-Elect, a Secretary and a Treasurer, and nine Regional Vice-Presidents. The office of Secretary and Treasurer may be held by the same person. Except for Regional Vice-Presidents, all officers shall serve for one year or until their successors are elected and assume office.

The President shall not be eligible for a second or subsequent election. The President, the President-Elect, the nine Regional Vice-Presidents, Secretary and Treasurer shall by virtue of their offices be members of the Board of Directors.

Section 2. The President-Elect shall perform such tasks as the President shall from time to time require including in particular serving as liaison with the member boards. The President-Elect shall perform the duties of the President in the event of absence or disability of the President. The President-Elect shall succeed to the office of president, unless election is withdrawn by the Board of Directors.

Section 3. The President-Elect shall serve as chairperson for the Vice Presidents and Associate Vice Presidents under the direction of the President and shall perform such other duties as may be enjoined by the Directors and the President.

Section 4. The President by and with the consent of the Board of Directors shall appoint an Executive Committee.

Section 5. The Board of Directors may employ an Chief Executive Officer, or other person who shall be the chief administrative officer of the Association, who may be appointed to serve as Secretary, subject to the Board of Directors and who shall perform such other duties as may be delegated to him by the Board of Directors. In the event the Secretary is the Chief Executive Officer, or other person, he/she shall not be a voting member of the Board of Directors.

ARTICLE X-Election of Officers and Directors

Section 1. The election of officers and directors shall be at the annual meeting of the corporation. Newly elected officers and directors shall be installed at the convention of the IAR and assume office on the day immediately after the Annual Meeting.

Section 2. The nominating committee shall consist of five (5) members, the chairman of which shall be the President three years past, the vice chairman the president five years past and the immediate past president of the Association. If a past President is unable to serve on the Nominating Committee, the current President of the Association shall name a replacement from the membership at large. The President will then appoint the other two members, one from the elected Board of Directors and one from the delegate body. The nominating committee shall name one candidate for each office to be filled. The report of the nominating committee shall be announced and noticed to the membership prior to the end of the Summer meeting. It shall be the duty of the individual boards to notify their members. In the event that an individual wishes to have their name placed in nomination for a particular office, that nominating petition accompanied by 25 signatures of active members of the Iowa Association of REALTORS® must be received by the IAR on or before the 2nd Monday of July. In the event that there are other nominees, the IAR shall notify individual boards by any reasonable means within 10 working days.

ARTICLE XI-Meetings

Section 1. The annual meeting of the corporation shall be after September 1 each year and no later than October 15, the time and place to be designated by the Board of Directors.

Section 2. Other meetings may be called by the Board of Directors. Any call for a meeting shall state the purpose, time and place of the meeting and shall be issued at least 15 days in advance.

ARTICLE XII-Fiscal Year

Section 1. These articles of incorporation may be amended by a majority vote of the members present at the annual meeting of this corporation, provided the proposed amendment shall first have been submitted in writing to, and been reported upon, by the Board of Directors, and provided further that a written notice of the proposed change shall have been sent to each real estate board at least thirty (30) days prior to the annual meeting, at which the amendment is to be considered.

Section 2. The bylaws may be amended at any meeting of the Board of Directors.

ARTICLE XIV-Exempt Property

The private property of the members of this corporation shall be forever exempt from the debts, obligations or liabilities of this corporation. Articles of incorporation files, office of Secretary of State, February 4, 1966, in book 3764, page 83.

ARTICLE XV-Delegate Body

Section 1. Each member in good standing shall be eligible to cast one vote at any membership meeting of the Association.

ARTICLE XVI-Code of Ethics

The Code of Ethics of the National Association of REALTORS® is adopted as the Code of Ethics of the Association and shall be considered a part of its rules and regulations, and the Code of Ethics and the rules and regulations of the Association shall, in the future, be deemed to be amended and changed whenever said Code of Ethics is amended or changed by the National Association.

ARTICLE XVII-Dissolution

Upon the dissolution or winding up of the affairs of the Association, the Board of Directors, after providing the payment of all obligations, shall distribute any remaining assets to, or within its discretion, to any other nonprofit and tax exempt organization.

Articles on Incorporation recorded, Polk County, Iowa March 18, 1966, No. 18677

Adopted	January 1949
Amended	October 1953
	October 1954
	October 1955
	October 1960
	September 1965
	September 1969
	September 1973
	September 1982
	September 1988
	September 1993
	September 1994
Restated	September 1997
Restated	September 1998

The restated articles contain only lawful provisions and correctly set forth the provisions of the articles of incorporation theretofore and were duly adopted as required by law, by the general membership at the annual convention, and supercede the original articles of incorporation and all amendments thereto.

Adopted at 2003 Convention.

Iowa Association of REALTORS® Whistleblower Policy

Purpose. This purpose of this Whistleblower Policy is to: (1) encourage staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Iowa Association of REALTOR®; (2) specify that IAR will protect the person from retaliation; and (3) identify where such information can be reported.

Encouragement of reporting. IAR encourages complaints, reports or inquiries about illegal practices or serious violations of IAR policies, including illegal or improper conduct by IAR itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

Protection from retaliation. IAR prohibits retaliation by or on behalf of IAR against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. IAR reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to IAR's Chief Executive Officer or the IAR President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the IAR President-Elect. IAR will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that IAR may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Iowa Association of REALTORS®, Inc.

Conflict of Interest Policy

STATEMENT OF GENERAL POLICY. This policy recognizes that both real and apparent conflicts of interest or dualities of interest (hereinafter referred to as “Conflicts”) sometimes occur in the course of conducting the Association’s daily affairs. A Conflict refers only to personal, proprietary interests of the persons covered by this policy and not to philosophical or professional differences of opinion. Conflicts occur because the many persons associated with the Association should be expected to have and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. Sometimes a person will owe identical duties to two or more organizations conducting similar activities.

Conflicts are undesirable because they potentially or apparently place the interest of others ahead of the Association’s opportunities and obligations. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the Association do not require the termination of relationships with persons who may have real or apparent Conflicts if a prescribed and effective method can render such Conflicts harmless to all concerned.

Therefore, the Association’s policy shall be to require that all actual or apparent Conflicts be disclosed promptly and fully to all necessary parties and to limit involvement in the affairs of the Association by persons having such Conflicts.

