

**The MetroTex Association of REALTORS® Inc.
("The Association")**

**MetroTex Leadership Academy
RULES & REGULATIONS**

ARTICLE I

Purpose & Program

Section 1

The purpose of the MetroTex Leadership Academy is: "To develop and enhance participants' leadership skills and abilities so that they may be better prepared to fill future leadership roles in their Association(s), in their professions, and in their communities."

Specifically, the program will:

1. Identify and motivate potential leadership in The MetroTex Association of REALTORS;
2. Acquaint such leadership with The Association needs as well as community needs and problems;
3. Build a network of leaders who can enhance their problem solving skills and other leadership abilities through shared perspectives and working together;
4. Challenge potential leadership to participate within The Association and its committees as well as within NAR, TAR, & TREPAC, and other community involvement;
5. Acquaint such leadership with The Association, NAR, TAR & TREPAC structure and purpose;
6. Emphasize the development of team-building skills among the MetroTex Leadership Academy participants.

ARTICLE II

Committees and Subcommittees

Section 1 – MetroTex Leadership Academy Committee

There shall be a MetroTex Leadership Academy Committee ("Committee"), to give direction to the MetroTex Leadership Academy and subcommittees. The Committee and all subcommittees shall function from July to June of each program year. The subcommittees shall consist of the following:

- | | |
|--|---|
| 1. Curriculum Development and Facilitation | 5. Recruiting/Nominating |
| 2. Marketing and Publicity | 6. Alumni Relations & Communications |
| 3. Communications | 7. Application & Selection (only reports in May & June) |
| 4. Finance | 8. Scholarship (only reports in April, May & June) |

Section 2

All subcommittee chairpersons shall be members of the Committee.

Section 3

The chairman of the Committee shall be a REALTOR member in good standing of the Association and shall be appointed by the President of the Association. The chairman, among his/her other duties, shall be responsible for conducting monthly meetings of the Committee and for making presentations to the Board of Directors of the Association.

Section 4

The vice chairman of the Committee shall be a REALTOR member in good standing of the Association and shall be appointed by the Vice President of the Association. The vice chairman, among other duties, in the absence of the chairman, will act as chairman of the Committee. The vice chairman shall act as the chair of the Application & Selection Committee.

Section 5

The incoming chairman and the incoming vice chairman of the Committee are responsible for selection of all subcommittee chairpersons and vice chair persons who, in turn, shall select their subcommittee members.

Section 6 – Application and Selection Subcommittee

The Application and Selection Subcommittee shall include the incoming chair and the incoming vice chair of the MetroTex Leadership Academy Committee and each shall be a voting member of this subcommittee. In addition, this subcommittee will also include no more than three (3) additional alumni of the program, and one (1) of these three (3) members shall be an affiliate practitioner.

The Application and Selection Subcommittee, in its selection process, shall consider, when selecting participants for the program, a representative balance of participants from the membership of the Association(s). The number of applications and the names of the possible participants will be kept confidential. The names of the incoming class participants shall be announced at the June meeting of the MetroTex Leadership Academy Committee.

Section 7 – Scholarship Subcommittee

The MetroTex Leadership Academy Scholarship Subcommittee shall consist of the subcommittee chair, vice chair and one additional member, who are Leadership alumni and appointed by the incoming chair and incoming vice-chair of the MetroTex Leadership Academy Committee, and if applicable, any other alumni who may provide additional scholarships.

If additional scholarships are to be offered, notification of intent to provide the scholarship and verification of funds deposited in the MetroTex Charitable Trust shall be given to the chair of the Scholarship Subcommittee no later than one month prior to the deadline of the submission of the MetroTex Leadership Academy application. Any donations to the MetroTex Charitable Trust, restricted for the MetroTex Leadership Academy, from outside sources will be distributed at the discretion of the Trustees of the Charitable Trust, taking into consideration the recommendations of the MetroTex Leadership Academy Scholarship Subcommittee.

The members of the MetroTex Leadership Academy Scholarship Subcommittee shall attend the individual Leadership interviews for only those candidates requesting scholarships and are entitled to participate in the interview process; however, the Scholarship Subcommittee members will have no vote in the selection of the Leadership candidates. Scholarship interviews will be held on one day, if possible.

The Scholarship Subcommittee shall meet following the completion of Leadership interviews to make selections.

The number of scholarship applications received and the names of the possible/actual recipients will be kept confidential.

Section 8 – Nominating/Recruiting Events

No solicitation of funds or promotional items shall be permitted in the name of recruiting/nominating events/information sessions for the MetroTex Leadership Academy by any of its alumni, participants, staff, or officers. Sponsorship of offsite events shall be limited to facility use only.

Section 9

Any request for exceptions to the terms and conditions of these Rules and Regulations shall be presented to the Chair of the Committee for consideration.

Any changes made to these Rules and Regulations of the MetroTex Leadership Academy that are proposed by this Committee shall be submitted to the Association's Board of Directors for approval.

