

HUMBOLDT ASSOCIATION OF REALTORS®
POLICIES AND PROCEDURES
Revised June 2026

Statement of Purpose: Previously established policies to assist the Association in its decision-making process.

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Revised (February 2017)	2017
Revised (June 2019)	2019
Revised (March 2020)	2020
Revised (November 2020)	2020
Revised (November 2021)	2021
Revised (March 2022)	2022
Revised (June 2024)	2024
Revised (November 2024)	2024
Revised (March 2025)	2025
Revised (July 2025)	2025
Revised (April 2026)	2026
Revised (June 2026)	2026

CULTURE STATEMENT

Through the embrace of innovation, growth, and continuous learning, HAR is committed to nurturing a climate of integrity, collaboration, and service. We are united by ethical standards, property rights advocacy, and professionalism. Through open dialogue, transparency, inclusivity, accessibility, respect, and mentorship, we encourage pathways to leadership for all and create an environment where every voice has value. Through service, we build trust to strengthen our community and the integrity of the Realtor brand. Together, we uplift and enrich lives to help make HAR and Humboldt County a place where everyone can thrive.

BUDGET & FINANCE

End-of-Year Excess Funds: Those funds budgeted and not spent each year shall be deemed surplus funds. After the reserves account is fulfilled to the policies' allotment of approximately 6 months, the Board shall annually decide where to allocate the remaining surplus funds.

Reserve Policy: The Association Reserve Policy intends to provide for continuity of services to its members, plan for future expansion, and weather any economic changes in the industry or the general economy.

The reserve target is 6 months; in the event of a shortfall, the finance committee shall develop a plan to restore the reserves to meet this target. The plan to rebuild reserves can be accomplished through a net operating surplus over several years, through a targeted expense reduction, or a dues assessment/dues increase.

In the event reserves exceed 6 months, the finance committee shall assess whether action is needed to disburse the overage back to that year's surplus funds or some other course. The results of this assessment shall be presented to the Board of Directors for review and consideration.

To calculate operating reserves, the association shall first calculate the organization's free/available cash position, which includes all non-designated cash and investments; plus accounts receivable; minus all current liabilities, deferred revenue, dues money payable to CAR and NAR, and funds raised and committed for charitable giving.

Then the association shall calculate adjusted operating expenses. Adjusted operating expenses shall take annual expenses into consideration, less depreciation expenses and extraordinary expenses that are unusual in nature and not anticipated to be ongoing in nature.

The number of months of reserves shall be calculated as follows: Determine the adjusted operating expenses divided by 12 months. The result is the association's average monthly expense. Divide the current operating reserve balance by the average monthly. The result is the number of months the reserves the association currently has. Budget and Finance shall review the calculations annually at the first Budget and Finance Committee meeting of the year.

Humboldt Association of Realtors® Financial and Investment Policies: Association Definition:

Corporation status with both the Federal and State.

Office Cash and Disbursement Procedures:

1. Petty Cash – Maintain \$300
2. Cash Drawer – Maintain \$150
3. Checks – Checks are entered into a check receipt Excel worksheet by the Administrative Assistant and processed and entered into the accounting program by the CEO or Bookkeeper. Deposits are made at least every 1-2 weeks.
4. CEO/HAR Credit Card – Limit \$20,000
5. Office Supplies Purchases – Office supply requests are made by staff and approved by the CEO before ordering. Staff shall verify that all items ordered have been received.
6. Office Equipment Purchases – Authorized by CEO
7. Large Purchases and Facility Expenditures – Authorized by the CEO up to \$2500
8. Invoice and Payments – Invoices stamped (date) received – approved by CEO and checked by Executive Committee when signing checks.
9. Employee reimbursements – Must be submitted with a check request to the CEO for authorized reimbursements.
10. Direct Deposits/ Pay dates/ Deductions – *Employee Manual*
11. All HAR fundraisers shall be charged a 5% administration fee by HAR for staff overhead and expenses.

Check Signers and Debit/Credit Card Holders: The association requires two check signers, consisting of the CEO, President, President-Elect, 1st Vice President, and immediate Past President. Debit cards for the Operating and H.A.R. Cares for Youth accounts shall be held by the CEO.

Electronic Bill Pay: The CEO can authorize online electronic payments for accounts payable and operating bills (i.e., PG&E, Insurance, etc.).

Account review and transfer capabilities: The CEO and CPA have account review capabilities. The CEO has transfer capabilities (i.e., only between HAR accounts) The Board of Directors reviews the financials at each monthly meeting, but no less than on a quarterly basis.

Purchases Made on Behalf of the Association: No expenditures made on behalf of the association without prior authorization to do so qualify for reimbursement.

H.A.R. Accounts: 1. Operating (Checking Account). 2. Savings Account. 3. Additional accounts as directed by the Budget and Finance Committee.

Budget & Finance Committee:

1. The committee shall have a minimum of five committee members that shall include at least one (1) Director, the President-Elect, and the Treasurer. Committee members shall be appointed by the President and confirmed by the Board of Directors.
2. The committee shall meet semi-annually.
3. Responsibilities/Duties:
 - Prepare, with the CEO, a recommended annual budget.
 - Submit and recommend the investment of surplus and reserve funds and advise on the condition of the funds in trust.

- Semi-annually reviews investment(s) for maximum earning potential. Options should be principal-protected investments like CDS, Money Market accounts, and other interest-bearing accounts. Care should be taken to ensure no more than the FDIC-insured maximum is kept at any single financial institution.
- Arranges for and reviews the annual financial statement of the previous year's accounts.

Allocation of accounting duties: Accounting duties shall be shared by HAR staff and the Bookkeeper/CPA.

- HAR staff shall have primary responsibility for the quarterly billing, payroll record maintenance, compilation of tax data, regular financial reports, budget preparation, inventory, and assistance with reviews and audits, etc.
- The Bookkeeper/CPA shall have primary responsibility for accounting software, online support, monthly account reconciliation, staff support, preparation of tax returns, and the conduct of periodic reviews and audits.

Facility Maintenance: The association shall require a pest inspection every five years and have needed work completed (ex. 2029, 2034). Reserve funds may be spent on major maintenance items, such as roofs, foundations, extensive repairs, etc.

Review/Audit Procedures: The CEO shall select and hire a CPA to conduct annual reviews and audits with Board approval. The Association shall conduct an annual review, and every fifth year, conduct a full audit with an independent CPA or qualified professional

Annual Tax Preparation Procedures: The association shall have its annual taxes prepared by an independent CPA or qualified professional. CPA shall prepare the association's taxes by the date established by the Federal Government or file an extension by the due date, if necessary.

Operating Account Balance: When the Operating Account reaches a balance of \$70,000, the balance above \$60,000 shall be transferred to the Savings Account.

CAR/NAR/REGION 1

HAR's Travelling Team: HAR shall send a delegation to attend and participate in the Director meetings of the California Association of Realtors. That delegation shall include the CEO, HAR Realtors appointed to serve as CAR Directors, and HAR Realtors appointed to leadership positions at CAR.

