

Bylaws for the Issues Mobilization Committee

Approved June 1996 – Amended 2014

ARTICLE I - NAME AND DEFINITION

- Section 1. Name. The name of this committee is the Issues Mobilization Committee, hereinafter referred to as the Committee.
- Section 2. Definition. It is a voluntary, non-profit Committee overseen by an independent Board of Trustees comprised of REALTOR® members and is not affiliated with any political party.

ARTICLE II – PURPOSES

- Section 1.
The SDAR Issues Mobilization Program provides financial support to the state association and to the local REALTOR® associations to enable them to organize and manage effective campaigns to promote issues impacting REALTOR® interests.

Financial support is provided through grant assistance to promote positions on public policy issues impacting REALTOR® interests that are before policymaking bodies (e.g. state legislatures, local city councils, county commissions) or before voters (e.g. ballot initiatives).

Financial support is provided through grant assistance on issues impacting REALTOR® interests and promoting the value of being a REALTOR® and/or enhancing the image of the REALTOR®.

All grant requests for Issues Mobilization funds must be germane to the real estate industry and must comply with federal, state and local law.

The following activities are NOT eligible for an Issues Mobilization Grant:

- Candidate Elections. Activities include, but are not limited to: research; polling; phone banks; voter contact; public relations; use of media; other activities undertaken in connection with or otherwise related to the support of, or opposition to, any candidate for elected office. An Issues Mobilization Grant may be given to a 501(c)(4) organization provided the organization is not established for the purpose of supporting candidates or influencing candidate elections.
- Electoral Mechanics. Activities include, but are not limited to: redistricting; voter ID or voter fraud laws; dates for state and local elections; term limits; the design and scheduling of primary and general elections; how members of local legislative bodies are elected (e.g., by district or at-large).
- Public Employees. Activities include, but are not limited to: public employee collective bargaining; negotiations over public employee pensions.
- Legal Action. Litigation involving legal issues of significance generally to state and local associations, real estate practitioners or the real estate business, or real property rights or related issues.
- General Research. Research or analysis that is not part of a public policy issue campaign.
- Completed Activities. Activities related to a public policy issue campaign that is concluded.

ARTICLE III - FUNDING AND FUND ALLOCATIONS

- Section 1. Funding

The fund shall be financed through voluntary contributions made by REALTOR® and Affiliate Members of the South Dakota Association of REALTORS®. Both personal and corporate checks are acceptable under South Dakota State Law. Contributions to the Committee from other persons may be approved by the Committee for special projects and/or programs authorized and approved by the Committee.

- Section 2. Participation Recognition.

Recognition and award programs for contributors may be determined by the Committee.

- Section 3. Allocation of Funds.

The Committee shall serve as the depository for all funds contributed to or collected in the name of the Committee. All funds collected will be allocated on the following percentage basis:

- Sixty percent (60%) of each dollar received will be used for issues that have statewide significance unless released by the committee to Member Boards Issues Mobilization accounts for local use. The State Issues Mobilization Committee or other body as designated by the South Dakota State Association of REALTORS® shall have authority over the use of state funds.
- Forty percent (40%) of the funds collected by the Committees of the Member Boards of the South Dakota Association of REALTORS®, or by the Member Boards in the name of the Committee, shall remain in allocation for local use for a 2 year carry over period unless released by the Member Board to the State Association Issues Mobilization account..
- Upon dissolution of a Member Board, any funds remaining in its Issues Mobilization account or allocation shall be distributed to the State Issues Mobilization account or other depository designated by the State Association.
- An annual report will be sent to each Member Board and the State Association at the annual General Membership Meeting indicating how contributions to the Issues Mobilization Fund were spent and the balance of funds available for use on issues advocacy activities.

ARTICLE IV - COMMITTEE STRUCTURE

- Section 1. Composition.

The Committee shall consist of not less than ten (10) REALTOR® members representing each local board/association of the South Dakota Association of REALTORS®. The following individuals may serve as ex-officio members of the Committee who shall not have the right to vote: the State President, the Government Affairs Committee Chair, PSF Fundraising Committee Chair; the RPAC Trustees Committee Chair or their designated representative; SDAR Lobbyist and the NAR State and Local Issues Mobilization Support Committee Member.

- Section 2. Appointments.

Appointments to the Committee shall be made in accordance with the customs and practices of the South Dakota Association of REALTORS® from names submitted from Member Boards, individual requests, and from recommendations of the Committee. Appointments shall be for terms of three (3)

years, except in the inception of the Committee when one-third shall serve for terms of one, two and three years respectively. Committee members may serve a maximum of two consecutive three-year terms.

- Section 3. Duties.

The supervision and control of the activities of the Committee shall be vested in the members of the Committee. Members of the Committee shall have general supervision and control over the affairs and funds of the Committee, and shall establish and carry out all policies and activities of the Committee. The members shall serve without compensation.

- Section 4. Vacancies.