COVERAGE OF THIS POLICY. This policy shall apply to all members of the Board of Directors and corporate officers, members of the MLS Committee and other committees, employees and agents of the Association, including independent contractor providers of services and materials. The Association’s Chief Executive Officer or Executive Vice President or their designee, shall have the affirmative obligation to periodically publicize this policy to all such parties.

DISCLOSURE OF ALL CONFLICTS. Each person to whom this policy applies shall promptly disclose each real or apparent Conflict he or she may have in connection with the Association’s activities. “Disclosure” shall mean promptly advising the Board of Directors, the President, or the Executive Vice President of the facts comprising the real or apparent Conflict. Such disclosure may be oral or written. A copy of this Policy Statement shall be circulated to each person to whom the policy applies to assist him or her in considering the need for such disclosures. Prompt disclosure is appropriate whenever a Conflict arises or is perceived. Although written disclosure is not required, each written disclosure of a Conflict shall be filed with the Executive Vice President of the Association or any person designated by the Board of Directors from time to time to receive such notification. All disclosures, written or oral, shall be noted for record in the minutes of the first meeting of the Board of Directors following such disclosure.

PROSCRIBED ACTIVITY BY PERSONS HAVING CONFLICTS. When an individual director, officer, agent or employee believes that he or she might have or does have a real or apparent Conflict, he or she, in addition to making the required disclosure, should abstain from making motions, voting, executing agreements, or taking any other similar action on behalf of the Association unless such Conflict is deemed insignificant by the Board of Directors. Upon its own initiative, or when any person so requests in writing, the Board of Directors may establish further guidelines consistent with the interest of the Association for the resolution of any real or apparent Conflicts.

BYLAWS

IOWA ASSOCIATION OF REALTORS®, INCORPORATED-

ARTICLE I - Names and Objects

Section 1

The name of this organization shall be the Iowa Association of REALTORS® Incorporated, hereinafter referred to as the Association.

Section 2

The object of this Association shall be to unite local Boards/Associations of REALTORS® hereinafter referred to as Boards*, their members, and REALTOR® Members in the State of Iowa, for the purpose of exerting effectively a combined influence upon matters affecting real estate, to evaluate the standards of the real estate business throughout the state and the professional conduct of persons engaged therein. * As used herein the term "board(s)" refers to Boards and Associations

ARTICLE II - Membership

Section 1

The Members of the Association shall consist of seven classes: (1) Member Boards, (2) Board Members, (3) REALTOR® Members, (4) Institute Affiliate Members, (5) Affiliate Members (6) Honorary Members and (7) Employees.

Section 2

A Member Board shall be any Board/Local Association chartered by the National Association of REALTORS® within the State of Iowa. All the

REALTOR® and REALTOR-ASSOCIATE® Members who hold primary membership in the board shall hold membership in this Association and the NATIONAL ASSOCIATION OF REALTORS®.

Section 3

A Board Member shall be either REALTOR® REALTOR-ASSOCIATE®, or Institute Affiliate Members of a Member Board in good standing.

Section 4

A REALTOR® Member shall be any individual engaged in the real estate profession as a principal, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s), and licensed or certified individuals affiliated with said REALTOR® Member whose place of business is located in an area outside the jurisdiction of any Member Board who meets the qualifications for REALTOR® membership established in subsection (a) below. Secondary REALTOR® membership shall also be available to individuals who hold primary membership in a board/association in another state and who desire to obtain direct membership in the state association without holding membership in a local board/association in the state.

- (a) An applicant for REALTOR® Membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the

Association through its Membership Committee or otherwise that he is actively engaged in the real estate profession, and maintains a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy*, has no record of official sanctions involving unprofessional conduct**, agrees to complete a course of instruction covering the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Committee, and shall agree that if elected to membership, he will abide by such Constitution, Bylaws, Rules and Regulations, and Code of Ethics.

* No recent or pending bankruptcy is intended to mean that the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, corporate officer, or branch office manager, is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three (3) years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the Association establishes that its interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash or money_order in advance for Association

and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later). In the event that an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

** No record of official sanctions involving unprofessional conduct is intended to mean that the Association may only consider judgments within the past five (5) years of violations of (1) civil rights laws; (2) real estate license laws; (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities. An individual is deemed to be licensed with a REALTOR® if the license of the individual is held by an ownership interest and which is engaged in soliciting clients or customers.

(b) Individuals who are actively engaged in the real estate profession other than as sole proprietors, partners, corporate officers, or branch office managers in order to qualify for REALTOR® Membership, shall at the time of application, be associated either as an employee or as an independent contractor with a Designated REALTOR® Member of the Association or a Designated REALTOR® Member of another Association (if a secondary member) and must maintain a current, valid real estate broker's or salesperson's license or be licensed or

certified by an appropriate state regulatory agency to engage in the appraisal of real property, shall complete a course of instruction covering the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examinations thereon as may be required by the Membership Committee and shall agree in writing that if elected to membership he will abide by such Constitution, Bylaws, Rules and Regulations, and the Code of Ethics.

(c) *The association will also consider the following in determining an applicant's qualifications for REALTOR® membership:*

1. *All final findings of Code of Ethics violations and violations of other membership duties in any other association within the past three (3) years*
2. *Pending ethics complaints (or hearings)*
3. *Unsatisfied discipline pending*
4. *Pending arbitration requests (or hearings)*
5. *Unpaid arbitration awards or unpaid financial obligations to any other association or association MLS*

"Provisional" membership may be granted in instances where ethics complaints or arbitration requests (or hearings) are pending in other associations or where the applicant for membership has unsatisfied discipline pending in another association (except for violations of the Code of Ethics; See

Article II, Section 4 (a)

(d) The Board of Directors (or its appointed designee) shall review and act on all applications for membership. An application may not be rejected without providing the applicant with an opportunity to appear before the Board of Directors to make such statements as he deems relevant. 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 denial of membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that denial shall become effective upon entry in a suit by the Association for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring that the rejection violates no rights of the applicant.

(e) The Board of Directors may adopt an application fee for REALTOR® Membership in reasonable amount, not exceeding three times the amount of the annual dues for REALTOR® Membership, which shall be required to accompany each application for REALTOR® Membership and which shall become the property of the Board upon final approval of the application.