The Region 1 Chair, the HAR President, and any CAR Honorary Directors for Life shall serve on the Travelling Team ex officio. Priority for any other state allocated, CAR Director positions shall be given to the HAR Vice President and HAR Realtors serving in appointed leadership positions at CAR. Individual members may seek appointments as an At-Large CAR Director when appropriate.

Members of the Travelling Team must be active participants in the operations of HAR.

The Travelling Team and budget allocation for the given year shall be recommended by the prior year's Travelling Team, subject to review and approval by the HAR Board of Directors.

Nothing shall preclude any interested HAR Realtor from attending CAR meetings or participating in CAR Governance.

RETENTION POLICY

Accounting Records:

- * Annual financial statements (permanently)
- * Payroll journals & ledgers (permanently)
- * Deeds and closing papers (permanently)
- * Income tax returns (permanently)
- * Bank statements (seven years)
- * Accounts payable and receivable (seven years)
- * Employee expense reports (seven years)
- * Inventory count & costing sheets (seven years)
- * Purchase invoices & orders (seven years)
- * Investments (seven years after disposal)
- * Deposit slips (four years)
- * Accounting correspondence: routine (four years)
- * Insurance policies (four years after expiration)
- * Receiving sheets (two years)
- * Purchase orders (except accounts payable copy) (one year)

Association Corporate Records:

- * Articles of incorporation and amendments (permanently)
- * Bylaws and amendments (permanently)
- * Corporate filings (permanently)
- * Corporate minute book (permanently)
- * IRS exemption letter (permanently)

Employment Records:

- * Personnel records (ten years after employment ends)
- * Employee benefit plan documents (duration of plan)
- * Garnishments/wage assignments (three years)
- * Payroll records showing name, address, date of birth, occupation, rate of pay, and weekly compensation (three years)
- * Immigration I-9 forms (duration of employment plus one year, minimum of three years)
- * Documents relating to job recruitment: advertising, job orders submitted to employment agencies, interviewing, testing, hiring, training, demotions, promotions, layoffs, discharges, and other personnel decisions (one year)

Legal Documents:

- * Trademarks, patents & copyrights (permanently)

- * Legal correspondence: (permanently)
- * Contracts (ten years after expiration)
- * Warranties & guarantees (two years beyond terms of the warranty)
- * License applications (one year after expiration) * Licenses (one year after expiration)

MLS Documents:

- * Rules and regulations (permanently)
- * MLS policies (permanently)
- * MLS service mark license agreements (permanently)
- * Sold property information (permanently)
- * Subscription agreements (ten years after expiration)
- * Participation agreements (ten years after expiration)
- * Web site click-through confirmations (ten years)
- * Contracts (seven years after expiration)
- * Lockbox key agreements/leases (one year after agreement terminates)

NAR/Association Documents:

- * NAR charter (permanently)
- * Territorial jurisdiction (permanently)
- * Realtor® Agreement (until superseded)
- * Professional standards policies (five years)
- * Member file & membership applications (two years after membership terminates)
- * Professional standards hearing records-- Ethics (result of hearing- permanent; rest of hearing file- minimum of 1 year after satisfaction of sanctions (if any) and there is no threat of litigation)
- * Arbitration/mediation (minimum of 1 year after payment of award (if any), and there is no threat of litigation)

DUES, ASSESSMENTS, FEES, DEPOSITS, FINES

Invoices Emailed: HAR members and MLS Participants shall be emailed individually for all MLS fees, SentiLock fees, education, events, store purchases, etc., to be mailed in advance of services, with invoices being due at the time of service.

HAR Member and MLS Participants Accounts/Delinquent Accounts: Non-dues delinquent notices shall be sent after 10 days past due. All delinquent notices are sent to the Designated Realtor, MLS Participant, and/or managing broker as well. If agent accounts are over 20 days past due, MLS/SentriLock membership shall be suspended, and a reactivation fee shall be charged. Once an agent is 20 days delinquent, their Designated Realtor/MLS Participant shall be charged the past-due non-dues balances with 10 days to clear the account, or the entire office shall be suspended.

Past Due Accounts: Interest of 18% per annum shall be charged on all past due accounts, from its due date until paid (Bylaws Article IX, Section 5)

Office/Branch/Agent Changes: HAR shall charge members a fee for new members, to change an office, and transfer Designated Realtors/MLS Participants and/or agents between offices. Affiliates shall be charged a fee for new members and for setting up a branch office.

New Member Applicants/ Member Changes: HAR shall notify its membership via the biweekly newsletter of the names of all new Realtors, Affiliates, and MLS-only applicants. This notice shall also inform the membership when an agent transfers offices or becomes inactive.

MLS Only Set Up Fee: HAR shall charge MLS Only Participants and Subscribers a set up fee, plus an annual fee due in January. See the Fee Schedule for fees to be charged.

Statements Emailed: The Designated Realtor/MLS Participants may request a statement that shall detail the accounts for all agents associated with that Brokerage.

Waiving of Local Dues: Local dues shall be waived for Realtors who qualify for both NAR Emeritus and CAR honorary members for life status.

Annual Realtor Dues: Electronic billing shall be for annual Realtor and Affiliate dues.

Reinstatement of Membership Fee: The Board of Directors shall establish a fee to be charged to reinstate membership in the Association for those who reinstate within 2 years from going inactive; these fees shall be subject to change from time to time.

Event/Education Class RSVP Policy: If a member reserves a seat for an Association event, does not attend, and/or does not cancel the reservation at least 72 hours before the event, the Association shall bill them. Members who no-show without canceling shall be charged the entire event fee. There shall be an additional \$10 charge for late registrations and members who did not register and show up for the event.

Two-Party Checks: The Association shall not accept two-party checks.

INSTALLATION OF OFFICERS

Installation of Officers and Directors: The Annual Installation of Officers and Directors shall be held annually. The Installation celebrates the annual transfer of power. The actual transfer of authority shall occur at the point where the last regular meeting of the year for the HAR Board of Directors adjourns.

HAR shall recognize the Realtor®, Rookie, and Affiliate of the Year Recipients at this event.

GOLF TOURNAMENT

The purpose of the Golf Tournament is to raise funds for a charity to be selected by a vote of the members.

Annual selection of the charity(ies) to receive funding:

1. The Nomination Form shall be an application. All applications must be signed by a member of the Association to be eligible to be included on the golf ballot. Forms shall be released in the spring. An electronic application shall be available on the website and emailed to members.
2. Organizations must be local non-profits to be nominated. Organizations that have been beneficiaries in the last five years are exempt from nomination.
3. The Ballot with information about each nominated organization shall be sent electronically to each member. Realtor® members are entitled to one vote. Each affiliate business shall receive one vote, plus an additional vote for each affiliate branch. Ballots shall be sent in the spring.