Any vacancy shall be filled by the Committee, subject to the approval by a majority of the Issues Mobilization Committee Members. Any appointees would serve until the completion of the unexpired term to which they are appointed. Any Committee member may be removed for cause by a vote of a two-thirds majority of the entire Committee. Two consecutive unexcused absences from Committee meetings will be construed as a resignation.

ARTICLE V - MEETINGS

- Section 1. Annual Meeting of the Committee.

The annual meeting of the Committee will be held during the annual General Membership meeting of the South Dakota Association of REALTORS® or at the fourth (4th) quarterly SDAR Business Meeting at a time and place designated by the Committee.

- Section 2. Other Meetings.

Other meetings of the Committee may be held as determined by the Committee or the South Dakota Association of REALTORS®.

- Section 3. Quorum.

The number of Committee members constituting a quorum shall be a majority of the voting Committee members.

ARTICLE VI - SUBCOMMITTEES

- Section 1. Subcommittees.

The Committee may have such subcommittees as it determines necessary and desirable for carrying out its purposes and objectives.

ARTICLE VII - BOOKS, RECORDS, FINANCES AND ADMINISTRATION

- Section 1. Books and Records.

The Committee shall keep complete books and records of accounts. The Committee's books and records of accounts may be audited at the direction of the Committee or the governing body of the South Dakota Association of REALTORS®.

- Section 2. Fiscal and Elective Year.

The fiscal and elective year of the Committee shall be the same as the fiscal and elective year of the South Dakota Association of REALTORS®.

Fiscal Year: The fiscal year shall be the calendar year.

Elective Year: The administrative and elective year shall be December 1 through November 30.

- Section 3. Deposits.

The funds of the Committee shall be deposited to the credit of the Committee in one or more banks or other depositories, or invested in securities which are insured or guaranteed by the federal government, and as permitted under state law. Income generated from invested funds shall inure to the committee account.

- Section 4. Requests for Issues Campaign Funds.

All requests for funding should be submitted to SDAR on the official Issues Mobilization Committee Application for Funding Request form. The request is evaluated by the Issues Mobilization Trustees to ensure that all the criteria requested on the form are met.

- Application for Funding Requests for Issues Campaign Funds may be received at any regular Issues Mobilization Committee Meeting. Such requests may be approved by the Issues Mobilization Committee during the meeting in which said request is made.
- Application for Funding Requests for Issues Campaign Funding may be received via Facsimile Transmission or by regular mail from local boards or the SDAR Executive Committee. Such requests for issues campaign funds will be approved in accordance with the Issues Mobilization Committee policies and procedures.

ARTICLE VIII - AMENDMENTS

- Section 1. These Bylaws may be amended by a majority vote of the total membership of the Committee, provided the members have received ten (10) days advance written notice of the substance of such amendments and provided further that such amendments shall be approved by the Board of Directors of the South Dakota Association of REALTORS®. Additionally, amendments to these bylaws may be approved by a majority vote of the total membership of the Committee via Facsimile Transmission.

Issues Mobilization Committee Policy and Procedures

Approved April 11, 1997-Amended 2014

FUNDRAISING PROCEDURES

- The RPAC/PSF/ISSUES MOBILIZATION Fundraising Guide is updated annually prior to the Kick-Off of the yearly fundraising campaign. The guide is disseminated to all local board fundraisers, local board Executive Officers and RPAC and ISSUES Trustees.
- Local Board Annual Goals are determined by the October 31st membership figures. The Fundraising Guide also includes the guidelines for submitting contributions to the SDAR office in Pierre under the state and federal Political Campaign requirements.
- The PSF Fundraising Book contains general information on:
 - How To Raise Funds
 - Questions regarding RPAC and Issues Mobilization
 - Local Board Charts of the Yearly allocation of funds available for contribution to candidates for local elections. The local board RPAC and Issues Mobilization allocation charts are recalculated each year on November 1st. Copies of Local Board funds available are given to each local board at the beginning of each fundraising year.
 - Guidelines for fundraising other than personal (direct) contributions such as raffles and auctions in order to comply with Federal and State election laws

ISSUES MOBILIZATION TRUSTEES MEETINGS

Meeting Schedule

- The regular meetings of the Issues Mobilization Trustees will be held during the time scheduled for the SDAR committee and Directors meetings during February, May/June, and October. Issues Mobilization Trustee Chair, or Vice Chair in the absence of the Chair, provides a report at each meeting of the SDAR Board of Directors. Special meetings of the Issues Mobilization Trustees may also be scheduled at any time if needed.

Attendance

- Guests may be present at any Issues Trustees meetings or part of any Trustees meetings where issues funding requests are not being awarded. The Issues Trustees will meet in executive session, limited to the Issues Trustees (ten, 10) and present SDAR staff, when determining the granting and amount of issues funding requests.
- Issues Mobilization 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.

Reimbursement of Expenses

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

STATEWIDE ISSUES CAMPAIGN FUNDING REQUESTS

- All requests for funding from the State Issues Mobilization Fund must be submitted to the Trustees in writing on the Application for Funding Request Form as approved by the Issues Trustees. The request may be initiated by any SDAR committee (usually the Government Affairs

or Executive Committee) and approved by the SDAR Board of Directors. The SDAR President will sign and present the request to the Trustees at a regular or special meeting.