(f) Designated REALTOR® Members. Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® Member who shall be responsible for all duties and obligations of Membership including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Board dues as

established in Article II of the Bylaws. The "Designated REALTOR®" must be a sole proprietor, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® Membership established in Article II, Section 4 of the Bylaws.

(g) Any REALTOR® Member of the Association may be disciplined by the Board of Directors for violations of these bylaws, the Code of Ethics, or other duties of membership, after a hearing as described in the Code of Ethics and Arbitration Manual of the Association, provided that the discipline imposed is consistent with the discipline authorized by the Professional Standards Committee of the NATIONAL ASSOCIATION OF REALTORS® as set forth in the Code of Ethics and Arbitration Manual of the National Association.

(h) If a REALTOR® Member is a sole proprietor in a firm, a partner in a partnership or an officer in a corporation and is suspended or expelled, the firm, partnership, or corporation shall not use the terms REALTOR® or REALTORS® in connection with its business during the period of suspension, or until readmission to REALTOR® Membership, or unless connection with the firm, partnership, or corporation is severed, whichever may apply. The membership of all other principals, partners, or corporate officers shall suspend or terminate during the period of suspension of the disciplined Member, or until readmission of the disciplined Member, or unless connection of the disciplined Member with the firm, partnership, or corporation is severed, whichever may

apply. Further, the membership of REALTORS® other than principals who are employed by or affiliated as independent contractors with the disciplined Member shall suspend or terminate during the period of suspension of the disciplined Member or until readmission of the disciplined Member or until connection of the disciplined Member with the firm, partnership, or corporation is severed, or unless the REALTOR® Member (non-principal) elects to sever his connection with the REALTOR® and affiliate with another REALTOR® Member in good standing in the Association, whichever may apply. If a REALTOR® Member who is other than a principal in a firm, partnership, or corporation is suspended or expelled, the use of the terms REALTOR® or REALTORS® by the firm, partnership, or corporation shall not be affected.

(i) In any action taken against a REALTOR® Member for suspension or expulsion under Section 4 (h) hereof, notice of such action shall be given to all REALTORS® employed by or affiliated as independent contractors with such REALTOR® Member and they shall be advised that the provisions in Article II, Section 4 (h) shall apply.

Section 5

Institute Affiliate Members. Institute Affiliate Members shall be individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS® that addresses a specialty area other than residential brokerage or individuals who otherwise hold a class of membership in

such Institute, Society or Council that confers the right to vote or hold office. Any such individual, if otherwise eligible, may elect to hold REALTOR® or REALTOR-ASSOCIATE® membership, subject to payment of applicable dues for such membership. Individuals whose places of business are located in an area outside the jurisdiction of a Member Board of REALTORS® shall be eligible to apply for Institute Affiliate Membership in the State Association if they meet the requirements as specified above

Section 6

Affiliate Members. Affiliate Members shall be real estate owners and other individuals or firms who are Affiliate Members of Member Boards.

Section 7

Honorary Members. Honorary Membership shall confer only the right of association.

Section 8

Those persons who are currently employed in an executive, administrative or management capacity by the Iowa Association or by a Member Board of the Iowa Association, or by an Institute, Society or Council of the Iowa Association, shall be eligible for individual Membership without payment of dues and shall be entitled to all rights and privileges of individual Membership except the right to use the term REALTOR® or right to vote.

Section 9

Voting Members of the Iowa Association of REALTORS® must be Iowa Real Estate Licensees or licensed or certified appraisers, who are Members in good standing as defined in Article III below.

ARTICLE III - Dues and Fees

Section 1. The annual dues of each Member Board shall be (1) an amount as established by the Board of Directors **\$110.00** times the number of REALTOR® and REALTOR-ASSOCIATE® Members who hold primary membership in the Board, plus (2) an amount as established by the Board of Directors (**\$110.00**) times the number of real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors with REALTOR® Members of the Board who are not themselves REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate Members. In calculating the dues payable by a member Board, nonmembers, as defined in the preceding sentence, shall not be included in the computation of dues if dues have been paid in another Board in the state or a state contiguous thereto, provided the Board notifies the State Association in writing of the identity of the Board to which dues have been remitted.

Section 2. The annual dues of each designated REALTOR® Member actively engaged in the real estate business from areas not within the jurisdiction of a Member Board shall be (1) an amount as established by the Board of Directors (**\$110.00**) plus (2) an amount as established by the Board of Directors (**\$110.00**) times the number of real estate salespersons and licensed or certified appraisers who (a) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (b)

are not REALTOR® , REALTOR-ASSOCIATE®, or Institute Affiliate Members . An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or any broker who is licensed with the REALTOR®, or by any entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2 (a) hereof) provided that the licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer, or branch office manager of the entity.

- (a) A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this Section and shall not be included in calculating the annual dues of the Designated REALTOR®.

Membership dues shall be prorated

for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® or REALTOR-ASSOCIATE® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® or REALTOR-ASSOCIATE® membership during the preceding calendar year.

Section 3. The annual dues of REALTOR® Members other than designated REALTORS® (**\$110.00**) shall be as determined annually by the Board of Directors.

Section 4. The annual dues of each Institute Affiliate Member (**\$75.00**) shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®. (

Section 5
The annual dues of each REALTOR® or REALTOR-ASSOCIATE® member holding secondary membership directly in the state association shall be \$90.00.

Section 6
In January of each year each Member Board shall file with the State Association, in such format as shall be determined by the Association, a list of its REALTOR®, REALTOR-ASSOCIATE® and Institute Affiliate Members and the number of real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors with such REALTOR® Members, certified by the President and Secretary of the Board. At the time such list is filed each Member Board shall pay dues for the current

fiscal year based on such list, which dues shall be adjusted each month to reflect any net increase in the number of individuals licensed with REALTOR® members of the Board who are not themselves REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate Members. Member Board dues shall also be adjusted for new members enrolled by the Board who were not previously licensed with a REALTOR® Member of the Board during the current fiscal year. Adjustments for new members shall be prorated monthly and be due and payable within 5 days after the new member's enrollment. Any Member Board or other Member delinquent in payment of dues by more than 90 days may be dropped from membership in the Association by the Board of Directors.