Disbursement of funds raised:

The organization with the highest votes shall receive 60% of the golf tournament proceeds, and the runner-up shall receive \$500.00.

Annually, the balance of any funds raised by the Golf Tournament shall be credited to the various charitable budgets as determined by the Member Services Committee.

Persons under 21 years of age are not allowed to play in our annual Association-sponsored golf tournament.

ANGEL FUND

The purpose of the Angel Fund is to provide services to HAR members during hardship. Money for this program shall be raised by the Member Services Committee and the Golf Committee, and all requests for assistance shall be reviewed by the Member Services Committee. All requests and services are confidential. Individual personal fundraisers or help with private fundraisers are allowed. Due to the committee needing to respond to emergent issues, the committee may hold a special meeting via email for decisions and voting.

The Board of Directors shall review the Angel Fund annually.

Eligibility:

- Must be a member of HAR, or a member's loved one, to be considered on a case-by-case basis.
- Monetary donations to individual members have a \$1,000.00 cap. Board approval is required if over \$1,000 is requested.

Criteria:

- Accident or Medical Emergency
- Death of a loved one
- Immediate need for unforeseen incident
- Medical Condition
- Services are not limited to the above, and all applications shall be reviewed by the Angel Committee on a case-by-case basis.

Potential Offerings:

- Note cards
- Flower Deliveries or Gift Cards
- Transportation needs
- Meals
- Organized volunteer assistance
- Home Services
- Waiver of local dues
- Ombudsman coordination and/or contribution
- Additional Services offered on a case-by-case basis.
- Direct Monetary contribution

CARES FOR YOUTH

Policies: See Exhibit C for full Policy for distribution of Cares for Youth account funds.

SCHOLARSHIPS FUND

Scholarship Fund. The Member Services Committee allocates funds from the Scholarship Fund for Scholarships. View the entire Scholarship policy in Exhibit B.

MEMBERSHIP

Lunch Guests: Agents and affiliates being introduced as new members of the Association shall be luncheon guests of the Association at the next regularly scheduled General Membership Meeting.

Affiliates. Affiliates on all standing committees, except the Board of Directors, have the same voting status as Realtor members.

Negative Member Interactions: Staff is to keep a log of negative interactions and report to the Board if the member causes issues or is rude on three occasions. The board shall review and take action. This will be treated as harassment and will follow the Harassment Policy procedures.

Member Complaint Policy: Non-emergent complaints are to be filed with the CEO via an Incident Report Form, which is to be forwarded to the Board of Directors for review.

SOCIAL MEDIA POLICES & PROCEDURES

Facebook: HAR shall have Facebook and Instagram accounts and adopt the following Social Media Policy & Procedures.

This Social Media Policy and Procedure applies to any member postings to blogs, websites, forums, and social networking sites maintained by HAR.

Transparency:

- Always identify yourself and your sources of information.
- Do not provide the Association's confidential/proprietary information.
- Be a member of HAR on the "members only" group

Honesty:

- Respect copyright laws and trademarks.
- Reference or cite sources appropriately.
- Accept and correct mistakes in a timely manner.

Respectfulness:

- Do not insult, use obscene language, or behave in any way that would be inappropriate for the Humboldt Association of Realtors®
- Be respectful to the company, members, vendors, and the public.

Authority:

- Staff shall input data on social media sites.
- Staff shall monitor and respond if a crisis develops, including the removal of slanderous and liable information.
- All crises shall be reported to the CEO.

Members are reminded that, under Article 10 of the Code of Ethics, they are prohibited from posting discriminatory or demeaning statements on any sites, including their own. Complaint procedures shall follow the NAR Code of Ethics complaint process and/or the HAR Harassment Policy.

VIRTUAL MEETINGS AND RECORDING POLICY

Virtual Meeting Platforms: Committee chairs or the board president may opt to hold a meeting via zoom in lieu of being in person.

Recording policy:

1. Educational meetings may be audio or video recorded if properly noticed, as specified in section 2 below, is given to participants.
2. Notification of Recording(s):
 - Participants must be notified in advance of the recorded event.
 - Announce at the beginning of the meeting/event.
 - If participants do not wish to be recorded, they can: Turn off their video, mute their audio, or remove themselves from the recorded event.
3. Operational meetings, including meetings of the Board, its committees, subcommittees, and task forces, may be recorded only for the purpose of preparing minutes. Audio Recordings must be erased upon completion of minutes.

Hybrid/Virtual Meetings: Attendees who participate in virtual meetings are required to wear headphones or be in a private enclosed office with video on for engagement purposes.

1. Zoom participants who do not have their cameras on during the meeting shall be immediately removed from the meeting and will not be counted towards the meeting attendance. If the meeting participants do not verbally respond when prompted by staff or the committee chair, the participant shall be removed from the meeting.
2. If a member is removed from two meetings, they shall no longer be permitted to attend via Zoom.
3. Zoom policy shall be added to the committee email notices.
4. Members can request a Zoom link if they have extenuating circumstances that necessitate a remote meeting. Members must give the staff 24 hours' notice to get approval.
5. Members who request Zoom links, then fail to participate more than once, shall be ineligible to participate via Zoom for the rest of the year.

POLITICAL ADVOCACY AND BOARD ENDORSEMENT

Board Endorsement of Political Candidates: After the conclusion of any candidate interviews (or forums), the Board shall request input from GRC and LCRC prior to any endorsement decision being made. A super majority of 2/3 of the Board of Directors shall be required to approve an endorsement.

MISCELLANEOUS

Association Events: Mayors, Humboldt County Board of Supervisors, Assembly-People, Senators, and Local Representatives shall be invited to Association events, as appropriate.

Association Letters: The Executive Committee shall review and approve letters and press releases. They may also make the decision to have the Association's Attorney review letters and/or the entire Board of Directors if needed.

Board of Directors Minutes: A hardcopy "Minutes Book" of Directors' minutes shall be kept by the CEO and shall be made available at all meetings of the Board of Directors and be available to the General Membership, to view in person at the association office.

Committee Actions: No Committee of the Association shall act without the express consent of the Board of Directors unless the action is authorized by the Bylaws, written policy, or the action has been previously approved by the Association. Money fundraised can be distributed by a committee overseeing the money with proper committee voting procedures, without waiting for the Board of Directors' approval. This would include the Member Services Committee's Community Projects, Angel Fund, Scholarship Fund, Golf Committee, and HAR Cares for Youth Committee. The Board of Directors reviews the fundraising accounts annually, but reserves the right to review at their discretion.

Committee Attendance: For committees that meet monthly, any committee member missing two (2) meetings in a row or three (3) meetings in any 12 months shall be moved to nonvoting status. Board members who have exceeded the number of allowable absences are to be removed from the board. For committees that meet less frequently, members missing more than 25% of the prescheduled meetings shall be moved to non-voting status. Being more than 10 minutes late for a meeting, or leaving prior to the scheduled end time of a meeting, shall count as an absence. Committee meetings are scheduled for one hour, GRC is scheduled for 1.5 hours, and the BOD is scheduled for 2 hours.

