



Gainesville-Alachua County Association of REALTORS®

2026 Board of Directors

Commitment to Serve

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Gainesville-Alachua County Association of REALTORS®, Inc.

Board of Directors

CONSENT TO SERVE

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors for the Association, hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Director.

MY ROLE

I acknowledge that my primary role as a member of the Board of Directors is to contribute to the development of the organization's mission and to participate in governing the implementation of that mission.

My secondary role is to fulfill the functions of the office delineated in the organization's Bylaws and described in the job descriptions incorporated into the Policies and Procedures Manual. The implementation of this role is expressly limited to those activities and functions not directly or indirectly delegated to staff, committees, and task forces.

MY DUTIES

I pledge to willingly carry out the following duties as a Director with integrity, due care, and enthusiasm:

1. Attend all Board of Directors meetings and the annual planning retreat. Further, I will allow 2 hours for each Board meeting and understand that absence from 3 Board meetings in a rolling 12-month period will be considered an automatic resignation unless appealed to and approved by the Executive Committee. I understand that if I miss a meeting, it is my responsibility to contact the President or CEO to get an update on the missed meeting.
2. Come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all supporting materials provided.
3. Attend any scheduled Broker Roundtables and General Membership Meetings.
4. Attend training as requested by the President.
5. Acknowledge my fiduciary duty to act in good faith, with due care, and in the best interests of the Association.
6. To consistently represent the organization in a positive and professional manner in all settings and to serve as an ambassador to the membership at large.
7. To observe the parliamentary procedures outlined in Robert's Rules of Order and manifest collegial conduct in all meetings I attend.

8. To serve on at least one GACAR committee/council/PAG to acting as a liaison between the Board of Directors and the committee/council and to actively aid the committees and councils in their objectives while ensuring alignment with GACAR's Strategic Plan.
9. To refrain from intruding in the administrative areas that are the staff's responsibility.
10. To positively support all actions taken by the Board of Directors, even when I am in a minority position on such actions.
11. To facilitate member involvement in a manner that suits their preferred interaction style.
12. To provide a "heads up" warning on potential issues that may affect the organization or its members.
13. To continuously evaluate programs, products, and services.
14. To approve and monitor the budget and allocate resources accordingly.
15. Serve as an Ambassador of the Association to consumers and outside organizations.
16. Help identify and encourage future leaders of the organization.
17. Complete at least two of the following four prior to December 31, 2026.
 - NAR's At Home with Diversity (AHWD) class
 - Bias Override: Overcoming Barriers to Fair Housing class
 - NAR's Fairhaven – a fair housing simulation
 - NAR's Commitment to Excellence (C2EX) – complete or maintain

I understand that there is no financial reimbursement for my participation as a Director of the Gainesville-Alachua County Association of Realtors.

If, for any reason, I am unable to fulfill the above duties to the best of my ability, I agree to discuss my future obligations in serving on the Board of Directors with the President.

I understand and agree to abide by the following Board of Directors policies: Antitrust, Conflict of Interest, Harassment-Free Business Environment, and Confidentiality. Failure to comply with these policies may result in resignation or removal from the Board of Directors.

SIGNATURE

PRINTED NAME

DATE

Gainesville-Alachua County Association of REALTORS®, Inc.

Board of Directors

ANTITRUST POLICY

The Gainesville-Alachua County Association of REALTORS® is a not-for-profit organization. The Association is not organized for the purpose of, and may not play any role in, the competitive decisions of its members, nor in any way restrict competition among members or potential members. Rather, it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice. The Association provides a forum for the exchange of ideas in various settings, including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that some could view the Association and its activities as an opportunity for anti-competitive conduct. Therefore, this statement supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by antitrust laws, the Association also acknowledges the severity of the potential penalties that might be imposed on not only the Association but also its members in the event that certain conduct is found to violate these laws. Should the Association or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

POLICY

To ensure that the Association and its members comply with antitrust laws, the following principles will be observed:

- The Association, or any committee, section, chapter, or activity of the Association, shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors regarding prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
- There will be no discussions that discourage or withhold patronage or services from, or encourage exclusive dealing with, any supplier or purchaser, or a group of suppliers or purchasers of products or services, any actual or potential competitor, or a group of actual or potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.

- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Association's bylaws.
- Certain activities of the Association and its members are deemed protected from antitrust laws under the First Amendment right to petition the government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions designed to cover up anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and presentation of their remarks. Meetings will follow a written agenda approved in advance by the Association or its legal counsel.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed, actions taken, or conclusions reached.

At informal discussions at the site of any Association meeting, all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.

It is recommended that Association Board members read, date and retain a copy of this statement for their personal files.

SIGNATURE

PRINTED NAME

DATE

Gainesville-Alachua County Association of REALTORS®, Inc.

Board of Directors

CONFLICT OF INTEREST POLICY

A potential conflict of interest occurs when any related party (e.g. a company, a partnership, affiliates, management or members of immediate family) is in a position to profit directly or indirectly because of a position with the Gainesville-Alachua County Association of REALTORS®, Inc.

A conflict can exist even if actions do not adversely affect the Association. Instances in which there might be a conflict of interest include but are not limited to: (1) purchasing equipment, supplies, or services for the Association, (2) purchasing, selling, or leasing property for the Association, (3) loans or preferential investment opportunities using confidential information, (4) gifts and entertainment exceeding a de minimis (insignificant) value. A given situation may or may not present a conflict of interest, depending upon the facts and circumstances.

Each member shall disclose in writing any situation that may present a possible conflict of interest to the Board of Directors. The Board of Directors shall advise the member in writing as to whether or not a conflict exists and if not, authorize the member to proceed in the matter.