Section 7

Dues shall be payable January 1 of each year and delinquent as of February 1. New Member dues may be pro-rated semi-annually after July 1.

Section 8

Dues may be waived for members honorably serving on active military status.

Section 9

The new Member processing fee for a new REALTOR® Member shall be set by the Board of Directors. Member Boards shall transmit the fee with the dues of the new Member. **Fee amount \$100.00.**

ARTICLE IV - Officers

Section 1

The elective officers of the Association shall be a President, President-Elect, a Treasurer, and 9 Regional Vice Presidents. In the absence of the President, the President-Elect shall perform the duties. All officers shall serve for one year or until their successors are elected and qualified and shall be ex officio members of the Board of Directors. The President shall not be eligible to serve a second successive term.

- A. There will be eight regions made up as closely as possible to the Professional Standards Regions. The Nominating Committee will select the nine Vice Presidents for one year terms. Each region may hold a caucus and pass on to the IAR nominating committee one or more names to serve as Regional Vice Presidents. The Nominating Committee would have the option to consider other candidates for the Region.
- B. If a Region fails to meet and select a person for consideration by the Nominating Committee, The Nominating Committee will fill the position during the summer meetings.

Section 2

The duties of officers shall be such as their titles by general usage would indicate and such as may be assigned by

the Board of Directors from time to time and such as are required by law.

Section 3

The Treasurer shall provide a surety bond in such amount as the Board of Directors may determine, the cost to be paid by the Association.

Section 4

The Board of Directors may employ a Chief Executive Officer, or other person who shall be the chief administrative officer of the Association, who may be appointed to serve as elected Secretary, subject to the President, Executive Committee, and Board of Directors and who shall perform such other duties as may be delegated to him by the Board of Directors. In the event the CEO is named as secretary, he/she shall not be a voting member of the Board of Directors. The Chief Executive Officer shall provide a surety bond in such amount as the Board of Directors may determine, the cost to be paid by the Association. The Chief Executive Officer, with the approval of the Board of Directors, may employ such other persons as may become necessary to conduct the activities of the Association.

Section 5

The Board of Directors may retain legal and other professional counsel and fix the terms of compensation thereof.

Section 6

Officers and Directors shall be deemed to have submitted a resignation from their elected or appointed positions upon the occurrence of any of the following:

A. Failure to abide by the Code of Ethics of the National Association of REALTORS®, or by the Constitution, Bylaws, and Rules and Regulations of the local, State and National Association, which failure results in a suspension of or expulsion from membership in the Association; or

B. Failure to remain qualified as a REALTOR® member; or

C. Incapacity by reason of mental or physical condition to the extent that the Officer or Director is unable or unwilling to fulfill the duties of the office for a period of ninety (90) days or more; or

D. Convicted of a felony.

Section 7

Officers and Directors may **immediately** be removed from their respective office on motion of the Executive Committee and by approval of a two-thirds (2/3)-majority vote of members **present and voting of Executive Committee members. The Officer or Director may appeal to the Board of Directors who may overturn the removal by a simple majority vote** of the Board of Directors present and voting, provided there is a quorum.

Section 8

Voluntary resignations shall become effective when submitted in writing.

ARTICLE V-- The Board of Directors

Section 1

The government of the Association shall be vested in a Board of Directors consisting of the following: (1) The President, President-Elect, the nine Regional Vice Presidents, the Secretary-Treasurer; (2) Nine elected Directors from the membership at large to serve for one year terms; (3) Two (2) members from each of the nine (9) Regions to serve a one year term; (4) up to ten (10) Past Presidents of the Association in good standing who continue their membership in the Association

Section 2

Applications for At-Large Directors to be elected from the REALTOR® Membership of the Member Boards shall be sent to the Nominating Committee by March 1, in advance of the date of the annual meetings.

Each of the nine (9) Regions shall hold a Regional Caucus to elect two (2) members to serve a one-year term on the Board of Directors. In each Region, no more than one delegate can represent a local constituent Board, unless in the Region there is only one constituent Board, then both delegates for the Region may be from the same constituent Board. The Region shall report to the State association prior to June 1 each year the names of Regional Board of Directors members. If there are not two members selected in the Regional Caucus, the Regional Vice President of the Region may designate a member(s) from the region to serve the one-year term.

Section 3

The Board of Directors shall administer the finances of the Association and shall have sole authority to appropriate money. The accounts of the Association shall be audited annually by a Certified Public Accountant.

Section 4

Vacancies in the Board, by resignation or otherwise, shall be filled by the Board until the next annual meeting only, at which time the membership shall elect persons to fill the vacancies for the unexpired term(s).

Vacancies in the Board of Directors by at-large members elected from their regional caucus, by resignation or otherwise, may be filled with an alternate member selected by the Regional Vice-President of that region, subject to Board approval until the next annual meeting only, at which time the membership shall elect persons to fill the vacancies for the unexpired term(s).

Section 5

The Board shall meet a minimum of three times a year, one of which shall be at the annual meeting. Special meetings of the Board of Directors may be called at any time upon 30 days notice by the President. Absence from two consecutive regular meetings without an excuse deemed valid and so recorded by the Board shall be construed as a resignation. Twenty (20) Members who are authorized to vote at any meeting of the Board shall constitute a quorum.

Section 6

A Director entitled to vote may vote in person. A Director entitled to vote shall not be allowed to vote by proxy.

Section 7

An active member of the Iowa Association of Realtors who is awarded the National Association of REALTORS® Distinguished Service Award shall annually be an additional at-large member of the Iowa Association Board of Directors.

ARTICLE VI - Meetings

Section 1

The annual meeting of the corporation shall be after September 1 each year and no later than October 31, the time and place to be designated by the Board of Directors.

Section 2

The Association may hold annually a convention which shall be open to all members upon payment of a registration fee.

Section 3

The inaugural meeting of the Association shall be held at the time of the annual convention.

Section 4

Other meetings may be called by the Board of Directors. Any call for a meeting shall state the purpose, time and place, and shall be issued at least 15 days in advance.

Section 5

Notice. Any meetings, notice of any meeting, and any other required notices, except for the Board of Directors meeting, may be conducted via any mode of reasonable communication, including electronic means, hearing requirement waived.