Fundraising committees can designate their own attendance policy annually.

MLS Committee:

(a) Quorum. The committee must comprise at least 9 Realtor/MLS Participants. A majority of the members of the committee shall constitute a quorum. A majority is required for an amendment of the MLS rules, in which case a 2/3 vote of the total number of committee members shall be required, subject to approval by the Board of Directors.

Email Addresses: Email addresses shall be made available in the member roster, Affiliate Directory, electronic roster, on the HAR website member directory, and on the MLS.

Gift Certificates: The HAR store shall charge members a \$3.00 transaction fee per gift certificate purchased through the store. Certificates are created in-house per member's request.

Inventory: Staff shall maintain a running inventory of resale supplies and shall perform a physical inventory twice a year or on a schedule approved by the CPA.

Listing Contract: When staff requests a copy of written listing agreements or exclusion documentation, listing brokers must provide documentation within 24 hours.

Membership Roster: Membership rosters, in book form, shall be distributed or sold solely to the membership. Members have the hard copy option of the member directory or the online version. (See Fee Schedule for misuse of policy fines.)

Electronic Roster: For an annual fee per member, an electronic roster shall be provided; participants shall receive quarterly updates. The application shall have language informing recipients of the penalty for selling, sharing, or distributing to non-members. (See Fee Schedule)

Board of Directors Lunches: The Board of Directors shall be provided with a reasonably priced lunch during their monthly meetings.

Mixers: The Association shall conduct mixers periodically. Mixers shall either be hosted by a member of the Association or organized by appropriate committees (i.e., Member Services, Affiliates, and/or H.A.R. Cares for Youth Committees)

Affiliate Products and Services Directory: HAR shall provide the online Affiliate Landing Page and/or an Affiliate Products & Services Directory updated periodically. Realtor advertisements are excluded from advertising. See Fee Schedule for Prices

Affiliate EXPO Table Fee: HAR shall charge a sponsorship fee for a table at the annual Affiliate EXPO.

Mileage Reimbursement: Mileage incurred by staff for HAR functions shall be reimbursed per mile at the current IRS rate. Mileage incurred by volunteers to attend CAR meetings shall be reimbursed as established in the Fee Schedule.

MLS Waivers: A Waiver from MLS shall be used in accordance with NAR guidelines. Designated Realtors and MLS Participants whose agents are acting under a waiver shall be required to file a written request for renewal on an annual basis.

LFRO Certifications: Referral office Designated Realtors must annually certify their LFRO agents. To process LFRO agents, there shall be an annual fee per LFRO (See Fee Schedule).

New Agent Billing: The Association shall, upon notification of a new Realtor or MLS Subscriber, charge the new agent the applicable membership and assessment fees (See Bylaws). Designated Realtors shall be billed all appropriate non-member dues and assessment fees within 30 days of agent hanging under the Designated Realtors license. The transferability of said dues and fees shall be made in accordance with the current CAR and NAR policy.

Newsletter Ads: Only HAR members shall be allowed to advertise in the HAR Newsletter or on the HAR website. All ads must be copy-ready and can be full color. (See Fee Schedule for prices). The newsletter shall be emailed and placed on the HAR website with distribution to all members. Each advertising company shall be billed quarterly. The ad may be canceled by giving 30 days' written notice to the Association.

Paperless Meetings: Board of Directors and Committee meetings shall be conducted as paperless meetings. Agenda packets shall be emailed prior to the meetings. Meeting agendas shall be provided at the meetings, and the entire packet can be viewed online.

Press Releases/PSA's: Prior to distributing any press release or correspondence on behalf of H.A.R., it shall be approved by the CEO and any two of the following individuals: The President, the President-Elect, the First Vice President, and the Immediate Past President.

Recycle: HAR shall, whenever possible and practicable, Reuse, Reduce, and Recycle.

Returned Check Fee: Actual bank fees shall be charged for all checks returned to the Association for insufficient funds.

Staff Expenses, Performance, or Compensation: All personnel issues discussed by the Board of Directors shall be discussed in a closed session.

Committee Agenda Preamble: Add the committee preamble to all Association committee agendas with a link to access the culture statement.

Website: The HAR website shall include the website addresses of members. An "Open House" section shall be added to the HAR website for public access. Open Houses shall include links to the MLS information on those properties. Agent and affiliate photos can be on the HAR website under the Member Directories. BREX and NMLS numbers shall be included on the website to comply with DRE rules for lenders/appraisers. The website shall contain members' emails, website addresses, photos, office and contact numbers, and addresses.

NOMINATING & ELECTIONS

Guidelines:

- The Committee shall consider diverse representation of brokerages and membership demographics, to encourage well-rounded leadership representatives.
- The Committee, in recommending a President-Elect, shall attempt to select a person who shall be eligible to serve as President the following year, if elected.
- Organize a leadership meeting for interested members to explain the leadership process and position expectations, if needed.
- The Committee will put together the list of potential candidates in the annual Nominating Report to be reviewed by the Board of Directors before distribution.
- Interested members not on the Nominating Ballot can file a Petition and acquire 10% of the eligible voting Realtor members' signatures and have their name added to the 2nd Nominating Ballot— a minimum of 2 weeks is to be given to collect signatures.
- Election ends at the May or June General Membership Meeting – Candidates with the highest votes are considered elected.
- The Committee shall not be responsible for the nomination of the Chair of the Multiple Listing Service Committee (MLS Director), nor the Affiliate Committee Chair (Affiliate Liaison). These positions shall be appointed by the President for that year.

GRIEVANCE/PROFESSIONAL STANDARDS

Professional Standards Training: Members of the Directors, Grievance Committee, and Professional Standards Committee shall attend professional standards training every three years if they volunteer to participate in the C.A.R., Statewide Professional Standards program.

Professional Standards Hearing Panels: HAR has contracted C.A.R. to conduct all our Disciplinary (Ethics) & Arbitration complaints and Professional Standards hearings.

Grievance / Professional Standards Committee (Statewide Volunteer): Members of the Grievance and Professional Standards Committee must commit to three-year terms. Members must begin serving on the Grievance Committee before serving on the Professional Standards Committee.

REALTOR® FAIR HOUSING DECLARATION

Association members shall observe the following REALTOR® Fair Housing Declaration:

- Provide equal professional service without regard to the race, color, religion, gender (sex), disability (handicap), familial status, national origin, sexual orientation, or gender identity of any prospective client, customer, or of the residents of any community.
- Keep informed about fair housing law and practices, improving my clients' and customers' opportunities, and my business.
- Develop advertising that indicates everyone is welcome and no one is excluded; expanding my clients' and customers' opportunities to see, buy, or lease property.
- Inform my clients and customers about their rights and responsibilities under the fair housing laws by providing brochures and other information.
- Document my efforts to provide professional service, which shall assist me in becoming a more responsive and successful REALTOR®.
- Refuse to tolerate non-compliance.
- Learn about those who are different from me and celebrate those differences.
- Take a positive approach to fair housing practices and aspire to follow the spirit as well as the letter of the law.
- Develop and implement fair housing practices for my firm to carry out the spirit of this declaration.

