

South Dakota REALTORS® Political Action Committee

Policies and Procedures

Amended & Approved –2010

1) FUNDRAISING PROCEDURES

A) The Political Survival Fundraising Guide is updated annually prior to the Kick-Off of the yearly fundraising campaign. The guide is disseminated to all local board fund-raisers, local board Executive Officers and RPAC and ISSUES Trustees.

B) Local Board Annual Fundraising Goals are determined by the active membership figures as of October 31st prior to the next election year cycle.

C) Political Survival Fundraising Guide contains general information on:

- How To Raise Funds
- Guidelines for submitting contributions according to the state and federal political campaign requirements
- Questions regarding RPAC and Issues Mobilization
- Previous year's fundraising campaign reports and charts
- Local Board Charts of the Yearly allocation of funds available for contribution to candidates for local elections

**The local board RPAC allocation charts are recalculated each year on November 1st. The amount of funds available to each local board for contributions to local candidates (city, county, school board) are based upon 20% of the previous year's collections plus any amount remaining from the carryover column for one additional year. If the amount remaining is a negative amount, this negative figure will be carried forward in the calculations made each November 1st.

Copies of funds available are sent to each local board at the beginning of the year at the February Board meetings.

- Guidelines for fundraising other than personal (direct) contributions such as raffles and auctions in order to comply with Federal and State election laws

2) RPAC TRUSTEE MEETINGS

A) The regular meetings of the RPAC Trustees will be held during the regularly scheduled SDAR Committee and Board of Directors meetings. An additional meeting of the RPAC Trustees will also be scheduled during the summer of the even numbered/election years. Additional special meetings may be scheduled as necessary.

B) Special meetings of the Board of Trustees shall be called by the Chair on his/her own initiative or upon written request of three (3) of the members of the Board. Any call for a special meeting shall state the purpose, date, time and place of meeting, and shall be issued at least fifteen (15) days in advance and may be done by conference call.

C) Attendance at any meeting, which is held for the consideration of campaign contributions to

candidates, will be limited to the RPAC Trustees (11), who will meet in executive session. The following persons are invited to attend this meeting in an ex-officio, non-voting capacity:

- 1) Current SDAR Lobbyist,
- 2) Current SDAR President,
- 3) Current SDAR Government Affairs Chair,
- 4) Current SDAR Staff Members,
- 5) Current SDAR representative(s) serving on NAR's Political Involvement Committee,
- 6) Current SDAR representative(s) serving on NAR's RPAC Trustees, Major Donor Council, and
- 7) Current staff of NAR Government Affairs Division.

Guests may be present at all other RPAC Trustees meetings where campaign contributions to candidates are not being considered.

- D)** RPAC Trustees who are unable to attend any regular or special meeting must submit a letter of request for an excused absence in writing to the SDAR office in Pierre prior to the meeting date. If the absence is to be from a meeting where candidate contributions are to be considered, the Trustee must submit a written recommendation for support of any candidate from his/her assigned area to the Chair of the RPAC Trustees. The Trustee's written recommendations will then be taken into consideration at the meeting.
- E)** Your position as an RPAC Trustee requires attendance at all meetings. Excused absences will be considered on an individual basis by the RPAC Trustees with prior written notification to the State Executive Vice President. Valid excuses are personal illness, family crises, or State/National Association Business. Unexcused absences will be construed as resignation from the office of State RPAC Trustee and the position may be declared vacant by the RPAC Trustees.

3) RPAC TRUSTEE MEETING COMPENSATION

RPAC Trustees who are currently serving in an elected position on the SDAR Board of Directors will not be reimbursed for travel expenses to regular RPAC Trustees meetings. They will be reimbursed for travel to any special RPAC Trustees meeting. Trustees who do not serve in an elected position on the SDAR Board of Directors will be reimbursed for travel expenses to all RPAC Trustees meetings in an amount set annually by the SDAR Budget committee.