Section 6

The IAR President may establish quorums for individual IAR Committees meetings by October 15 of each year.

Section 7. Action without Meeting.

Unless specifically prohibited by the articles of incorporation, any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more directors. All approvals evidencing the consent shall be delivered to the Secretary/Executive Vice President (select one) to be filed in the corporate records. The action taken shall be effective when all the directors have approved the consent unless the consent specifies a different effective date.

ARTICLE VII- Committees

Section 1

The President shall appoint all committees. The President shall be informed of all committee meetings and shall have the right to attend their

sessions and take part in discussions. Standing committees of the Association shall be Executive, Nominating and Professional Standards. The members of the committee shall serve for one year, or until their successors are appointed and qualified.

Section 2

The President shall appoint additional committees, forums, task forces and Key Objective Groups to accomplish tasks of the Association in areas of Governmental and Political Affairs, Communications and Administrations, Professional Development and Member Services, and Regulatory, Legal and Professional Conduct as needed. The President shall be an ex officio member of all committees, and shall be informed of all committee meetings and shall have the right to attend their sessions and take part in discussions.

Section 3

Committees shall consist of such number of Members as the President may determine, except as otherwise determined by the Board of Directors or as defined by the Bylaws in Article VII, Section 5 and Article VIII, Section 2.

Section 4

All committees may report at least three times annually to the Board of Directors of the Association. All actions of committees shall be subject to the approval of the Board of Directors.

Section 5

The President by and with the consent of the Board of Directors shall appoint an Executive Committee consisting of the President, President-elect,

immediate past President, Treasurer, and 12 members at-large, such at-large members to serve staggered three year terms. Four at-large members shall be appointed by the President with the consent of the Board of Directors. The President of the Association shall serve as chairman of the Executive Committee. The President of the Association shall have only one vote. The Executive Committee shall make recommendations to the Board of Directors, and between meetings of the Board of Directors and shall exercise all functions of the Board of Directors during an emergency nature except promulgation of publication or matters of public policy.

Section 6

All committees shall be open to the general membership of the Association. A committee may move into executive session at any time during the meeting with a majority vote by the committee members present when dealing with issues such as personnel, finance, nominating, political deliberations, and other issues deemed necessary by the committee. Executive session allows only committee members and approved staff to be present.

Section 7

The incoming Chairperson and committee members shall assume responsibility at the beginning of the Annual State Convention.

Section 8

No person shall serve on the Iowa Association Executive Committee and

also actively participate with any non REALTOR® board, association or organization which may be deemed to have a conflict of interest with the Iowa Association of REALTORS®.

Section 9. Electronic Transaction of Business. To the fullest extent permitted by law, the Board of Directors or membership may conduct business by electronic means.

Section 10. Action without Meeting. Unless specifically prohibited by the articles of incorporation, any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more directors. All approvals evidencing the consent shall be delivered to the Secretary/Executive Vice President (select one) to be filed in the corporate records. The action taken shall be effective when all the directors have approved the consent unless the consent specifies a different effective date.

ARTICLE VIII - Election of Officers

Section 1
The election of officers and directors shall be at the annual meeting of the Association. Newly elected officers and directors shall be installed at the convention of the Association and assume office on the day immediately after the Annual Meeting.

Section 2

The nominating committee shall consist of five (5) members, the chairman of which shall be the President three years past, the vice chairman the president five years past and the immediate past president of the Association. If a past President is unable to serve on the Nominating Committee, the current President of the Association shall name a replacement from the membership at large. The President will then appoint the other two members, one from the elected Board of Directors and one from the delegate body. The nominating committee shall name one candidate for each office to be filled. The report of the nominating committee shall be announced and conspicuously displayed prior to the end of the Summer meeting. The Association shall then notify all Boards by any reasonable means including electronic transmittal, prior to 24 hours before election. It shall be the duty of the individual Boards to notify their members. In the event that an individual wishes to have his/her name placed in nomination for a particular office, that nominating petition accompanied by 25 signatures of members of the Association must be received by the Association on or before the 2nd Monday of July. In the event that there are other nominees, the Association shall notify Individual Boards by any reasonable means including electronic, prior to 24 hours before election. Election shall be by ballot and all votes shall be cast in person. The ballot shall contain the names of all candidates and the offices for which they are nominated.

ARTICLE IX - Delegate Body

Section 1

Each member in good standing shall be eligible to cast one vote in person at the annual membership meeting of the Association.

ARTICLE X - Fiscal Year

Section 1

The fiscal year of the Association shall be the calendar year.

ARTICLE XI - Code of Ethics

Section 1

The Code of Ethics of the NAR is adopted as the Code of Ethics of the Association and shall be considered a part of its Rules and Regulations. The Rules and Regulations of the Association shall be deemed to be amended and changed whenever the Code of Ethics is amended, modified, or changed by the National Association.

ARTICLE XII-- Professional Standards

A local Board, prior to referring an ethics complaint or arbitration request for review to the State Association, should exhaust all efforts to impanel an impartial tribunal to conduct either the original hearing or the appeal or procedural review. These efforts may include the appointment of knowledgeable members of the Board on an ad hoc basis to serve on either a Hearing Panel or on behalf of the Board of Directors. If, because of the notoriety, etc., the Board cannot

impanel an impartial tribunal, the Board may refer the matter to the State Association, and the State Association may delegate to another Board or a regional enforcement facility, the authority to hear the case on behalf of the State Association. No Board or regional enforcement facility, however, may be required to accept this delegation of authority. If no other entity is amendable to conducting the review, the State Association shall be responsible for conducting the hearing.

Section 1

Allegations of ethical violations and contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTORS® and between REALTORS® and their customers or clients may be submitted to an ethics or arbitration panel at the State Association level under the following circumstances:

(a) Allegations of unethical conduct by a REALTOR® or REALTOR-ASSOCIATE® who is directly a member of the State Association and not a member of any local Board.

(b) Allegations of unethical conduct made against a REALTOR® or REALTOR-ASSOCIATE® in the instance in which the local Board, because of size or other valid reason, determines that it cannot provide a due process hearing of the matter and petitions the State Association to conduct a hearing.

(c) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTORS® who are not Members of the same Board where the matter has been

referred to the State Association by both local Boards.