REALTOR / ROOKIE / AFFILIATE OF THE YEAR

REALTOR of the Year: The Association shall buy and present a plaque yearly to the recipient of the award.

ROOKIE of the Year: The Association shall buy and present a plaque to the recipient of the award.

AFFILIATE of the Year. The Association shall buy and present a plaque yearly to the recipient of the award.

Qualifications:

1. The candidate must be a successful Realtor®, Rookie, or Affiliate, a true professional, who has attained a measure of respect from their peers.
2. A Realtor member is eligible to be nominated for Rookie of the Year during the year in which they first earned a real estate license and for two calendar years thereafter.
3. The candidate must have made a contribution to the field of real estate.
4. The candidate must be active in the community – they must have made some non-real estate-related contribution(s) to the community.

5. The nominee must be involved with the Association, attending Association events, volunteering time to fundraisers organized by the Association, and actively participating on committees.

Nominations:

1. All REALTOR® and Affiliate members are eligible to nominate any Realtor, Rookie, or Affiliate for REALTOR OF THE YEAR, ROOKIE OF THE YEAR, or AFFILIATE OF THE YEAR.
2. Nomination letters and/or forms must be submitted by Association members by the stated deadline.
3. Nominations shall contain some background information on the nominee and shall further detail how the nominee meets the qualifications listed above.
4. No self-nominations are allowed.
5. Finally, the nominator shall explain why this particular nominee shall be named REALTOR OF THE YEAR, ROOKIE OF THE YEAR, or AFFILIATE OF THE YEAR.

Selection Process:

1. Board of Directors, committee chairs, and subcommittee chairs shall be invited to participate in the decision process with Member Services to review the nomination letters or forms for the Rookie and Affiliate of the Year awards.
2. Awards recipients must meet the qualification criteria.
3. The five most recent past Realtor® of the Year recipients shall review the Realtor of the Year nomination letters or forms and vote.

The past recipients shall present the award to the winner at the annual Installation Dinner.

BOARD OF DIRECTORS

Sexual Harassment Training: All Directors are required to complete the CA Supervisor-level Sexual Harassment training at least once per term. Directors shall not attend a Board of Directors meeting until the annual training is complete.

Annual Board Orientation/ Training: All Board of Directors must complete the annual mandatory Board Training in December or January each year. Directors shall not attend a Board of Directors meeting until the annual training is complete. In order to receive credit, Directors must be on time and stay through its entirety.

Board of Directors Service Agreement & The Integrity, Conflict of Interest, Disclosure and Code of Conduct Agreement: All Directors must submit a signed annual Service Agreement & The Integrity, Conflict of Interest, Disclosure and Code of Conduct. All Directors must follow the agreement requirements, or disciplinary procedures shall be initiated.

Board of Directors Professional Standards Review Training: All Board of Directors must complete a Professional Standards training every three years or once a term, while serving as a Board of Director.

Duties and Conduct Agreement for ALL Directors – Violation Of Policy: Violating the Board of Directors Service Agreement, The Integrity Conflict of Interest, Disclosure, and Code of Conduct policies is a serious matter and may be cause for removal as an H.A.R. Leader or may result in the termination of any contractual relationship with the association. When there is credible evidence of conduct that may compromise H.A.R.'s integrity or reputation, appropriate steps may be

taken. Examples include, but are not limited to, a formal warning, temporary suspension, removal from leadership position(s), and a ban from all appointments for a period of time.

Policy Enforcement Procedures: The Executive Committee investigates and sends its findings and recommendations to the Board of Directors for action.

Special Motions/Meetings: An attempt is to be made for these to be held in person; if that cannot be accommodated, a Zoom meeting is preferred. Conducting business via an email vote is to be reserved for emergent and time-sensitive situations. In these situations, instructions are to be clear regarding the process with a specific timeline for adequate discussion to happen prior to the opening of the vote.

EXECUTIVE COMMITTEE

Composition

The Executive Committee shall consist of the President, the President-elect, the First Vice President, the immediate Past President, and the CEO.

Authority

The Executive Committee shall have the authority to act for the Board between regularly scheduled Board meetings, either in response to an emergency or when it would not be prudent to delay a decision until the next regularly scheduled meeting of the Board.

Procedures

1. The Executive Committee shall meet to prepare the agenda before the Board meetings.
2. When responding to an issue that arises between Board meetings, the Executive Committee shall consider whether it is appropriate to email the Board members and/or to call a special meeting of the Board to resolve the issue.

STAFF ORGANIZATION

Staff organization shall be such that the CEO shall be in charge of all operations within the Association staff, and the CEO shall report to the Board of Directors. The CEO shall be evaluated annually by the Executive Committee.

The Association shall maintain a non-owned auto policy covering employees who drive for the Association.

The CEO is required to complete Harassment Training within six months of hiring and every two years following their hire date. Non-supervisor association staff shall be required to fulfill state-mandated harassment training requirements or at a minimum, the completion of a non-supervisor harassment training, within six months of hire and every three years.

Other Staff policies are located in the Employee Manual.

TRAVEL & REIMBURSEMENT POLICY

Travel Policy:

- **Receipts:** Original receipts required for all expenses.
- **Deadlines:** Expense reports must be received by H.A.R. within 30 days of the trip.
- **Airfare:**
 - Coach Class only. Seat upgrades are not reimbursable.
 - Purchase tickets in advance, whenever possible.
 - Must have original passenger receipt.
 - Members, including personal travel in conjunction with an authorized business trip, may do so. Additional costs associated with the personal portion of the travel are not reimbursable.
 - Reasonable baggage fees are reimbursable.
 - Fees for extra leg room, priority check-in, or other special services are NOT reimbursable.
- **Mileage:** See Fee Schedule for reimbursable rate.
 - Mileage cannot exceed the cost of airfare to the same destination.
- **Rental Car:** Prior permission from association staff is required. In an emergent situation, this may be attained afterwards.
 - The Association's insurance policy does not cover volunteer members renting vehicles in conjunction with their attendance at authorized business meetings.
 - Collision damage waiver must be purchased.
 - If you choose to drive to a meeting in lieu of flying, the total cost shall not exceed the applicable airfare. In the event that a director's airfare, due to their own negligence, is considerably more than others who are traveling, then they shall not receive reimbursement for the difference.
 - If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that you shall not be liable for out-of-pocket expenses shall an accident occur.
 - Also, if it is necessary to rent a car, the lowest available rate for the appropriate size vehicle shall be obtained.
- **Parking & Tolls:** Actual Cost
- **Ground Transportation:** Taxi, Uber, Lyft & Bus: Actual Cost (business purposes only)
- **Lodging:**
 - Standard room and taxes are reimbursable. Extra nights and room upgrades are not reimbursable.
 - Incidentals shall be paid by you upon checkout. Some of these incidental expenses may be reimbursed by H.A.R.
 - Must have original receipt with proof of payment.
- **Incidentals:** Meals, snacks, and tips are reimbursable. See Fee Schedule for per-day per diem meal reimbursement. The following are examples of non-reimbursable expenses.
 - Laundry, Toiletries
 - Personal entertainment (i.e., in-room movies)
 - Purchase of books or magazines
 - Barber or Beautician
 - Meals or entertainment for other individuals
 - Health Club and Massage
 - Gratuity for Hotel Cleaning

- Alcohol is not reimbursable (unless at an event networking with CAR and dignitaries)
- **Other Sources of Reimbursement:** CAR shall reimburse some portion of a member's travel expenses for IMPAC, CREPAC, and other CAR activities. Seek reimbursement from those other sources first and report the reimbursement requested when submitting your expense report to HAR.