4) CAMPAIGN CONTRIBUTION REQUESTS

A) Candidates for Federal office: The procedures for submittal of request for funding from the NAR Political Action Committee for funding of South Dakota candidates for the U.S. House of Representatives and U.S. Senate are established each year by the NAR RPAC Trustees. The Trustees at the state level are required to interview all candidates and to submit their requests according to NAR's guidelines and timetable. Several types of funding requests may be made, In-State receptions, Washington DC receptions, special recognition, direct contributions and "in kind" funding. The forms used for submittal of funding for federal candidates are supplied each year by NAR.

All contributions for federal races require approval in a regular or special meeting with a quorum present.

B) Candidates for State office: Contributions for candidates for state legislative office will be considered during the elective years for Primary races, the General Election, Special Election and also for campaign deficit funding following the General Election. The candidate or the candidate's campaign manager submits the request for funding in writing on candidate forms provided by SDAR to the SDAR office prior to the RPAC Trustees meetings. All contested races are considered by the Trustees and each local board Trustee is assigned the candidates from the legislative districts within their local board jurisdiction. The local board Trustee should be in communication with their local board leadership as to which candidate to support in the campaign.

Criteria for Candidate Support:

1. Dedication to the right to own private property
2. Ability to win
3. Voting record
4. Recommendation from member boards
5. Future leadership potential
6. Recommendation from other interest groups
7. Name recognition

All contributions for state races require approval in a regular or special meeting with a quorum present.

Contributions to candidates are in support of the candidates' campaign and are not, in any way, to be considered as an endorsement of the candidate. Each Local Board will be notified of all contributions made to candidates within their assigned districts after the checks have been disbursed (within 30 days). Any member may contact the local board or State Office for this information. It is the local board's discretion as to how they relay this information to their members.

C) Candidates for Local Office: Candidate contributions will be considered for county, city, school district and special service district offices. All requests for candidate contributions must be made in writing on a special form provided by SDAR and submitted by the local board State RPAC Trustee. The other RPAC Trustees will be notified of the request for local candidate funding by FAX MEMO, and the trustees will respond by sending their vote to the SDAR office via facsimile transmission or by 1st class mail, as soon as possible.

5) AWARDS AND RECOGNITION

The following awards and recognition will be made for continuous support of the RPAC/PSF/Issues Mobilization/PAF Fundraising by members. Members who have achieved these awards will be recognized each year during the first quarterly business meeting of the South Dakota Association of REALTORS®.

Recognition for contributions in the above amounts is determined annually by the RPAC Trustees and the RPAC Fundraising committee. The cost of awards for recognition of sustaining and large contributions may be funded from the RPAC Soft funds account as needed.

6) CATEGORIES OF PARTICIPATION

The following categories have been established by SD RPAC. Contributors who qualify for two or more *sustaining* awards in one year will receive the highest eligible award and be recognized in that category from there forward.

NAR's "Washington Society" Program – NAR is responsible for recognition and awards in the following categories:

Golden "R"	\$5,000.00 initial annual contribution \$2,000.00 annually thereafter to sustain (after 2002) \$1,000.00 annually thereafter to sustain (prior 2002)
*If member joins President's Circle-	\$4000.00 initial annual contribution \$1,000.00 annually thereafter to sustain
Crystal "R"	\$2,500.00 initial annual contribution \$1,000.00 annually thereafter to sustain
*If member joins President's Circle-	\$2,000.00 initial annual contribution \$1000.00 annually thereafter to sustain
Sterling "R"	\$1,000.00 in a single calendar year
President's Circle	\$2,000.00 direct contributions to REALTOR® friendly candidates, in addition to Major Donor Investment
Hall of Fame	Total Lifetime Aggregate of at least \$25,000

SDAR is responsible for the recognition and awards for the following categories:

President's Club	\$500 - \$999 in a single calendar year
Capitol Club	\$250 - \$499 in a single calendar year
99 Club	\$99 - \$249 in a single calendar year
Sustaining Awards include:	
e) Gold Member	\$250 for 4 consecutive years = \$1,000
f) Silver Member	\$200 for 5 consecutive years = \$1,000
g) Bronze Member	\$99.00 for 10 consecutive years = \$1,000
SDAR Hall of Fame	Total Lifetime Aggregate of at least \$10,000