



Volunteer Leadership Policies

Upon appointment or election, Texas REALTORS® volunteer leaders must acknowledge and abide by the policies and guidelines governing the obligations and conduct of volunteer leaders as outlined below.

Nothing in these policies set terms or conditions of employment or create an employment contract.

- Attendance Policy
- Conflict of Interest Policy
- Anti-Harassment Policy
- Ownership Disclosure Policy
- Code of Conduct Policy
- Confidentiality Policy
- Social Media Guidelines

Attendance Policy

Volunteer leaders accept the responsibility for carrying out the goals of the Texas REALTORS® and meeting attendance is part of that responsibility. It is expected that volunteer leaders will make every effort to attend meetings. If a volunteer leader will be absent from a meeting, a written notice should be submitted to the staff executive before the meeting date (email suffices as a written notice). If a volunteer leader is absent from two consecutive regularly scheduled meetings at which his or her attendance is expected, the lack of attendance may serve as grounds for removal from the position in accordance with the Bylaws.*

Volunteer leadership meetings include Executive Board meetings and Board of Directors meetings.

*This applies to volunteer leaders who have a term of more than one year.

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Attendance 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 grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

Conflict of Interest Policy

A volunteer leader of any Texas REALTORS® decision-making body has a conflict of interest whenever that volunteer leader:

is a principal, partner, or corporate officer of a business providing, or being considered as a provider of, products or services to Texas REALTORS® ("Business"); or

serves on the board of directors of the Business unless the individual's only relationship to the Business is service as Texas REALTORS® representative on such board; or

holds an ownership interest* of more than one percent of the Business.

Volunteer leaders with a conflict of interest must immediately disclose such conflict of interest prior to participating in any discussions or vote of a Texas REALTORS® decision-making body that pertains to the Business. Such volunteer leaders may not participate in any discussions related to that Business other than to respond to questions asked of them by other members of the body. A volunteer leader may not vote on any matter in which the volunteer leader has a conflict of interest.

If there is reasonable cause to believe a volunteer leader has failed to disclose actual or possible conflict of interest, the volunteer leader shall be informed of the basis for such belief and be afforded the an opportunity to explain the alleged failure to disclose.

If, after hearing the volunteer leader's response and after making further investigation as warranted by the circumstances the volunteer leader is determined to have failed to disclose an actual or possible conflict of interest, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

*Ownership interest is defined as the cumulative holdings of the individual; the individual's related spouse, children, and siblings; and of any trust, corporation, or partnership in which any of the foregoing individuals is an officer, director, or owns in the aggregate at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation), or (c) partnership interests (if a partnership).

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Conflict of Interest 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 grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

Anti-Harassment Policy

Harassment Prohibited

Texas REALTORS® prohibits and will not tolerate harassment of any kind by Texas REALTORS® volunteer leaders 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 Texas REALTORS® property and at all Texas REALTORS® related or sponsored events. This policy further extends to harassment on social media platforms.

All Texas REALTORS® volunteer leaders 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 Texas REALTORS® volunteer leader who violates this policy. Texas REALTORS® 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

Texas REALTORS® will take each complaint seriously and conduct a thorough and impartial investigation. Texas REALTORS® 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. Texas REALTORS® will take prompt and proportionate action when a violation of this policy has occurred.

If you are a Texas REALTORS® volunteer leader 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 Chief Executive Officer. Although not mandatory, a Complaint Form is available on the Texas REALTORS'® 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 Chief Executive Officer upon consultation with Texas REALTORS'® General Counsel. If the report names the Chief Executive Officer, that individual is precluded from participating in the investigation and disciplinary action and shall be replaced by the Texas REALTORS'® General Counsel.

No Retaliation

No one will be subject to, and Texas REALTORS® 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 Texas REALTORS® volunteer leader, 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 removal from any position the Texas REALTORS® volunteer leader holds in accordance with the Bylaws. A violation of this policy may be a factor in determining a Texas REALTORS® member's fitness for future Texas REALTORS® volunteer leader positions.

Appeal Process

Any Texas REALTORS® volunteer leader found in violation will have a right to appeal the decision to the Texas REALTORS'® 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 Texas REALTORS'® General 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 Texas REALTORS'® General Counsel.

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® 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 in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

Ownership Disclosure Policy

A volunteer leader of any Texas REALTORS® decision-making body must disclose the existence of any of the following:

(1) an ownership interest* in, (2) a financial interest** in, or (3) service in a decision-making capacity for any entity prior to speaking to a Texas REALTORS® decision-making body on any matter involving that entity.

After making the required disclosure, such volunteer leader may participate in the discussion and vote on the matter unless that volunteer leader has a conflict of interest as defined below.

If there is reasonable cause to believe a volunteer leader has failed to disclose actual or possible ownership interest, the volunteer leader shall be informed of the basis for such belief and be afforded an opportunity to explain the alleged failure to disclose.