EVENT SPACE POLICY

H.A.R. will maintain an event space available to our members and community. See Exhibit A for terms and conditions and the Fee Schedule for rental fees.

For sponsorships or space donations, the CEO reviews and authorizes special requests in consultation with the committee chair.

Artists displaying their work at the association shall acknowledge and sign a waiver that the artwork is accessible to the public and available for purchase. HAR shall be indemnified for loss and damages.

ANTI-HARASSMENT POLICY

Humboldt AOR Commitment: The Humboldt AOR is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members are expected to act with courtesy and mutual respect toward each other, Humboldt AOR or MLS staff, service providers, speakers, guests, and event participants.

Prohibition of Harassment: No Member of the Humboldt AOR or Humboldt MLS Participant may harass an Association or MLS staff member, volunteer, officer, or director, or another Member, service provider, speaker or guest of the Humboldt AOR during any Humboldt AOR function, meeting, or Humboldt AOR-related event, or at the Humboldt AOR workplace or in any other forum or platform governed by NAR policy. This also includes phone calls, correspondence, and off-site in-person harassment.

Harassment: Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, or gender identity. It is not strictly limited to any protected characteristic. Harassment in any form is strictly prohibited.

Examples of harassment include, but are not limited to, epithets, slurs, or negative stereotyping. Threats, intimidation, hostile acts, denigrating jokes, and/or the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group is prohibited.

Sexual Harassment: Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited.

Sexual harassment includes, but is not limited to, the following:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.

Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

Ways to Avoid All Types of Harassing Conduct: All Members shall follow this Policy and maintain a work environment that is free from all types of harassment. Often, the best way to stop offensive conduct is to simply tell the person/s of your objection to it. Persons are encouraged to confront unwelcome behavior directly if they can do so safely and comfortably. Even if no one has told an alleged harasser that his/her conduct is offensive, the alleged harasser may still be subject to discipline as set forth in this Policy. To avoid the risk of violating this Policy, best practices for maintaining a harassment free environment should be followed:

- Remember that another individual may consider touching to be unwelcome or offensive.
- Racial, religious, ethnic, age-related, and sexual jokes and/or epithets will not be tolerated.
- Compliments to others shall be kept general.
- Drinking impairs good judgment. When at work-related social functions or events, whether on or off the premises, avoid having one drink too many.
- Hold oneself to a high standard of conduct and professionalism.

How to Report Incidents of Harassment or Inappropriate Behavior: Any member who believes they experienced, or witnessed, harassment, or other inappropriate behavior in violation of this Policy, shall promptly report the incident to one of the following individuals: the CEO or the President of the Association or the next highest officer who is not the subject of or directly connected by way of a close personal or business relationship, or otherwise poses a conflict of interest, with the subject of the complaint, or if no other officer remains, a member of the Board of Directors.

Protection for Reporting and Cooperating: No recourse shall be taken against an individual acting in good faith for reporting harassment or for cooperating in an investigation.

Description of Misconduct: An accurate record of objectionable behavior or misconduct is encouraged to be documented in writing when filing a formal complaint of harassment. Reports of harassment may be made verbally or in writing. Individuals who believe that they have been, or are currently being, harassed shall attempt to maintain a record of objectionable conduct in order to prepare effectively and substantiate their allegations.

Time Frame for Reporting a Complaint: The Humboldt AOR encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. If filing an Ethics Complaint, the complaint must be received within 180 days of incidence.

Upon receipt of a report of possible harassment or inappropriate behavior, in violation of this Policy, the Humboldt AOR shall promptly conduct a review in consultation with counsel, if appropriate. Through this consultation, the Humboldt AOR shall determine the next step and appropriate course of action in compliance with these Policies and Bylaws.

In instances of referral to an investigatory team, the Humboldt AOR shall promptly investigate in consultation with counsel, if appropriate. The investigatory team shall be comprised of the President, President-Elect, and one member of the Board of Directors selected by the highest-ranking officer not

named in or directly connected by way of a close personal or business relationship, or otherwise posing a conflict of interest with one named in the complaint.

A conflict of interest shall be deemed to exist when, by appearance or otherwise, a person cannot be considered to be impartial or disinterested. Examples include, but are not limited to, current or past relationships by blood, family, business, encounters of an acrimonious nature, or any other situation when one cannot be impartial by appearance or otherwise. In the event any member of the investigatory team has a conflict of interest, the individual shall be precluded from participating in the proceedings.

Unless otherwise determined by the Humboldt AOR in consultation with counsel, shall any potential conflict exclude any of the officers or directors outlined in succession above, one or more 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 or directly connected by way of a close personal or business relationship with one named in the complaint, or otherwise posing a conflict of interest, or if no other officer or director remains, by the CEO.

In pursuing the investigation, the Humboldt AOR shall take the wishes of the complainant under consideration, but shall thoroughly investigate the matter, keeping the complainant informed as to the general status of the investigation, while maintaining the confidentiality of the investigatory process. During the investigation, the Humboldt AOR shall involve only those deemed necessary to the investigation, and disclosures shall only be made on an as-needed basis.

If, after its investigation, the investigatory team concludes there is sufficient evidence that a violation of this Policy has occurred, the investigatory team shall determine any disciplinary action.

The Humboldt AOR may, but is not obligated, to refer the investigation or the investigation and recommendation of discipline to another AOR or outside investigator for handling.

[NOTE: An external body would likely consist of professionals such as an outside human resource firm or a law firm experienced with conducting investigations of this nature to serve as the investigatory team. Depending on the alleged facts and circumstances, it's possible some complaints may be more appropriately handled by an external body; the AOR shall consult with its board counsel to determine whether it may be advisable for a given matter to be referred to an external body.]

The Humboldt AOR reserves the right to take any necessary and appropriate disciplinary action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future Humboldt AOR meetings or events, removal from a committee appointment, officer, or director position, probation, suspension, or expulsion from membership, or any other action deemed appropriate by Humboldt AOR. The Humboldt AOR further reserves the right to consider any matter referred to it from the California Association of REALTORS® ("C.A.R.") as a result of a violation of C.A.R.'s Code of Conduct, Civility and Harassment Policy, and has the discretion to determine whether further action shall be taken against the member at issue by the Humboldt AOR.

