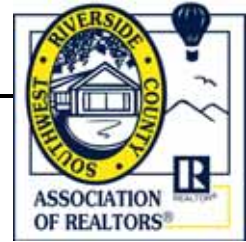


# Committees/Task Forces



Southwest Riverside County Association of REALTORS®  
Southwest Riverside County Multiple Listing Service  
SRCAR Scholarship Foundation

Adopted: May 1, 2006  
Effective Date: May 1, 2006  
Amendment: August 6, 2007

## **AUTHORITY**

Authorized as per the Bylaws of the Southwest Riverside County Association of REALTORS® and its subsidiary organizations.

## **MEMBERSHIP**

All Members in good standing of SRCAR are eligible to serve on Committees and/or Task Forces, subject to applicable required training. Members for the following year are appointed by the Chairperson-elect and confirmed by the Board of Directors of SRCAR, except as otherwise stated in the Policies and Procedures Manual. The Chairperson of SRCAR shall be the ex-officio member of all Committees except Grievance Committee, Professional Standards Committee, and Nominating Committee. If a vacancy shall occur, the Chairperson of SRCAR shall make the appointments, subject to confirmation by the Board of Directors.

## **QUORUM**

Majority of Committee/Task Force members unless otherwise stated in the Policies and Procedures Manual.

## **POLICIES AND PROCEDURES**

### **I. GENERAL OPERATIONAL RULES AND PROCEDURES**

- A. Committee/Task Force Chairperson for the following year shall be selected by the Chairperson-elect of SRCAR, except as otherwise provided in the Bylaws or Policies and Procedures Manual and confirmed by the sitting Board of Directors. If a vacancy shall occur during the year, the appointment shall be made by the Chairperson of SRCAR and confirmed by the Board of Directors.
- B. Calls to Association Attorney and C.P.A. must be channeled through the SRCAR Chairperson and/or the Chief Executive Officer.
- C. No Committee/Task Force may contractually or financially bind or obligate the Association or its membership without the prior written approval of the Board of Directors.

- D. All correspondence, contracts and advertisements must be directed to the Association office addressed to the attention of the Chief Executive Officer.
- E. All correspondence and/or press releases shall be approved by the SRCAR Chairperson and/or the Chief Executive Officer and processed through the Association Staff.
- F. Association stationery and the Association's Logo shall not be used without the express written permission of the Chief Executive Officer.
- G. Committee/Task Force Chairpersons shall attend an orientation regarding legal duties as provided by the Association and its leadership.
- H. Committee/Task Force Chairpersons shall abide by and may receive a copy of the following:
  - Association Bylaws
  - MLS Bylaws
  - Policies and Procedures Manual
  - Rules and Regulations of particular Committee, if any
  - Conflict of Interest Code

## **II. MEETING CALL AND NOTICE**

- A. May be called by the Chairperson of the Committee/Task Force, any two Committee members, or the Chairperson of SRCAR.
- B. Shall be scheduled through the Association office and held in an Association facility, during normal Association Office hours.
- C. Meeting notice is to be sent out by Association staff at least one week prior to the meeting. All Committee/Task Force Chairs and members, including Professional Standards and Grievance, shall have electronic mail capacity in order to receive notices and other information.

## **III. MEETING ATTENDANCE**

- A. Failure by a Committee/Task Force member to attend three (3) regular or special meetings of their Committee during the calendar year shall be construed as a resignation. An automatic resignation from the Committee takes place at the end of the third absence during the calendar year from regularly or specially scheduled meetings, unless such absence is due to an emergency, such as a death in the immediate family or other valid excuse.
- B. Committee/Task Force Chairpersons shall keep an up to date attendance list and Meeting Minutes notebook on file with the Chief Executive Officer.

## **IV. REPORTING**

All Committee/Task Force recommendations must be forwarded to the Chief Executive Officer for presentation to the Board of Directors for possible action.

**V. FISCAL RESPONSIBILITY**

- A. Budget proposals shall be submitted to the Joint Finance Committee by September 30<sup>th</sup> for the following year.
- B. Requests for all non-budgeted expenditures must be submitted to the Joint Finance Committee through the Chief Executive Officer and must be approved by the Board of Directors.
- C. Approved budgeted requests will be presented to staff for processing.
- D. All motions having a financial impact to the organization and its subsidiaries must be submitted to the Joint Finance Committee through the Chief Executive Officer and must be approved by the Board of Directors.