- Application requests for funding from the state fund shall be utilized for assistance to promote public policy issues impacting REALTOR® interests that are before policymaking bodies (e.g. state legislatures, local city councils, county commissions) or before voters (e.g. ballot initiatives) and which campaign activities comply with all applicable federal and state law.
- A detailed proposed campaign budget to be expended should accompany the formal written request. The State request should also indicate whether SDAR will be presenting a formal request for matching of additional funds from the National Association of REALTORS® Issues Mobilization fund and the target date for when that request will be made.
- Evaluation Criteria for Issues Mobilization campaign funding requests
In making a decision, the Committee will consider the following criteria as applicable to the funding request:
 - Importance of the campaign
 - Geographical area to be impacted by the campaign
 - Scope of impact of the campaign
 - REALTOR® involvement in the campaign
 - Winnability on the campaign, if applicable
 - Extent of community support for REALTOR® position
 - Availability and commitment of Association funds

LOCAL BOARD ISSUES FUNDING REQUESTS

- Application: All requests for funding from the local board issues mobilization monies must be submitted to the Issues Mobilization Trustees in writing on the Application for Funding_Request Form as approved by the Issues Trustees. The request may be initiated by any local board committee and approved by the local Board of Directors. The Local Board President and Local Board Issues Trustee will sign the request form.

Application requests for monies from the allocated local board monies available and requests for matching funds of 90% of the local board monies available may be utilized by the local REALTOR® association to promote REALTOR® interests of both types of grant assistance identified in the purpose of the fund and which the campaign activities comply with all applicable federal, state and/or local law.

Local Board funding requests must be submitted to the SDAR office two weeks prior to the date of the next scheduled meeting.

- Presentation to Committee: A detailed proposed campaign budget to be expended should accompany the formal written request. The Local Board President; Local Board Issues Trustee and/or Local Board Executive Officer shall present the request to the committee at their meeting
- Evaluation Criteria for Issues Mobilization campaign funding requests
In making a decision, the Committee will consider the following criteria as applicable to the funding request:
 - Importance of the campaign
 - Geographical area to be impacted by the campaign
 - Scope of impact of the campaign
 - REALTOR® involvement in the campaign
 - Winnability on the campaign, if applicable
 - Extent of community support for REALTOR® position
 - Availability and commitment of Association funds

- Approval of Local Board Monies Requests: Requests for funding from the local board issues mobilization monies will be approved during a regular or special meeting of the Issues Mobilization Trustees. If needed and deemed necessary, as approved by the Chair, the local board request for funding may be approved by facsimile transmission between regular meeting times.
- Approval of Local Board Requests for State Funds: Local Board Issues Campaign Funding Requests that include a request for funding from the state Issues Mobilization fund must be reviewed, approved and granted at a regular or special meeting of the Issues Mobilization Trustees. Voting by facsimile is not an authorized means to approve a local board's request for additional funds from the state issues mobilization account.

CATEGORIES OF PARTICIPATION

The following categories of participation have been established by the National and State RPAC.

NAR's Major Investor Program

NAR is responsible for recognition and awards in the following categories:

Level	Major Investor Only	Major Investor + President's Circle
Platinum "R":	\$10,000.00 annual investment Sustain: \$5,000.00 annually thereafter	\$10,000.00 annual investment + \$2,000.00* Sustain: \$5,000.00 + \$2,000.00
Golden "R"	\$5,000.00 annual investment Sustain: \$2,000.00 annually thereafter	\$4,000.00 annual investment + \$2,000.00* Sustain: \$1,000.00 + \$2,000.00*
Crystal "R"	\$2,500.00 annual investment Sustain: \$1,500.00 annually thereafter	\$2,000.00 annual investment + \$2,000.00* Sustain: \$1,000.00 + \$2,000.00*
Sterling "R"	\$1,000.00 annual investment	\$1,000.00 + \$2,000.00*

*President's Circle requires additional contributions totaling \$2,000.00 to be made separately and directly to select RPAC-recommended candidates.

NAR Hall of Fame - Total Lifetime Aggregate Investment to RPAC of at least \$25,000

State RPAC/Issues Mobilization Recognition Program

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:

- a) Gold Member \$250 for 4 consecutive years = \$1,000
- b) Silver Member \$200 for 5 consecutive years = \$1,000
- c) Bronze Member \$99.00 for 10 consecutive years = \$1,000

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.

SD RPAC Hall of Fame - Total Aggregate Investments to RPAC of at least \$10,000.00

Recognition, for contributions in the above categories, is determined annually by the RPAC/Issues Mobilization Trustees and the RPAC/Issues Mobilization Fundraising committee. The cost of awards for recognition of sustaining and large contributions shall be funded on a prorated basis from the Issues Mobilization account and from the RPAC Soft funds account as needed.