(d) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTORS® who are directly members of the State Association and are not members of any Board.

(e) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between a REALTOR® who does not hold membership in any Board, but is directly a member of the State Association, and a REALTOR® who is a member of the Board.

(f) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTOR® Members of the same Board where the Board with good and sufficient reason is unable to arbitrate the controversy. (Explanation: This provision is not designed to relieve a local Board of its primary responsibility to resolve differences arising between members of the same Board. The section recognizes that in some Boards with limited membership, usual arbitration procedures may be impossible.)

(g) Contractual disputes between a customer or a client and a REALTOR® where the Board with good and sufficient reason is unable to arbitrate the dispute or the REALTOR® is a direct member of the State Association.

Section 2

Professional Standards hearings and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration manual of the National Association of REALTORS®, as

from time to time amended, which by this reference is made a part of these bylaws. (The NAR Code of Ethics and Arbitration manual has been reviewed by IAR legal counsel and found to be compatible with applicable state law). The fee for professional standards services conducted by the State Association shall be the maximum amount permitted under the manual.

Section 3. If a REALTOR® Member (as defined in Article II, Section 4, of these bylaws) resigns from the Board or otherwise causes membership to terminate with an ethics complaint pending, that Board of Directors may condition the right of the resigning Member to reapply for membership upon the applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel.

If a REALTOR® Member (as defined in Article II, Section 4, of these bylaws) resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided that the dispute arose while the former member was a REALTOR®.

Section 4. New Member Code of Ethics Orientation. Applicants for REALTOR® and REALTOR-ASSOCIATE® membership shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants who have completed comparable orientation in another association, provided that membership has been continuous, or

that any break in membership is for one year or less.

Failure to satisfy this requirement within 120 days of the date of application will result in denial of the membership application.

Section 5. Continuing Member Code of Ethics Training. Effective January 1, 2001, through December 31, 2004, and for successive four year periods thereafter, each REALTOR® and REALTOR-ASSOCIATE® member of the association shall be required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, or the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. Members who have completed training as a requirement of membership in another association and members who have completed the New Member Code of Ethics Orientation during any four year cycle shall not be required to complete additional ethics training until a new four year cycle commences.

Failure to satisfy this requirement shall be considered a violation of a membership duty for which membership shall be suspended until such time as the training is completed.

Failure to meet the requirement for the second (2005 through 2008) cycle and subsequent four (4) year cycles will result in suspension of membership for the first two months (January and February) of the year following the end of any four (4) year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated. (Adopted 1/01, revised 5/05)

ARTICLE XIII-- Use of Term REALTOR®, and REALTORS®

Section 1

Use of the terms REALTOR® by Members shall at all times be subject to the provisions of the Constitution and bylaws of the National Association of REALTORS® and to the rules and regulations prescribed by its Board of Directors. The State Association shall have authority to control, jointly and in full cooperation with NAR, use of the terms within those areas of Iowa not within the jurisdiction of a Member Board.

Section 2

REALTOR® Members of the State Association shall have the privilege of using the terms REALTOR® and REALTORS® in connection with their business so long as they remain REALTOR® Members in good standing. No other class of members shall have this privilege.

Section 3

A REALTOR® Member who is a principal of a real estate firm, partnership or

corporation may use the terms REALTOR® or REALTORS® only if all principles of such firm, partnership or corporation who are actively engaged in the real estate profession within that state or a state contiguous thereto are REALTOR® or Institute Affiliate Members.

Section 4. REALTOR-ASSOCIATE®

Members of the State Association shall have the right to use the term REALTOR-ASSOCIATE® so long as they remain REALTOR-ASSOCIATE® Members in good standing and the REALTOR® Member with whom they are associated or by whom they are employed is also a REALTOR® Member in good standing.

Section 5

An Institute Affiliate Member shall not use the terms REALTOR® or REALTORS® and shall not use the imprint of the emblem seal of the NATIONAL Association OF REALTORS®.

ARTICLE XIV - Rules of Order

Section 1

Robert's Rules of Order, latest edition, shall be recognized as the authority governing all meetings and conferences when not in conflict with the bylaws of the Association.

ARTICLE XV - Amendments

Section 1

The bylaws may be amended at any meeting of the Board of Directors by a majority vote of the Members present and qualified to vote at any meeting at which a quorum is present, provided the

substance of such proposed amendment(s) shall be plainly stated in the call for the meeting, except that the Board of Directors, may at any regular or special meeting of the Board of Directors, at which a quorum is present, approve amendments to the Bylaws which are mandated by NAR policy.

Section 2

Amendments to these bylaws, affecting the admission or qualification of Active Members, Associate Members and Institute Affiliate Members, the use of the term REALTOR® or REALTORS®, or any alteration in the territorial jurisdiction of a Member Board shall become effective upon the approval of the Board of Directors of the National Association of REALTORS®.

ARTICLE XVI - Harassment

Section 1

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association or MLS employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. Disciplinary action may consist of any sanction authorized in the Association's Code of Ethics and Arbitration Manual. As used in this section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contacts, or threats to do the same, or any other conduct with the purpose or effect of

unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. **Protected classes of persons may be found in the Iowa Civil Rights Act- Chapter 216 of the Iowa Code.** The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, President-elect and/or Vice President and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint involves the President, President-Elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section 2

Any member or appointed officer of the Association may be reprimanded or removed from a committee or an appointed leadership position for harassment of an Association member or employee. The discipline imposed shall be determined by the President, President-Elect, Treasurer and two member of the Board of Directors selected by the President after an investigation in accordance with the established procedures and after consultation with legal counsel.

Section 3

Any elected officer of the Association may be reprimanded or removed from

office for harassment of an Association member or employee. The discipline to be imposed shall be determined by five members of the Executive Committee selected by the highest ranking officer not named in the complaint after an investigation in accordance with established procedures and after consultation with legal counsel. If the recommendation is to remove the elected officer from office, the officer will be given the opportunity to resign. If he or she refuses to resign, the report from the investigatory team will be provided to the Executive Committee. The Executive Committee may remove the officer from office by a two-thirds vote.

Article XVII - Dissolution

Section 1

Upon the dissolution of the Association, the Board of Directors, after providing the payment of all obligations, shall distribute any remaining assets to the IAR Foundation, or within its discretion, to any other nonprofit and tax exempt organization.

