



**Darien Board of REALTORS® and Darien Multiple Listing Service, Inc.**

## **Policies & Procedures**

**2019-2021**

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### **1. BOARD OF DIRECTORS**

**Eligibility:** To serve as an Officer or Director of the Darien Board of REALTORS®, Inc. a nominee must be a Member in good standing whose financial obligations to the Board are paid in full and who shall have been a member of the Board for the three (3) year period immediately preceding any vote or election. No more than two members of any individual firm may serve on the Board of Directors at any one time.

**Term of Office:** At the Annual Election Meeting, three (3) Directors shall be elected to serve for a term of three (3) years. No Director shall be eligible to succeed himself unless he is President and has served

in that capacity for only one year, or unless he is Vice President/President-Elect during the year at the end of which his term expires.

**Unexcused Absence:** Absences from the Board of Directors meetings shall be provided in writing (fax, email, or letter) to the Executive Officer (AE) or President PRIOR TO the meeting. Notification of an unexpected absence must be received by the AE or President verbally prior to the meeting, and followed up with a written explanation within 48 hours. If no communication is received in advance, an automatic unexcused absence will be given. Three unexcused absences within a year will be cause for termination of director position.

• **CTR Board of Directors – Darien Board Representatives**

**President:** According to the CTR Bylaws, the Board President is an automatic member of the CTR Board of Directors.

**Additional Members:** In the event of additional positions due to membership size, the appointments shall be made in the following order: President-Elect, Vice President, Secretary/Treasurer, Immediate Past President, Next Immediate Past President, Legislative Committee Chair.

**2. BYLAWS**

**Changes:** Changes to the bylaws mandated by NAR may be approved by the Directors when a quorum is present.

**3. CHARITABLE CAUSES AND BOARD CONTRIBUTIONS**

**Charitable Organizations:** Darien Board of REALTORS® will follow CTR's guidelines to not support any organization that discriminates in any form.

**Illness/Death:** If a Past President, Realtor® Emeritus current member in good standing or current Affiliate dies, the Board may make a \$100 contribution in his/her memory. In the event of an illness, or death of a relative, the Board may send a get well soon card or sympathy card, if requested. The AE may spend said amount without further authorization.

**4. COMMITTEES**

**CTR DIRECTORS**  
**GRIEVANCE**  
**PROFESSIONAL STANDARDS**  
**NOMINATING**  
**MEMBERSHIP/EDUCATION**  
**REALTOR PARTY**  
**CONSUMER ADVOCACY (Task Force)**  
**FINANCIAL SOLVENCY**  
**MARKETING / PR (Task Force)**  
**EVENTS (Task Force)**

**Appointments:** Per Bylaws, the President appoints the chairpersons, with approval of Board of Directors.

**Committee Reports:** Committee members may be invited to present committee recommendations or reports to the Board of Directors, but they are not ex-officio directors and cannot stay for deliberations on other issues and may not vote.

**Executive Committee:** The Executive Committee shall be made up of the current President, President-Elect, Vice-President, Secretary, Treasurer and Immediate Past President.

**Minutes:** Committee meetings must be recorded in minutes and include only this information: time/date/location of the meeting, who attended, time called to order and adjourned, action taken. Minutes may not include a transcript of the discussion, only relevant decisions or request actions for the Board of Directors. Minutes must be provided to staff prior to further distribution, and to have those as part of historical record.

## **5. DUES**

**Active Duty Waiver:** REALTORS® who are called to full-time active duty during times of war or conflict may have their dues waived, when criteria established by CTR and NAR waive those portions of the dues. Documentation is required.

**Non-Member Dues Assessment:** An annual audit will take place in February. Dues assessment invoices will be mailed out to the Designated Brokers with non member sales assessments during the month April for the upcoming year.

**Late Fees:** If dues are not received by the Board by December 31 (or the first business day thereafter), a late fee of \$100. per will be added to the dues invoice and must be paid in full with the payment of dues. No partial payments will be accepted. Membership will terminate if dues are not paid by March 1st. All those who pay after March 1<sup>st</sup> will be assessed an additional \$100. Reactivation fee. MLS access may be immediately terminated if member is not in good standing with Board.

**Realtor Emeritus:** When a Board member has been approved for Realtor Emeritus, the local portion of the individual dues is waived for both the Board and the Darien MLS. The Board does not fund the amounts that may be due to CTR, NAR or the portion related to non-member sales assessments.

**Pro-ration:** The local dues of the Darien Board of REALTORS® may only be pro-rated bi-annually with reduced rate taking effect July 1.

**Refunds:** There are no refunds for dues payments after they have been distributed to CTR and NAR. MLS fees are also non-refundable.

## **6. EDUCATION**

**Continuing Education:** Until the Board of Directors decides by unanimous vote otherwise, CE will remain free for members. Members that do not cancel within 24 hours of the class/event will be charged a \$25.00 no-show fee. If fee is not paid within 30 days, fine will double. Non-member CE is \$40.00. Pre-registration for courses must be done online or arranged with AE.

