



## 2022 CALL FOR COMMITTEE PARTICIPATION!

Please indicate your choice(s) in the spaces provided.

Do you want to serve on more than 1 committee? ☐ Yes ☐ No

\_\_\_\_\_ Budget & Finance

\_\_\_\_\_ Governmental Affairs

\_\_\_\_\_ Education

\_\_\_\_\_ REALTOR®/Builder

\_\_\_\_\_ Equal Opportunity & Diversity

\_\_\_\_\_ TREPAC

\_\_\_\_\_ YPN (Young Professionals Network)

\_\_\_\_\_ Community Investment

\_\_\_\_\_ Property Management

\_\_\_\_\_ Global/International  
Special Committee

\_\_\_\_\_ Affiliate Special Committee

\_\_\_\_\_ Professional Standards      Qualifications: All Professional Standards committee members must sign up online at the TAR website ([www.texasrealtors.com](http://www.texasrealtors.com)) the prior year. For example, if you take the training in 2022, you will not be able to serve until 2023. We will notify you of the date and time of training once it has been scheduled. The cost is \$50.00 per person.

**YES!** I want to be a part of the decision making the process at the Greater El Paso Association of REALTORS® as a 2022 Committee Member!

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS AND ZIP CODE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

e-MAIL ADDRESS: \_\_\_\_\_

Please return this form to Isela Martinez ([imartinez@gepar.org](mailto:imartinez@gepar.org)) at the Greater El Paso Association of REALTORS®, 6400 Gateway East, El Paso Texas, 79905.

**\*\*ABSENCE OF A COMMITTEE MEMBER FROM MORE THAN THREE (3) REGULAR MEETINGS WITHIN A TWELVE (12) MONTH PERIOD SHALL BE CONSTRUED AS RESIGNATION THEREFROM.**



Greater El Paso Association of REALTORS®

## Confidentiality Policy

### **Purpose**

This Confidentiality Policy (Policy) is adopted in order to ensure matters which are to remain known only to certain persons affiliated with the Association are kept that way. Association staff and members are frequently involved in proceedings or actions that involve information that should be kept private. The purpose of this Policy is to define and set forth what information that is and to inform members and staff of procedures to be followed to ensure confidentiality.

### **Scope**

This Policy is applicable to all employees and members of the Association who serve in voluntary governance positions. Voluntary governance positions include all members of the Association Leadership Team, Executive Board, Board of Directors, Committees and Task Forces.

### **Confidential Information**

Confidential Information includes but is not limited to any information pertaining to The Association's current or anticipated operations, procedures, 3<sup>rd</sup> party relationships and agreements, work product, and personal identification information. Some examples of Confidential Information are:

- Identifying personal or financial information related to any Association employee or member (e.g. driver's license number, address, phone number, credit card number, etc.)
- Information related to any previous, current, or anticipated Professional Standards proceedings (including the Ombudsman, Mediation, Ethics, and Arbitration programs)
- Information related to Professional Development programs and the creation of such programs that is specifically identified as confidential
- Information related to the development and creation of any artwork, marketing material, graphic design, and other printed material to be used by the Association, its staff and members

- Information concerning the process used to create and publish the Association magazine, newsletters, podcasts and any other communications tool utilized by the Association
- Information related to vendor contracts and any proprietary information learned by the Association in obtaining and fulfilling its obligations pursuant to vendor contracts
- Any information related to Governmental Affairs meetings of the Association not otherwise required to be made public (e.g. process used to determine campaign contributions, discussions surrounding decisions for campaign contributions and endorsements, and membership data, etc.)
- Information pertaining to the process used to create and publish the Association Forms Library that is specifically identified as confidential
- Information related to personnel decisions (e.g. hiring, firing, promotion, reprimand, salary increases, etc.)
- Information obtained pursuant to closed meetings of Association committees, Board of Directors, Executive Board or Leadership Team
- Any other information not generally known that if disseminated could be reasonably expected to adversely affect the Association

### **General Non-Disclosure of Confidential Information**

At no time shall an Association member or employee disclose Confidential Information unless expressly permitted to do so at the discretion or direction of the CEO of the Association. Further, unless expressly permitted to do so, at no time shall an Association member or employee make copies of Confidential Information except as may be required in the performance of the person's job duties or voluntary governance position duties.

### **Association Governance**

From time to time, it may be necessary or required for meetings of Association leadership (i.e. certain committees, Association Leadership Team, etc.) to be held in executive session. The proceedings of these meetings are confidential in nature and shall not be disclosed to individuals who are not members of the Board of Directors or its Executive Board.