Revised September, 2009 (convention - first changes since 2008). Revised September, 2008 (convention - first changes since 2005) (cash, 5 year background, immediate officer suspension, new member fee, may hold a convention, and compete classes of civil rights.)

Iowa Association of REALTORS®

Statement of Policy

Statement of Purpose

The purpose of the Iowa Association of REALTORS®, one of Iowa's largest professional associations, is to serve its approximately 7,000 members representing all facets of the real estate industry by providing and promoting programs and services to enhance members' freedom and ability to conduct their individual businesses successfully, with integrity and competency, and through collective action to promote the extension and preservation of the right to own, transfer and use real property.

The Iowa Association of REALTORS® general objectives are:

- To be the voice for private property of Iowans before the judicial, legislative and regulatory entities so as to preserve those rights as guaranteed by the constitution of the United States and the Constitution of the State of Iowa. The Iowa Association of REALTORS® will promote public awareness of real estate market statistics, trends and projects; and engage the public in legislative issues that impact real estate. To promulgate and enforce our Code of Ethics and Standards of Practice to ensure that the delivery of real estate services is accomplished consistent with the highest degree of ethical and moral conduct.
- To provide and promote educational opportunities for our membership so as to offer the public a continuing source of competent real estate services.
- To utilize the resources of the Association to preserve and strengthen the free enterprise system, eliminate unwarranted litigation from all sources against our members and improve the affordability and availability of housing.
- To improve public awareness of, and confidence in, our members and the benefits provided by their services.

Property Ownership

The right of private ownership of real property is the foundation of our free enterprise system. We dedicate ourselves to the achievement of that right by every citizen. Real property ownership is a leading contributor to a sense of pride, to community responsibility, and to family well-being. The right to seek the privilege of real property ownership must have a preferred place in our system of values and must be a state and national goal. The REALTORS® of Iowa pledge to assist all person regardless of socioeconomic background in achieving that goal.

Property Rights

We are opposed to government requirements at all levels that greatly add to the cost of property ownership. The Iowa Association of REALTORS® will strive to be the leading advocate for real property rights, by informing the public and governing officials through email campaigns and website information. The Association will raise campaign funds and educational funds from members to support candidates for elected office and to provide information on specific issues affecting real property and its free transferability

Seizure/Regulatory Agencies

We oppose government seizure of property from an owner who has no knowledge or reasonable means of knowing of illegal activity on that property. We believe that in the event property has been seized for suspected criminal activity, the property should not be disposed of until the owner has been convicted. We believe revenues received by fines should be paid to general funds, not to the accounts of the administrating agency. Governmental agencies should be funded through the normal budget process.

Technology and Electronic Commerce

We support the use of electronic commerce and view it as a significant technology for real estate transactions.

The Iowa Association of REALTORS® also supports the use and validity of electronic signatures for all purposes in a real estate transaction, including all real estate documents, as such technology will streamline real estate transactions and will allow for easier record keeping in the future.

The Iowa Association of REALTORS® will be a leader in electronic communication ability for its membership and be a trusted resource for the general public. This will be accomplished through electronic notification such as e-mail, text alerts, and interactive websites. Useful information and forms related the Code of Ethics and Professional Standards, the Iowa Real Estate Commission, and links to other relevant web sites will be easily searchable.

Political Responsibility

We urge active involvement of our members in all phases of political activity. We encourage them to participate in local, state, and national political affairs.

1. We recommend all local Boards establish a Political Affairs Committee and charge these committees with the responsibility to:
 - a) Provide a continuing political education program for all members;
 - b) Establish a communications and information network within the local community which can provide the political expertise needed to support the activities of state and national legislative committees;
 - c) Establish and participate in the REALTORS® Political/Legislative Activity Network (RPLAN), a grassroots political force that will enable our national, state, and local Political Affairs Committees to identify, mobilize, and recognize the vast resources of politically involved REALTORS®.

2. We further recommend each local Board maintain a REALTORS® Political Action Committee (RPAC) that will:
 - a) Urge all members at the Board level to participate financially in the RAPC program; and
 - b) Aggressively support those qualified candidates who pledge themselves to the preservation of property rights, ownership, fiscal responsibility, and the free enterprise system.

Any attempt to reduce the participation of voluntary political action committees in state elections undermines a basic political freedom and civic right. Candidates for state office should be

encouraged to seek support from many diverse sectors of the electorate to ensure representation of the widest spectrum of viewpoints.

Mortgage Banking

We support the strictest regulation of thrift and banking institutions as well as the addition of appropriate regulatory safeguards on any mortgage banking activity.

Private Property Tax Reform

The Iowa Association of REALTORS® is committed to eliminate the unreasonable reliance upon real property taxes. Further, there is a need to eliminate the inequities and discrimination between classes of property prevalent in the State's real property tax laws.

Tax Exempt Properties

As with privately owned real property, all tax exempt institutions including, but not limited to, municipal, legitimate religious, charitable and educational organizations should be required to pay for local public services received, but should maintain their real property exemption due to their positive contributions to the communities in which they reside.

Many religious, cultural, educational, civic, fraternal institutions and the like, maintain real estate holdings that do not have direct relationship to the purpose for which the institutions are established. These institutions should be required to fully pay for local services received as well as any other real property taxes assessed to like property within the same community.

Title Insurance

Iowans should be educated on the right to purchase title insurance from Private Title Insurance providers. Property owners should be given information concerning the available protection of title insurance from private title insurance companies as well as information on the State of Iowa's own Title Guaranty offered through the Iowa Finance Authority. Information would include why it is necessary, what it is used for and the requirements of the secondary mortgage market.

Civil Justice Reform

We support efforts to continue to reform our civil justice system to reduce litigation costs, bring disproportionate damage awards into balance, and reduce court congestion and delays.

Iowa Economic Growth

Iowans should continue efforts to create legislative programs for retaining and expanding industry and agriculture as well as attracting new industry, thereby providing new jobs.

Environmental Concerns

Efforts to control pollution and protect natural resources are the responsibility of every Iowan. However, provisions should be included in legislation and regulation to relieve property owners and their agents of liability when they are unknowingly involved in property transfers where potential environmental hazards may be present.