One may not give unfair advantage to members of his/her immediate or extended family or to other related parties. If a related party offers the best products or service with the best value for the Association, he/she may be used as a vendor. He/she should not receive any preferential treatment.

Association members, members of the Board of Directors, and the Chief Executive Officer are responsible for reporting all actual and potential conflicts to the President of the Association. The President is responsible for reporting all actual and potential conflicts to the Board of Directors. The Board of Directors shall automatically refer possible violations of the conflict of interest policy to the Professional Standards Committee for a hearing.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, _____, represent to the President and Executive Committee of the Association that I am not presently involved in any potential Conflict of Interest situation, including, but not limited to, those arising through related party transactions.

OR

I, _____, represent to the President and Executive Committee of the Association that I am involved in a potential Conflict of Interest situation, as described in the space below.

Potential Conflict of Interest Situation (Use additional pages if necessary)

SIGNATURE

PRINTED NAME

DATE

Gainesville-Alachua County Association of REALTORS®, Inc.

Board of Directors

HARASSMENT-FREE BUSINESS ENVIRONMENT POLICY

The Gainesville-Alachua County Association of REALTORS® (GACAR) is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Committee members are expected to act with courtesy and mutual respect toward each other, staff, service providers, speakers, and event participants.

GACAR requires a harassment-free environment for all GACAR-related meetings or events, whether held in public or private facilities, including meetings or events sponsored by organizations other than GACAR and held in conjunction with GACAR meetings or events, and any GACAR member communications related to business or with staff.

HARASSMENT:

Harassment in any form is strictly prohibited. Harassment includes, but not limited to, inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic. It includes all unwelcome behavior based on a protected characteristic where the purpose or effect of the behavior is to create a hostile, abusive or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate in or at GACAR-related activities, or adversely affects a GACAR staff member's employment in violation of this Statement. Harassment may be direct – against the target of the inappropriate behavior, or indirect – against a person who witnesses the inappropriate behavior. Prohibited harassment may take various forms, including, but not limited to, the following examples:

- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes, or unwanted sexual advances, solicitations, or comments.
- Visual conduct, such as derogatory or sexually oriented posters, cartoons, drawings, or gestures.
- Physical conduct, such as assault, impeding, or blocking movement.
- Via technology or computers, including to transmit, communicate or receive derogatory, inappropriate pornographic, sexually suggestive, or explicit pictures, cartoons, messages, jokes, or material.
- Threats and demands.
- Requests for sexual favors, such as unwanted sexual advances, which condition a benefit upon an exchange of sexual favors.
- Violence or threats of violence.

SEXUAL HARASSMENT:

Sexual harassment is one form of harassment. Harassing conduct, including sexually harassing conduct, can be committed by a person of either the same sex or gender, or the opposite sex or gender (or any other protected category) of the person subjected to the harassment. A person may be the victim of harassment even though the offensive conduct has not been directed at the person alleging harassment, regardless of the sex, gender, gender identity, gender expression, sexual orientation, or other class status of the perpetrator. Additionally, sexually harassing conduct need not be intentional or motivated by sexual desire.

The following are examples, but do not represent an inclusive list of conduct that may constitute prohibited sexual harassment:

- Unwelcome sexual flirtations or propositions.
- Unwanted physical touching or closeness, such as massaging a person's back, neck or shoulders, hugging, kissing, patting, pinching, or fondling.
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual nature.
- Using vulgar words of a sexual nature, describing body parts, or sexual acts.
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others.
- Displaying sexually suggestive or demeaning objects, pictures or cartoons, or other materials on a personal or company-owned device shared in the workplace.
- Giving personal gifts that imply an intimate relationship.
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication.
- Any suggestion that an individual's committee assignment, leadership position, job security, project assignment, or the terms or conditions of employment depends at all on the submission to or rejection of requests for sexual favors or relations.

By accepting your position to serve on the Board of Directors, you agree to refrain from any harassing or inappropriate behavior. You also agree that GACAR reserves the right to take any necessary and appropriate action against a Board member who engages in any form of harassment or inappropriate behavior. Such actions may include, but are not limited to, prohibition from attendance at future GACAR meetings or events, removal from the Board, or any other action deemed appropriate by GACAR.

SIGNATURE

PRINTED NAME

DATE

Gainesville-Alachua County Association of REALTORS®, Inc.

Board of Directors

CONFIDENTIALITY POLICY

Board Members shall maintain strict confidentiality regarding GACAR's sensitive information and discussions. Any breach of confidentiality may result in disciplinary actions.

1. A breach of confidentiality in sensitive matters shall be considered an offense against the Association. Such an offense will be handled as outlined in the section regarding "Disciplinary Procedures" in *Robert's Rules of Order—Newly Revised edition*; and may result in fines, censure, suspension, or revocation of membership. Additionally, association volunteers may be personally and individually legally liable for injury or damages that result from their unauthorized disclosure of confidential association information.
2. It shall be the responsibility of the presiding officer of the governing body of the Association or any committee to identify the sensitivity of a particular matter and to temporarily excuse any person present who has no "need to know" the context of the matter for the duration of that discussion. (Extreme caution should be exercised.)
3. It shall be the responsibility of the presiding officer of the governing body of the Association or any committee to halt immediately any unnecessary spontaneous discussion or digression in the discussion of any matter of a sensitive nature.
4. It shall be the responsibility of all committee members to be vigilant about the confidentiality of any subject matter and to bring the matter to the attention of the presiding officer.

By my signature below, I acknowledge that as a member of the Gainesville-Alachua County Association of Realtors' Board of Directors, I have a duty of confidentiality regarding all sensitive matters discussed by the Board of Directors. I shall not share or disclose this information to anyone who is not subject to the same confidentiality agreement.

SIGNATURE

PRINTED NAME

DATE