

### **3.1.1.3 NAR COMMITTEE STIPEND PROGRAM**

**PURPOSE:** To encourage local association members to pursue NAR committee appointments and leadership positions by helping to defray expenses to NAR meetings.

**ELIGIBILITY:** Applicants for the Stipend must be active Primary REALTOR® member of the Reno/Sparks Association and must meet the following criteria:

1. Applicant must have been appointed to membership on a committee of the National Association of REALTORS® for the year that assistance is requested;
2. Applicant must be interested in continuing service on the NAR Committee, or a related committee;
3. Interest in committee leadership is desirable;
4. Applicants, who are eligible, may receive supplemental funding from Nevada REALTORS provided the combined funding does not exceed total expenditures as evidenced by receipts provided. If an applicant is receiving funding from any other source other than Nevada REALTORS ie. another state, local or the National Association of REALTORS or any institute, society or council, the applicant will not be eligible for a stipend under this program.
5. Applications for stipend must be in writing and must be submitted to the Executive Committee on or before November 15<sup>th</sup> to be considered for the committee year which commences on January 1<sup>st</sup> of the following year.
6. Applications will be reviewed by the Executive Committee with final approval to be given by December 15<sup>th</sup>. Granting of a stipend is solely at the discretion of the Executive Committee. If any approved applicant fails to attend a meeting, the Executive Committee may review and redistribute the unused funds to remaining approved applicants.
7. Applicants may be asked to provide additional coverage of committee meetings, in addition to those committee(s) to which they have an appointment.
8. Recipients of the stipend must submit evidence of expenditures in the form of receipts for reimbursement, along with a typewritten report within 30 days of NAR meeting attendance to receive funds.
9. In the event a recipient is unable to attend a NAR meeting, the absence must be excused and continued funding must be approved by the Board of Directors.

**THE CHRONOLOGICAL PROCESS:** When application to NAR committee is requested by a member, they will receive a copy of this policy and an application for the Stipend pool of funds. The request for approval will be considered after the member delivers the completed application and the letter of acceptance to the National committee. The request for final approval will be taken to the Board of Directors at its next scheduled meeting and the member notified in writing.

**FUNDING:** Stipend will be granted for one year of committee service (Two meetings) by the Executive Committee from funds budgeted annually. The amount of annual stipend may vary based on the number of applicants, the meeting locations, and the individual circumstances. Accounting for funds received will be based on current Association policy.

**SHARING INFORMATION:** Recipients of NAR Committee Stipends are expected to share the information they receive with the members of the Association. They are required to provide a typed report before the Board of Directors and the membership. Failure to comply could result in forfeiture of the funding.

Approved by Bylaws & Policy: 8/14/18

Approved Board of Directors: 8/21/18

**NAR COMMITTEE MEMBERSHIP**

**STIPEND PROGRAM**

**APPLICATION FOR CONSIDERATION FOR FUNDING**

Applicants must be members of the Reno/Sparks Association of REALTORS® and must meet the following criteria:

1. Membership on a committee of the National Association of REALTORS®.
2. Must agree to attend all National Conferences at which committee meetings are conducted;
3. May not receive funding or reimbursement from any other source with the exception of Nevada REALTORS as defined in the Policy 3.1.1.3 NAR Committee Stipend Program.,
4. Must share information from the NAR Meetings in typed format with other members as called upon by the Association president.
5. Must provide copies of expense report and receipts for actual expenses incurred within 30 days of NAR Meeting attendance.

Applicants agree that funds are allocated based on a budget established by the Association and this application and policy does not constitute an obligation on the part of the Association to reimburse all or part of applicant's expenses.

I, \_\_\_\_\_,  request funding  decline funding under the Association's Stipend Program.

I have received notification and acceptance to the following National Committee/s (copy of letter of acceptance must be attached).

NAR Committee: \_\_\_\_\_  
\_\_\_\_\_

Committee Year: \_\_\_\_\_ Committee Position: \_\_\_\_\_

I agree to abide by the Association policy and submit expense reports and receipts as specified.

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

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**Notification of Approved Funding**

This is to advise you that you  have been approved  have not been approved for the requested Stipend Program. Funding has been approved as follows:

\$ \_\_\_\_\_ NAR Mid-Year Conference

\$ \_\_\_\_\_ NAR Annual convention

\_\_\_\_\_  
Chief Executive Officer