We oppose reactionary legislation involving possible environmentally hazardous property conditions prior to the accumulation of scientific data substantiating such conditions.

The Iowa Association of REALTORS® believes that all Iowans are entitled to enjoy an indoor living environment where risks to health and welfare from pollution are minimized. Increased efforts by both the private and public sectors should be encouraged to characterize and evaluate the extent of indoor air quality problems and to encourage the development of meaningful and affordable monitoring and mitigation strategies. We support federal indoor air quality research and information dissemination. We support efforts to educate homeowners as to their responsibilities to identify and disclose to real estate brokers, agents, and buyers, any known environmental hazards presenting a significant risk to health.

Energy Efficiency

The Iowa Association of REALTORS® continues to favor and encourage the development of greater energy efficiency in all real property, and oppose legislation or regulations that would mandate energy efficiency upon individuals or businesses.

Community Revitalization

One of Iowa's most challenging opportunities in housing lies in the recovery and rehabilitation of declining neighborhoods. To that end, we support efforts by the state as well as local governments to implement enterprise zone programs as viable frameworks to foster community revitalization and economic growth.

REALTORS® hold the greatest potential for initiating and coordinating the resources and methods for restoration of neighborhood housing and commerce. We urge local boards and individual members to actively participate in and promote community revitalization efforts which are designed to maintain and improve the quality of life in the neighborhoods of our cities, towns, and communities. We applaud the action of communities which have implemented a community revitalization program without federal assistance and continue to encourage the involvement of the private sector to take advantage of the present investment possibilities.

The Iowa Association of REALTORS® opposes the levying of an additional transfer tax on sellers of property. We believe before an additional transfer tax is levied, there should be an increase in the percentage of the current transfer tax that goes toward housing programs.

Community Service

To be the voice for private property of Iowans before the judicial, legislative and regulatory entities so as to preserve those rights as guaranteed by the constitution of the United States and the Constitution of the State of Iowa. The Iowa Association of REALTORS® will promote public awareness of real estate market statistics, trends and projects; and engage the public in legislative issues that impact real estate.

Fiscal Responsibility

In order to keep all taxes at a minimum level, we urge government at all levels to adopt the fiscal

responsibility necessary to limit or reduce budgets of the various divisions of government and to eliminate unnecessary governmental agencies. The state of Iowa must maintain adherence to generally accepted accounting principles.

Mortgage Financing

The state of Iowa must assign a high priority in aiding its citizens to maintain the availability of mortgage funds. We support legislation that would encourage the investment of public and private pension funds in Iowa real estate mortgages. We urge the use of the Iowa Finance Authority as a vehicle to provide mortgage loans for all qualified Iowans.

Financial Entities in Real Estate

The expansion of financial institutions into marketing of real estate has blurred the distinction between the lender of the money and the user of the money, causing potential conflict of interest. The law must protect the consumer from coercion or tying proposals by financial entities attempting to promote their non-lending services.

To avoid conflicts of interest, and to give the consumer freedom of choice in financial transactions, we support tie-in legislation and regulation by appropriate supervisory authorities which clearly outline the obligation of lenders engaged in third party brokerage transactions, and provide appropriate penalties for non-compliance.

We support disposition of foreclosed property in a timely manner with efforts made to minimize adverse impact on property values.

Land Use

We believe in the fundamental right of all private property owners working through local government to determine the highest and best use of their land.

Every person should have the right to acquire real property with confidence and certainty that the value of such property will not be unduly diminished or jeopardized by governmental action at any level-without just compensation or the owner's expressed consent. We maintain that planning for the classification and use of land must adequately consider the needs of housing, agricultural, commercial and industrial growth, as well as quality of life and a healthy local economy.

We urge that when the issue of agricultural land protection is addressed, all economic factors and private property rights be fully considered before government agencies impose any restrictions on the conversion of agricultural land to nonagricultural purposes.

Linkage & Impact Fees

We believe in reasonable growth, but maintain that no-growth policies, sewer hook-up restrictions and building moratoria by any level of government are not a satisfactory response to community development problems.

Wetlands

The Iowa Association of REALTORS® supports a narrower definition of wetlands and does not believe this will result in significant loss of wetlands. We believe that all three indicators (hydric soil, vegetation and hydrology), must be present for extended periods for wetland classification. We believe that once the local Department of Agriculture office has classified land as “crop acres”, those parcels of land should be exempt forever from wetland restrictions.

Equal Opportunity In Housing

We subscribe to the policy that equal opportunity in the marketing of housing can best be achieved through leadership, observances of law, education, and the mutual cooperation of the real estate industry and the public through a free and open housing market. Our members have pledged to offer equal service to all persons without regard to race, color, **creed**, religion, national origin, familial status, **sexual orientation**, **gender identity**, disability, age or sex, and to refrain from any activity which has the purpose of inducing panic selling.

Owner-Tenant Relations

We believe the continuing need and the demand for rental housing can best be met by investors who are willing to take long term capital risks unencumbered by burdensome and unnecessary regulation imposed by government at all levels.

Ownership disincentives caused by utility liens, **ordinances limiting the number of occupants of rental units** and mandated inspection upset the supply and demand of rental housing. We urge Iowa’s elected officials at all levels of government to oppose such laws as being counterproductive to the best interest of all segments of our society and to the economic well-being of Iowa. These laws also have the effect of reducing the availability and affordability of housing for tenants.

Real Estate Education and Licensing

Competency in real estate practice through continuing education and training is a primary objective of the Iowa Association of REALTORS® through its Division of Education. We recognize our responsibility to encourage and assist in the development and improvement of continuing education programs as well as periodic updating of our license requirements.

The real estate profession is a dynamic industry in which those who actively direct the transfer of title to property must possess a broad range of knowledge. Trends in the industry require real estate agents be adept in land economics, appraisal, finance, market and investment analysis, and taxation; to name just a few.

We urge REALTORS® and all other participants in real estate transactions to maintain and improve upon their efforts to serve and protect the public. To that end we also encourage REALTORS® to seek out and encourage participation in educational opportunities.

Closure

These policies, having been adopted by the Board of Directors, present the current positions of the REALTORS® toward many and varied issues and therefore constitutes the current statement of policy of the Iowa Association of REALTORS®.