A written summary of the resolution, including whether or not this Policy was violated and whether the alleged perpetrator was disciplined, shall be prepared and shared with the alleged complainant and perpetrator(s) involved and the Board of Directors.

WORKPLACE VIOLENCE POLICY

See the CEO for a full copy of the Workplace Violence Policy, reporting actions, and response.

Humboldt Association of Realtors				
2026 Fee Schedule				
HAR Fees:			(up to)	
Application Fee	\$	350.00	\$500.00	
Change/Office Transfer Fee	\$	150.00		
Reactivation Fee	\$	200.00		
New Listing Fee	\$	5.00		
MLS Citations	\$	50.00	\$ 2,000.00	
Clear Cooperation Fine	\$	200.00	\$ 800.00	
Education Class	\$	15.00	\$ 60.00	
GMM	\$	25.00	\$ 60.00	
Installation Dinner	\$	70.00	\$ 90.00	
Finance Charge @ 2%				
Electronic Roster	\$	50.00		
Violation fee for misuse of roster information	\$	500.00		
Extra hard copy directory fee	\$	5.00		
Angel Contributions	\$	75.00	\$ 1,000.00	
Affiliate Branch Office	\$	50.00		
Affiliate - Extra Contact list	\$	25.00		
Affiliate Landing Page/ Directory - 1/2 page cover ad	\$	200.00	\$ 300.00	(2 editions)
Affiliate Landing Page/ Directory - Business card ad	\$	75.00	\$ 120.00	(2 editions)
Affiliate - EXPO Table Sponsor	\$	75.00		
Affiliate - Banner Ads	\$	75.00		
Newsletter Ad - 2" x 2"	\$	30.00	\$ 35.00	w/link
Newsletter Ad - 2" x 3"	\$	40.00	\$ 45.00	w/link
Newsletter Ad - 3" x 3"	\$	50.00	\$ 55.00	w/link
Newsletter Ad - Quarter Page	\$	75.00	\$ 80.00	w/link
Newsletter Ad - Half Page	\$	100.00	\$ 105.00	w/link
Newsletter Ad - Full Page	\$	200.00	\$ 205.00	w/link
MLS/Sentrilock Fees (Quarterly):				
FlexMLS	\$	216.00		
Sentrilock	\$	30.75		
Clerical User Fee	\$	30.00		
Realtor/ Affiliate Fees (Annually):				
2026 Local Realtor Fees	\$	312.00	*Fees increase annually per CPI	
2026 Affiliate Fees	\$	218.50		
2026 Affiliate Application Fee	\$	50.00		
2026 CAR Realtor Fees	\$	342.00	*Fees increase annually per CPI	
2026 NAR Realtor Fees	\$	156.00	*Fees increase annually per CPI	
2026 NAR Image Fee	\$	45.00		
2026 CAR New Member Fee	\$	200.00		
2026 CAR Late Fee	\$	50.00		
2026 HAR Late Fee	\$	50.00		

2026 LFRO Fee per Agent		\$	25.00		
MLS Only Set up Fees:					
Broker / Office Set up fee		\$	500.00		
Agent Set up fee		\$	350.00		
MLS Annual Fee (Jan 1st)		\$	100.00		
Optional RAF/HAF Fees (Annually):					
Housing Affordability Fee		\$	25.00		
Realtor Acton Fund	*	\$	49.00		
Realtor Acton Fund	**	\$	148.00		
Silver Bear		\$	498.00		
Major Contributor		\$	1,000.00	\$	25,000.00
Travel:					
Meal Reimbursement - Per Diem		\$	75.00	per day	
Volunteer Travel Mileage Reimbursement		\$	0.40	per mile	
Event Space Rental Fees:					
Deposit		\$	300.00		
Deposit w/Alcohol		\$	500.00		
Rental (Non-Member)		\$	300.00	for 4 hours	
Extra Hour		\$	75.00	per hour	
10 hour Weekday		\$	600.00		
10 hour Weekend		\$	650.00		
10% discount for Non-Profits/Government Agencies					
Rental (Member)		\$	200.00	for 4 hours	
Extra Hour		\$	50.00		
10 hour Weekday		\$	400.00		
10 hour Weekend		\$	450.00		
Half Day Coffee Service		\$	1.00	per person	
Full Day Coffee Service		\$	1.50	Per person	
Plates, Cups, Utinsels		\$	2.00	per person	
Linen Service		\$	1.00	Per person/Napkin	
Table Linen Service		\$	8.00	per table	
Kitchen Use		\$	50.00		
Technology Wall Deposit		\$	50.00		
Technology Support		\$	25.00	per hour	
Staff Clean-up		\$	50.00	per hour	

EXHIBIT A

Event Space Guidelines (Part of the Application)

Insurance Requirements: All HAR requirements must be in place two weeks prior to the scheduled event date. RENTER must provide comprehensive general liability coverage, with limits of no less than \$1,000,000 for personal injury and damages to property. The general liability policy is to contain, or be endorsed, to contain the following provisions:

- HAR, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of rental, maintenance, or use of that part of the premises leased to the RENTER.
- HAR reserves the right to modify insurance limits based upon the scope of the RENTER event, prior to the final execution of the event.

The Event Space: Approximately 1,100 square feet, open space with laminate flooring and windows overlooking 1st street on the north-facing side. One double glass door for guest entrance and exit, including loading. Two single-stall restrooms and a partial kitchen are also available with express permission from HAR. Alcohol Served: If liquor, beer, or wine is available for consumption and money changes hands in any way, shape, or form between the RENTER and those who participate/attend, full liquor liability, insurance, and ABC Permit is required.

- In order to secure the RENTAL date, a signed contract AND a \$300.00 Security Deposit must be received.
- An additional \$200.00 Security Deposit is required for RENTER use of alcohol and/or Live Band/DJ, due on the day of booking.
- The balance of the rental fee is due one week (7 days) prior to the event. If a balance or other charges are incurred, an invoice will be sent after the event within 14 days.
- A copy of the Liability Insurance is due two weeks (14 days) prior to the event and is subject to review and approval.

HAR reserves the right to change or cancel an event for any reason.

Cancellations: HAR reserves the right to cancel a reservation or an event when unusual circumstances exist or at any time when circumstances are such that the event will present a clear and present danger to the orderly operation of the HAR facility.

- In the event of a disaster or other condition beyond the control of HAR that would render the planned facility inoperable or not suitable for use, HAR shall be released from any responsibility to provide facilities or services and shall bear no liability for any damage, loss, or other cost resulting from the unavailability of the planned facility. In such an event, the RENTAL deposit(s) shall be returned.
- Unless prior arrangements are made, all fees and charges are due and payable one week (7 days) prior to the beginning of the event, or the event can be cancelled.
- The reservation deposit is refundable when at least 30 days' notice of cancellation is given prior to the scheduled event.