If, after hearing the volunteer leader's response and after making further investigation as warranted by the circumstances the volunteer leader is determined to have failed to disclose an actual or possible ownership interest, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

*Ownership interest is defined as the cumulative holdings of the individual; the individual's related spouse, children, and siblings; and of any trust, corporation, or partnership in which any of the foregoing individuals is an officer, director, or owns in the aggregate at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation), or (c) partnership interests (if a partnership).

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Ownership Disclosure 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 grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

Code of Conduct Policy

All volunteer leaders have a general duty to act in the best interest of Texas REALTORS® and must avoid any appearance of impropriety. Volunteer leaders accept the responsibility of conducting themselves at all times in accordance with this policy.

Uncivil discourse and discourteous and inappropriate behavior have a negative impact on the reputation of Texas REALTORS® and productivity of the decision-making body. If a volunteer leader acts in a way that reflects poorly on Texas REALTORS® or distracts from the goals of the decision-making body on which the volunteer leader sits on, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Code of Conduct 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 in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

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 Texas REALTORS® are kept that way. Texas REALTORS® volunteer leaders and staff 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 volunteer leaders of procedures to be followed to ensure confidentiality.

Scope

This Policy is applicable to volunteer leaders of Texas REALTORS® who serve in voluntary governance positions. Voluntary governance positions include all members of the Texas REALTORS® Leadership Team, Executive Board, Board of Directors, Committees, Task Forces and Regional Vice Presidents.

Confidential Information

Confidential Information includes but is not limited to any information pertaining to Texas REALTORS'® current or anticipated operations, procedures, third party relationships and agreements, work product, and personal identification information. Some examples of Confidential Information are:

- Identifying personal or financial information related to any Texas REALTORS® 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 Texas REALTORS®, its staff and members
- Information concerning the process used to create and publish the Texas REALTORS® magazine, newsletters, podcasts and any other communications tool utilized by Texas REALTORS®
- Information related to vendor contracts and any proprietary information learned by Texas REALTORS® in obtaining and fulfilling its obligations pursuant to vendor contracts
- Any information related to government affairs and political involvement programming of Texas REALTORS® not otherwise required to be made public (e.g. process used to determine campaign contributions, discussions surrounding decisions for campaign contributions and endorsements, etc.)
- Information pertaining to the process used to create and publish the Texas REALTORS® 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 Texas REALTORS® 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 Texas REALTORS®

General Non-Disclosure of Confidential Information

At no time shall a volunteer leader disclose Confidential Information unless expressly permitted to do so at the discretion or direction of the CEO of Texas REALTORS®. Furthermore, unless expressly permitted to do so, at no time shall a volunteer leader make copies of Confidential Information except as may be required in the performance of the volunteer leader's position duties.

Association Governance

From time to time, it may be necessary or required for meetings of Texas REALTORS® leadership (i.e. certain committees, Texas REALTORS® 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 were not present at the meeting.

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. This provision applies to all members.

Member Information

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

Acknowledgment

By agreeing to serve in a Texas REALTORS® voluntary leadership position, each volunteer leader agrees to abide by the terms in this Policy. Volunteer leaders also acknowledge that Confidential Information learned or discovered during the course of the volunteer leader's affiliation with Texas REALTORS® is the sole property of Texas REALTORS® and further agrees to leave any hard copies containing Confidential Information in the possession of Texas REALTORS® upon either the end of the volunteer leader's service in a voluntary governance position.

I agree to abide by the terms and conditions stipulated in the Texas REALTORS® 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 grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.

Social Media Guidelines for Texas REALTORS® Volunteer Leaders

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 volunteer 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 Texas REALTORS® Volunteer Leaders (Guidelines) are intended to enable Texas REALTORS® volunteer 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, volunteer leaders should follow these Guidelines:

1. All Texas REALTORS® volunteer 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 Texas REALTORS® 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 Texas REALTORS®.
4. In the capacity of a Texas REALTORS® volunteer leader, avoid making statements contrary to NAR's public positions on federal issues, Texas REALTORS® public positions on state 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 Texas REALTORS® volunteer 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 Texas REALTORS® 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".

Texas REALTORS® volunteer leaders who do not adhere to these Guidelines or who otherwise act inappropriately when engaging in social media, may be contacted by the President/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 Texas REALTORS® Nominating Committee in determining one's fitness for a leadership position or membership on a committee. Social media presence may also be a factor when applying for local and state government positions.

As used in these Guidelines, "Texas REALTORS® volunteer leader" includes elected and appointed officers, directors, committee chairs and vice chairs, Regional Vice Presidents, Executive Board members and other members appointed to positions of leadership by the Texas REALTORS® Leadership Team.

I agree to abide by the terms and conditions stipulated in the Social Media Guidelines for Texas REALTORS® Volunteer Leaders. I acknowledge that I have received a copy of the Guidelines and have read its terms very carefully. I understand that my failure to abide by the guidelines may in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.