Section 10

Should a timely decision need to be made with regard to the administration of this program, including the suspension or termination of a participant of this program, such decision may be made by the chairman of this Committee and a panel consisting of at least two (2) other Committee members appointed by the Committee chairman.



ARTICLE III

Section 1

All participants will be required to sign a Commitment document which states:

I commit to be on time and complete the entire day of each program day as scheduled.

Initial here ___

I commit to attend the Orientation/ROPES, Leadership Skills Enhancement, Spokesperson Training and the SIMSOC Program Days, and understand that all of these days are ***mandatory and a requirement for graduation***. I further understand that any participant who misses any part of Orientation/ROPES will be ruled ineligible to participate in the balance of the MetroTex Leadership Academy program.

Initial here_____

I understand that any participant who misses three programs days will be ruled ineligible to participate in the balance of the MetroTex Leadership Academy.

Initial here_____

I will give 48 hour written notice of absence or I will pay a \$25 no show fee.

Initial here_____

I commit to participate in all student planning meetings for the MetroTex Leadership Academy Program Days to which I will be assigned. In addition, I understand that each program day has a budget and I will be required to remain within this budget.

Initial here_____

I commit to participate in a MetroTex community service project which will be a separate event in the spirit of volunteerism. I will not solicit funds, items of value, donations, or promotional items in the name of the program, nor in the name of the company I represent.

Initial here_____

I commit to not use any electronic devices except on designated phone breaks during all Program Days.

Initial here_____

I commit to act in a professional manner, being respectful of speakers, facilities and staff.

Initial here _____

Section 2

Orientation/ROPES, Leadership Skills Enhancement Day, Spokesperson Training and SIMSOC are mandatory days.

Any participant who misses any part of the Orientation/ROPES program will be ruled ineligible to participate in the balance of the MetroTex Leadership Academy program. This program will consist of two consecutive days and attendance is mandatory on both days.

Any participant who misses any part of Leadership Skills Enhancement Day, Spokesperson Training, or SIMSOC will be ruled ineligible to graduate with their class, however a participant may schedule a makeup day the following year (if space allows). Only after the makeup days are completed will a participant be considered a graduate of the MetroTex Leadership Academy.

Any participant who misses (2) scheduled program days will not graduate with their class, however a participant may schedule a makeup of the day(s) they missed the following year (if space allows). Only after the makeup days are completed will a participant be considered a graduate of the MetroTex Leadership Academy.

Any participant who misses (3) scheduled program days will be dropped from the program and will not receive a refund. They will be invited to re-apply the following year.

Any participant who does not give at least 48 hour notice of absence will pay a \$25 no show fee to cover the cost of meals, tour tickets, etc. that may have been purchased on their behalf.

Each program day will begin with Association Moments. During Association Moments the students will receive a brief overview of a MetroTex Committee, and information about the Texas Association of REALTORS® and the National Association of REALTORS®. Association Moments will be planned by the Association Moments ROC and MetroTex staff. Student Committees are not allowed to plan any activities during the time designated for Association Moments without permission from the MetroTex Leadership Academy Committee.

A participant must be present when Association Moments begins. If a participant is not present when Association Moments begins the day will be counted as a half day absence.

Any participant who arrives after Association Moments concludes or misses any portion of a program day will be counted as absent for the entire day. Attendance will be taken at the beginning and end of each program day.

Section 3

There shall be no more than fifty percent (50%) participants in the MetroTex Leadership Academy selected from non-REALTOR organizations, (subsidiary or affiliate), to participate as students in any one (1) program year.

Section 4

All tuition shall be payable to The MetroTex Association of REALTORS. Total tuition is due in full upon acceptance into the program and in any case no later than the last business day of June. TUITION FEES ARE NON-REFUNDABLE.

Section 5

There shall be no less than twenty five (25) or the number of participants necessary to cover all expenses of the program, and no more than forty (40) participants selected for each program year. In the event 25 or fewer participants are enrolled by September 1, of a program year, only the MetroTex Association of REALTORS Board of Directors may authorize the beginning of a program year.

Each program day has a budget and each student committee must stay within their program budget.

Section 6

The leadership program is company neutral, therefore no solicitation of funds, items of value, donations or promotional items shall be permitted in the name of the MetroTex Leadership Academy by any of its participants, staff, or officers.

Section 7

The chairperson and vice chairperson of the MetroTex Leadership Academy Committee, and all Committee members, shall be graduates of the MetroTex Leadership Academy.

Section 8

All participants who successfully complete the requirements of the MetroTex Leadership Academy will be considered an Alumnus of both the MetroTex Leadership Academy and the Texas REALTORS® Leadership Program and shall enjoy all the rights and privileges of both.



ARTICLE IV
Programs

Section 1

MetroTex Leadership Academy program days are to be held monthly, one Friday of each month, unless specified differently at the beginning of the program year.

Section 2

Prior approval from the Association is required for media coverage during the program. Participants who are employed by the media are prohibited from using information acquired at the programs for reporting news.

Section 3

MetroTex Leadership Academy is structured to be politically non-partisan. No participant, Committee member or staff member may use the name of the program in a political campaign nor imply endorsement by the program.