

## RMS Guidelines

### **GENERAL**

- Term limits for RMS Directors and all other RMS positions will be two (2) years plus a one-year “transition period” for a total of three years
- The SAAR Website will be the only website used by RMSs
- Minimum/maximum “list price” left to individual RMS groups.
- SAAR Logo will be used on ALL materials, and all flyers, e-mails and other written material will be produced by SAAR

### **TOURS**

- All RMS Groups will have their tour submission forms and instructions online. SAAR Main Office to have an electronic copy.
- Tours will be First Come/First Serve basis. After the maximum amount of homes is reached, Tour Coordinator will inform SAAR staff to change the message sent on all submittals. Homes that are submitted but not able to be on tour will be kept on the pending list until the tour date is available.
- No minimum attendance requirement will be imposed before placing a home on tour. The listing agent or their representative must be in attendance the day of the tour.
- Payment for a home scheduled for tour will be due when tour is confirmed. Payment is required the date of the tour. If home is sold before meeting, the next home on the list should be scheduled and no payment is due.
- All REALTORS®, from any association, can place a home on tour. SAAR membership not required
- Tour Coordinator MUST be a REALTOR®

### **SPEAKERS**

- Speaker topics should be INDUSTRY specific and the speaker should be qualified to speak on that subject.
- Scheduled speakers should be reviewed and approved by the RMS director prior to the meeting.

- All RMS Meetings should have a back-up plan in place in case of Speaker NO SHOW
- All speakers should fill out Speaker Information Sheet, giving information on contact information, speaker professional bio and subject of presentation. This should be sent to SAAR Main Office for RMS Meeting e-mail blasts and Speaker Database
- Speaker information should be sent to SAAR staff the **FRIDAY** before the scheduled meeting
- Tout Coordinator/Director should make announcement that all touts are to be REALTOR® business and the tout presenter should refrain from dialogue regarding Politics, Personal business or charities.

## **SPONSORS**

- All Sponsor applications and descriptions will be published online. SAAR Main office to receive electronic copy.
- If an RMS utilizes sponsorships, all categories and requirements should be on file with SAAR.\*\*
- The Sponsorship chairperson (is responsible and) should be aware of current RESPA advertising and marketing rules and how sponsor support should be utilized and displayed. (<http://www.aaronline.com/2013/03/respa-revisited/>)

## **FINANCIAL**

**In consultation with our auditors and in keeping in compliance with generally accepted accounting principles (GAAP) and Statements on Auditing Standards, the following guidelines with respect to our REALTOR®® Marketing Session (RMS) chapters must be observed:**

- All Facility/Equipment fees and expenses must be paid using the specifically appointed charge card designated by SAAR. If the specific credit card cannot be used, a receipt must be provided to SAAR for check payment.
- All monies collected and expenses incurred by the RMS will be submitted to SAAR on a petty cash reimbursement form provided by SAAR. This is to include: all checks, cash, and money orders presented by attendees for meeting fees, class registration fees, sponsorships, and any other functions. In addition, all supporting expense documentation needs to be submitted to SAAR on this form for reimbursement to the chapter or direct payment to the vendor.
- All event/meeting related monies & expenses will be submitted to SAAR within **FIVE (5)** business days of the event/meeting, and must be submitted within the calendar year of the event/meeting

- Each RMS group shall create an annual budget that will be approved by their leadership and filed with the SAAR Comptroller. Accumulated fund in excess of \$5,000.00 will be permitted when the approved budget indicates the need for those funds and must have final approval by the Board of Directors. A standard budget form will be provided to each RMS.
- All contracts obligating SAAR and its RMS meetings for room rental and/or equipment usage must be presented to and authorized by SAAR
- **SAAR RMS meetings are not authorized to open separate checking accounts**, as all income and expenses will be accounted for at SAAR and will be consolidated into SAAR's financial statements.
- A sign-in sheet of all who attend the RMS meetings must accompany Petty Cash Reconciliation Sheets. Sign in sheet check-in must match the number of paid/comped attendees.
- Each annual RMS will submit an annual income/expense budget. A standard form will be supplied by SAAR.