

4.4.1.1 BYLAWS & POLICY COMMITTEE JOB DESCRIPTION

Committee Members: Committee members are selected from volunteer forms submitted on an annual basis to the Association. Committee representation shall be a mix of REALTOR®, Affiliate and Individual Affiliate members. In accordance with officer job descriptions, the following officers shall also serve as committee members: president-elect and treasurer.

Term: Committee year shall be as defined in Article XIV, Section 2 of the Association bylaws. (one year total)

Chair: The Immediate Past President shall serve as Chair.

Meetings: Committee meetings shall be at the call of the Chair, but shall be held at least quarterly.

Attendance Requirements: Any committee member missing two (2) regular or special meetings without excuse acceptable to the Chair or Vice Chair shall be removed from the committee (Ref. 1.1.1.8).

Duties: The purpose of the Bylaws Committee is to ensure that the Association's governing documents are in compliance with the National Association of REALTORS®, the laws of the State of Nevada and federal laws.

Specific duties include:

1. Review requests for changes to the bylaws as brought forth by the leadership, committees, staff and membership.
2. Ensure the bylaws and/or policies of the Association are in compliance with NAR's governing documents.
3. In accordance with Article XI, Section 3(D), The Board of Directors will have the authority for establishing all policies for the Association. Such policies will be maintained in a formal policy manual and be reviewed annually.

Approved by Bylaws & Policy: 03/37/14

Approved by Board of Directors: 04/24/14