Any information discussed at a meeting held in executive session or documents that are disseminated are to remain confidential and may not be shared with anyone not in attendance.

### **Member Information**

Members of the Association frequently provide information to the Association related to their membership requirements, contributions to the Texas Real Estate Political Action Committee, or other reasons. Any information provided to the Association for these limited purposes shall be deemed confidential and may not be shared with any other member of the Association or with Association staff holding positions to which the information would not be relevant.

### **Acknowledgment**

By agreeing to serve as an employee or in an Association voluntary governance position, each Applicable Person agrees to abide by the terms in this Policy. Applicable Persons also acknowledge that Confidential Information learned or discovered during the course of the person's affiliation with the Association is the sole property of the Association and further agrees to leave any hard copies containing Confidential Information in the possession of the Association upon either the end of the Applicable Person's affiliation with the Association or the end of the person's service in a voluntary governance position.

### **Greater El Paso Association of REALTORS® Confidentiality Policy Acknowledgment**

By agreeing to serve in an Association voluntary governance position, I agree to abide by the terms in this Policy. I also acknowledge that Confidential Information learned or discovered during the course of my affiliation with the Association is the sole property of the Association and further agree to leave any hard copies containing Confidential Information in the possession of the Association upon the end of my service in a voluntary governance position.

I, \_\_\_\_\_, agree to abide by the terms and conditions stipulated in the Confidentiality Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in my immediate dismissal of employment or from my volunteer governance position with the Association pending review by the Greater El Paso Association of REALTORS® Association Executive, President, President-Elect, and one Board of Director, selected by the President, in consultation with the Greater El Paso Association of REALTORS® General Counsel.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Conflict of Interest Policy**

### **Purpose**

The purpose of this conflicts of interest policy is to:

- a. protect the Association's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or committee member of the Association; and,
- b. require any director, officer or member (including those of a committee with board-delegated power) who serves in a capacity as director, officer, committee member, agent, consultant or representative of another Board of Realtors® (not including, for example, the National Association of Realtors® or the Texas Association of Realtors®), real estate information service, multiple listing service to disclose such activity (hereinafter referred to as a "potentially competing activity" or "activity") for the purpose of determining whether a conflict exists and addressing any such conflict.

This policy is intended to supplement but not replace any applicable federal or state laws governing conflicts of interest applicable to non-profit corporations and/or trade associations.

### **Definitions**

#### **1. Interested Person**

Any director, officer, or member (including those of a committee with board-delegated powers) who has a direct or indirect financial interest, as defined below, is an interested person. Any director, officer, or member (including those of a committee with board-delegated powers) who participates in a potentially competing activity is an interested person. If a person is an interested person with respect to any entity of which the Association is a part, he or she is an interested person with respect to all entities in the Association.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family-

- a. an ownership or investment interest in any entity with which the Association has a transaction or arrangement, or
- b. a compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

## **Procedures**

### **1. Duty to Disclose**

In connection with any actual, possible or potential conflict of interest, an interested person must disclose the existence and nature of his/her financial interest and/or involvement in a potentially competing activity to the directors and members of committees with board-delegated powers.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest or the involvement in the potentially competing activity, the interested person shall leave the board or committee meeting while the financial interest and/or activity is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing a Conflict of Interest**

a. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

b. After exercising due diligence, the board or committee shall determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest; or whether the interested person's potentially competing activity might impair or threaten the best interests of the Association. In the event of a determination that the Association's best interests might be impaired or threatened by the potentially competing activity, the interested person shall withdraw from the activity or be deemed to have resigned from his/her capacity as director, officer, committee member, agent, consultant or representative of this Board.

c. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

### **4. Violations of the Conflicts of Interest Policy**

a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the members of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

## **Records of Proceedings**

The minutes of the board and all committees with board-delegated powers shall contain--

a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

### **Annual Statements**

Each director, principal officer and member of a committee with board-delegated powers shall annually sign a statement which affirms that such person--

- a. has received a copy of the conflicts of interest policy,
- b. has read and understands this policy, and
- c. has agreed to comply with this policy.

### **Periodic Reviews**

To ensure that the Association operates in a manner consistent with its corporate purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include an evaluation of whether compensation arrangements, benefits, contracts and agreements are reasonable and are the result of arm's-length bargaining.

### **Use of Outside Experts**

In conducting the periodic reviews as outlined above, the Association may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

I have read and understand the context of potential conflicts of interest as they relate to my membership within the Board of Directors and/or committees with board-delegated powers.