Checklist for Deposit Return:

- ☐ Restack and put away all chairs.
- ☐ Clean, dry, restack, and put away all tables.
- ☐ Place all trash in the grey garbage bin and all recycling in the blue recycling bin provided outside of the building. 220 1st Street is clearly marked on all HAR bins.
- ☐ Bag all used linens and place in the kitchenette area.

- ☐ Clean and dry all counter surfaces in the kitchenette area.
- ☐ Sweep the main event space.
- ☐ Sweep the kitchenette area.
- ☐ Clean all dishes. Final load running in dishwasher is ok.
- ☐ Remove all personal belongings.

The use of GLITTER and BUBBLES are strictly prohibited. The use of prohibited substances such as glitter and bubbles will result in an automatic loss of deposit and could result in additional fees.

Building Rental Hours Include:

- Set up time, duration of event, and clean up time. Occupation of the facility before and beyond the event time may be subject to additional fees. If necessary, upon completion of the event, HAR will provide RENTER with an invoice for any additional charges based upon use, services provided, or damages incurred. Invoices are due and payable upon presentation. Invoices not paid within 14 days are subject to interest charges and 10% per annum.
- HAR may be available on the premises for the event to open and close the building, to be of general assistance in the setup and clean up, and to assure that the General Provisions and checklist for deposit return are understood and followed.
- In addition to removing all items brought in for the event, RENTER is responsible for removing all trash using the proper bins provided by the facility. Kitchenette must be returned to pre-event status.

Security:

- HAR may require RENTER to provide at its own expense a private security force to ensure the safety of persons and property and compliance with law, should the circumstances of the event warrant such a requirement.
- HAR reserves the right to close down an event when unusual circumstances exist, when laws are being violated by anyone on the premises, or at any time when circumstances are such that the event will present a clear and present danger to persons or property.

General Provisions:

- RENTER use of facilities, including non-attendant periods of occupation. Violation of such policies may subject a person (or persons) to possible legal penalties.
- RENTER shall be responsible for all damages or injury to, or loss of, any property provided under this contract, and property not specified in this contract, resulting from negligence and/or intentional acts of persons associated with this conference or program.
- RENTER agrees that all participants are under the direct and complete supervision and control of the RENTER.
- The HAR Event Rental is limited to the main event room, two unisex ADA bathrooms, and the kitchenette area.
 - Smoking is prohibited in the building and within 20' of any exit or operable window.
 - No firearms shall be brought onto HAR property without prior clearance and with written approval from the HAR Executive Committee and/or CEO.
- No construction or modification of the property is allowed
- HAR assumes no responsibility for loss or theft of personal property of or any of RENTER participants.

- No alcoholic beverages are to be sold on the premises without an Alcoholic Beverage Control (ABC) permit. Under certain conditions, private parties serving liquor may not need an ABC permit.
- Any written or other material used for promotion, or any conference proceedings (written or taped) must include a prominent statement that the views expressed at the conference are not necessarily supported or endorsed by HAR.
- No birdseed, bubbles, or glitter allowed.
- Open flames are allowed in pre-approved containers. Contact for more information. • No tape, push pins, nails, or staples allowed on walls, floors, tables, or chairs. Blue or purple painters' tape is ok.
- Items may be hung using the designated hangers provided.
- Children under 18 are to be under adult supervision at all times.
- Open containers are restricted from entering the building.
- Live bands and DJ's must stop all music at 9 pm.

EXHIBIT B

SCHOLARSHIPS & GRANTS

Scholarship & Grant Sub-Committee. The Member Services Committee allocates funds from the Scholarship & Grant Fund for Scholarships & Grants.

Scholarships

HAR Scholarship criteria - College of the Redwoods and Cal-Poly Humboldt choose student recipients of scholarships using the following criteria:

1. The student must be a Humboldt County school student who is enrolled or will be enrolled at a university, college, community college, trade school or vocational school.
2. Student must have a cumulative GPA of 3.0 or better.
3. Scholarships must be used for academic fees and/or academic supplies.

Grants

HAR Grant criteria:

1. Must be a Primary Realtor or Affiliate member in good standing.
2. Grant funds may be used for furthering the member's professional education or betterment.
3. Grants will be awarded in the form of reimbursement when the coursework is successfully completed, designation is attained, or a seminar or event is attended.
4. Members will be required to provide a written or video testimonial to HAR for reimbursement.
5. Members must apply for grant funds prior to applying to the program. The committee will not consider applications for classes in which a member is already enrolled or has completed.
6. Recipient will be issued an IRS Form 1099 for the grant amount, and an IRS Form W9 will be required.
7. Employees are not eligible.
8. Members may receive a maximum lifetime grant award of \$2,000.

Examples: G.R.I. Designation, Online Education courses other than the 45-hour renewal, Legislative Day, WomanUp, Fair Housing Day or others as approved by the Member Services Committee.

EXHIBIT C

HAR Cares for Youth Policies

Mission: To engage with and support youth in our community by conducting outreach activities and fundraising to provide health, safety, and educational resources. We serve youth focused non-profits in Humboldt County through knowledge, compassion, and empowerment to assist youth in reaching their full potential.

1. Program Overview

HAR Cares for Youth provides donations and sponsorships exclusively to eligible non-profit organizations and non-profit sponsored events serving youth in Humboldt County. This program does not provide direct donations to individuals. The committee takes a broad view of youth need and encourages applications from organizations addressing any aspect of underprivileged youth well-being. Requests are evaluated on their demonstrated impact and alignment with the mission of supporting youth in reaching their full potential.

2. Eligibility

To be eligible for a donation or sponsorship, an applicant must meet all of the following criteria:

- Be a registered 501(c)(3) non-profit organization, school, or church.
- Operate programs or events that directly serve youth under the age of 18, or foster youth under the age of 21, residing in Humboldt County.
- Use all donated funds or resources exclusively within Humboldt County.
- HAR Cares for Youth typically only makes donations to organizations once per calendar year.

The following are not eligible for support:

- Individual persons (donations to individuals are not provided under this program).
- Organizations whose primary service area is outside Humboldt County.
- Organizations requesting support for utilities, administrative overhead, or non-youth-focused programs.

3. Request Process

HAR Cares for Youth accepts requests for Program donations, sponsorships, or fundraiser participation via e-mail or US Post. Requests must include all the following information:

- Organization name and 501(c)(3) status documentation.
- Description of the program or event to be funded.

4. Review Schedule

The HAR Cares for Youth Committee reviews all submitted requests on a monthly basis at their regularly scheduled meetings, held on the last Thursday of each month.

Important scheduling notes:

- The committee does not meet in July or December. Requests submitted during these months will be reviewed at the next available meeting.
- Submitting a request does not guarantee approval. All decisions are made at the sole discretion of the committee.

Applicants will be notified of the committee's decision following the meeting at which their request is reviewed.