- ☐ No, I currently do not have a conflict of interest but further acknowledge that should a potential conflict arise, I will disclose such conflict as early as known and follow all Association requirements for disclosure of said conflict.
- ☐ Yes, I have a potential conflict of interest. I have attached a written, detailed explanation of the potential conflict.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Greater El Paso Association of REALTORS® (“Association”)**

### **Anti-Harassment Policy**

#### **Harassment Prohibited**

The Association prohibits and will not tolerate harassment of any kind by Association staff, Association volunteer leaders, or Association members on the basis of race, color, physical, or mental disability, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender/gender identity, age (40 or over), citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Harassment is prohibited on the Association property and at all Association-related or Association-sponsored events. This policy further extends to harassment on social media platforms.

All Association staff, Association volunteer leaders, and Association members are expected to behave accordingly and take appropriate measures to ensure that the conduct described herein does not occur. Appropriate disciplinary action will be taken against any Association staff, Association volunteer leader, or Association member who violates this policy. The Association is committed to enforcing this policy against all forms of harassment.

#### **Harassment Defined**

Sexual harassment means any harassment based on someone’s sex or gender. It is not limited to interactions between members of the opposite sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual’s sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

Sexual harassment includes:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, sexually-related comments or jokes, sexual innuendoes, unwelcome sexual advances, or requests for sexual favors).
- Non-Verbal (for example, suggestive or insulting sounds, or whistling).
- Physical (for example, assault or inappropriate or unwanted physical contact, such as touching, pinching, brushing the body).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making obscene or sexual gestures).
- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).



Other types of harassment often take a similar form to sexual harassment and include harassment that is:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. It is impossible to list every type of behavior that can be considered harassment. Any conduct that could create an offensive environment will be considered harassment in violation of this policy.

### **Reporting Harassment**

The Association will take each complaint seriously and conduct a thorough and impartial investigation. The Association will maintain a complete written record of each complaint and will maintain communication with the alleged harasser and the victim throughout the proceedings. Confidentiality will be maintained throughout the process to the extent practical and appropriate under the circumstances. The Association will take prompt and proportionate action when a violation of this policy has occurred.

#### ***Association staff:***

If you are Association staff and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor. Although not mandatory, a Complaint Form is available on the Association's website to make your complaint if you wish to use it. Follow the procedures set forth in the Association's Employee Handbook.

Once a report has been received, a prompt and thorough investigation will be conducted by your direct supervisor (or next level above your supervisor) upon consultation with Association's Legal Counsel.

#### ***Association volunteer leaders and members:***

If you are an Association volunteer leader or member and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact the Chairman of the Association ("Chairman"). Although not mandatory, a Complaint Form is available on the Association's website to make your complaint if you wish to use it.

Once a report has been received, a prompt and thorough investigation will be conducted by the Chairman upon consultation with the Association's Legal Counsel. If the report names the Chairman, that individual is precluded from participating in the investigation and disciplinary

action and shall be replaced by the Association's Chairman-elect or Chief Executive Officer.

### **No Retaliation**

No one will be subject to, and the Association prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

### **Violations**

Any Association staff, Association volunteer leader, or Association member, regardless of position or title, who has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment (for Association staff) or removal from any office or committee position the Association volunteer leader holds. A violation of this policy may be a factor in determining an Association member's fitness for future Association volunteer leader positions.

### **Appeal Process**

Association staff found in violation will have a right to appeal the decision to the Association's Chief Executive Officer. Any Association volunteer leader or Association member found in violation will have a right to appeal the decision to the Association's Board of Directors. A written request for appeal must be submitted no more than thirty (30) days after the individual receives notice of a violation of this policy.

The Association's Legal Counsel is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact the Association's General Counsel.

### **Acknowledgment of Receipt and Review**

I, \_\_\_\_\_, agree to abide by the terms and conditions stipulated in the Anti-Harassment Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in my immediate dismissal of employment or from my volunteer governance position with the Association pending review by the Greater El Paso Association of REALTORS® Association Executive, President, President-Elect, and one Board of Director, selected by the President, in consultation with the Greater El Paso Association of REALTORS® General Counsel.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Greater El Paso Association of REALTORS® ("Association")**

### **Social Media Policy**

Social media includes, but is not limited to websites, blogs, social networking sites, discussion groups, and listservs. Social media is a powerful and effective communication and engagement tool and the Association encourages Association leaders to utilize social media to help raise awareness of the Association's work and issues of interest to Texas REALTORS® and consumers. These Social Media Guidelines for Association Leaders ("Guidelines") are intended to enable Association leaders to maintain their ability to express themselves personally on social media, while also ensuring that the reputation and work of the Association is protected. In furtherance of these objectives, Association leaders should follow these Guidelines:

1. All Association leaders are encouraged to use social media to promote the Association's mission, policy positions, advocacy efforts, and other association news.
2. It is always acceptable to repost or share any Association published communications and established policy positions.
3. Always be professional, respectful, and ethical when engaging in social media and avoid making statements or posting photographs that could reasonably harm the Association.
4. In the capacity of an Association leader, avoid making statements contrary to NAR's public positions on federal issues, TAR's public positions on state issues, and the Association's public positions on local issues, including but not limited to contrary statements about appointees, elected officials or candidates, and legislative or regulatory matters.
5. When reasonably necessary or useful, include a disclaimer that views expressed by the Association leader are personal to the individual and do not represent the official views of the Association.
6. Do not disclose any confidential information.
7. Do not call for a boycott of a product, service, or company.
8. Avoid any connection to the Association when making personal statements of endorsement or opposition to particular products, services, or companies.
9. Avoid and/or remove statements or content that create undue opposition or controversy.

10. Avoid making statements or posting photographs that are inappropriate including, but not limited to discriminatory remarks, demeaning or defamatory comments, offensive material, and comments that might constitute harassment.
11. Respect third-party intellectual property, and always use NAR's trademarks in accordance with NAR's Membership Marks Manual. REALTOR® means member of the National Association of REALTORS® and must not be used generically as a synonym for the occupation of "real estate agent" or "broker".

Association leaders who do not adhere to these Guidelines or who otherwise act inappropriately when engaging in social media, may be contacted by the Association's CEO to resolve the situation, which may include withdrawing, correcting, or revising the communication at issue. Please be aware that social media presence is a significant factor for the Association's Nominating Committee in determining one's fitness for an Association leadership position. Social media presence may also be a factor when applying for local and state government positions.

As used in these Guidelines, "Association leaders" includes employees, elected and appointed officers, directors, committee chairs and vice chairs, and other members appointed to positions of leadership.

### **Greater El Paso Association of REALTORS® Social Media Policy Acknowledgment**

I, \_\_\_\_\_, agree to abide by the terms and conditions stipulated in the Social Media Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in my immediate dismissal of employment or from my volunteer governance position with the Association pending review by the Greater El Paso Association of REALTORS® Association Executive, President, President-Elect, and one Board of Director, selected by the President, in consultation with the Greater El Paso Association of REALTORS® General Counsel.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Greater El Paso Association of REALTORS® ("Association")**

### **Whistleblower Policy**

#### **Purpose**

The 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 Association; (2) specify that the Association will protect the person from retaliation; and (3) identify where such information can be reported.

#### **Encouragement of reporting**

The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include violations of law, financial improprieties, accounting or audit irregularities, harm to public health or safety, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms or policies should be addressed through channels described in those mechanisms or policies, such as raising matters of alleged discrimination or harassment, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

#### **Protection from retaliation**

The Association prohibits retaliation by or on behalf of the Association 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. The Association prohibits retaliation against staff and volunteers for refusal to participate in an activity that would result in a violation of local, state or federal law. The Association will not retaliate against a staff member or volunteer who discloses or threatens to disclose to a supervisor, director, vice-president, the chief executive officer, or law enforcement agency or other governmental agency, any activity, policy, or practice of the Association that the person reasonably believes is in violation of a local, state or federal law. The Association reserves the right to discipline staff or volunteers who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

### **Where to report**

A complaint, report or inquiry may be made under this policy on a confidential or anonymous basis and will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The complaint, report or inquiry should describe in detail the specific facts demonstrating its basis. A complaint, report or inquiry by staff should be directed to a direct supervisor; if this person is implicated in the complaint, report, or inquiry, it should be directed to the next level above the direct supervisor. A complaint, report, or inquiry by a volunteer should be directed to the Association's Chairman ("Chairman") and; if the Chairman is implicated in the complaint, report or inquiry, it should be directed to the Association's Chairman-elect or Chief Executive Officer. The Association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## **Greater El Paso Association of REALTORS® Whistleblower Policy Acknowledgment**

By agreeing to serve in an Association employee or voluntary governance position, I agree to abide by the terms in this Policy. I also acknowledge that Confidential Information learned or discovered during the course of my affiliation with the Association is the sole property of the Association and further agree to leave any hard copies containing Confidential Information in the possession of the Association upon the end of my employment or service in a voluntary governance position.

I, \_\_\_\_\_, agree to abide by the terms and conditions stipulated in the Whistleblower Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in my immediate dismissal from my employment or volunteer governance position with the Association pending review by the Greater El Paso Association of REALTORS® Association Executive, President, President-Elect, and one Board of Director, selected by the President, in consultation with the Greater El Paso Association of REALTORS® General Counsel.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_