**New Member Orientation/Ethics:** The Ethics course for new members is available online through links on the DARIEN BOARD OF REALTORS® website. New Members must complete the online Ethics education within 90 days of joining the DARIEN BOARD OF REALTORS®. All new members must meet with a Membership/Education Committee representative from their office, and complete all questionnaires in New Member Binder before finalizing their Membership. Appointments for initial & final interview of all new members must be made through the AE.

## **7. EMAIL/INTERNET**

**Email Addresses:** Email address lists will NOT be distributed.

**Email Server:** The Board subscribes to Constant Contact for mass email and survey utilities on a year-to-year basis.

**Internet:** Staff shall acknowledge and accept that all email transcribed and internet sites visited during business hours are indeed the property of the Board.

## **8. ETHICS/ARBITRATION**

**Grievance Complaints:** There is no charge for filing an ethics complaint. In an arbitration complaint, a fee of \$500.00 is required of both the complainant and the respondent, including complainants who are members of the public. Such fee will be returned to the prevailing party. If the parties are successful in mediation, each party will have \$250.00 of the \$500.00 fee returned to them.

Mediation will be offered to parties involved in arbitration.

There will be a filing fee of \$500.00 for an ethics appeal or an arbitration procedural review. If the Board of Directors invalidates any award of the arbitrators, such fee shall be returned to the party requesting such review.

In addition to any discipline imposed by the Hearing Panel or the Board of Directors, there shall be an administrative processing fee of \$250.00 assessed against any member found in violation of the Code of Ethics.

The Board President has the authority to appoint Professional Standards Committee members to serve for a term of three (3) years, subject to confirmation by the Board of Directors.

## **9. FINANCES**

**Accounts:** The President and the current Treasurer will have authority to access bank accounts. The AE retains company credit cards.

**Bounced Checks:** In addition to requiring the reimbursement amount for the bank cost, there will be a \$35 service charge for a bounced check.

**Financial Reports:** The monthly financial report may be provided to any member upon request by appointment only. Financial Reports are to be viewed but left at the Board office.

**Memberships:** The Darien Board of REALTORS® will maintain membership with the Darien Chamber of Commerce and Costco.

**Speaker Gifts:** The Board shall send a thank-you note to speakers at membership meetings in lieu of a speaker gift.

**Travel/Conferences:** Each year the Board allocates funds for travel to NAR and CTR meetings and conferences. Until otherwise voted into policy, the following expenses will be reimbursed by the Board:

- Midyear Conference in DC – Registration, hotel, airfare, food, car rental and/or taxi for President, Vice President and AE
- AE Institute – Registration, hotel, airfare, food, car rental and/or taxi for AE
- Leadership Summit – Airfare, hotel, and taxi for President-Elect and AE
- CTR Conference – Registration and hotel for President, President-Elect and AE and ROTY (2 nights)
- NAR Conference – Registration, hotel, airfare, food, car rental and/or taxi for President, President-Elect and AE

- CTR Leadership Conference – Registration, hotel, airfare, food, car rental and/or taxi for President, President-Elect and AE
- INMAN NYC – Full Week Pass and travel expenses for President and President-Elect

Spouses and significant others are not funded.

Anyone registering for a function paid for by the Board will reimburse the Board for that cost if he/she does not attend that function due to circumstances in his/her control.

The President, President-Elect and AE will be allowed a meal expense of up to \$100 per day when attending meetings and conferences. Expenses incurred while at any conference may be paid upon return with proof of receipt submitted to Board Bookkeeper.

## **10. INSURANCE**

**Bonding:** The Board will purchase a fidelity bond for the AE, President, and Treasurer to protect the financial assets of the organization. In the event the annual cost or renewal of such bond is to exceed \$300, the Executive Committee will be consulted.

**Liability Insurance:** A liability policy is provided free-of-charge by NAR. The current President should be provided with a copy of the policy.

## **11. BUDGET POLICY**

**Purpose:** This document describes the Darien Board of Realtors® budget creation process and procedures for requesting budget adjustments.

The Treasurer, President, Board Executive and the Board's official Bookkeeper (Finance Committee) are responsible for the preparation of the Board's annual budgets, using the Strategic Plan as a guideline, and submission of the budgets to the Board of Directors for approval.

The planning & budgeting process is conducted on an annual cycle in the month of November for the coming year.

Subsequent to this approval, circumstances may arise in the course of that operating budget year, or even prior to its start, which necessitate adjustment of funding to accomplish enhanced, new, or changed priorities within the Board's budgetary plan. When these events occur, it is the responsibility of the committee staff executive to work with senior management to identify the financial impact to the Board, as well as review options of what could be reprogrammed in their area to cover funding for the request. Any resulting recommendations detailing the proposal for funding, along with rationale to support the request, are presented for review and approval to the Finance Committee, and to the Board of Directors before inclusion in the Board's approved operating budget can occur.

At their regularly scheduled meetings and as otherwise deemed appropriate, the Finance Committee will review the underlying assumptions that were used to develop budgeted funding levels for the Board. Among the areas inclusive in this review are membership levels, interest income, taxes, and interest expense. The Finance Committee may recommend to the Executive Committee and Board of Directors that certain funding adjustments are made to the current year and/or next fiscal year operating budget as a result of these reviews.

From time to time, it may be deemed prudent and advisable for the operating budget to reflect a net loss, or budgeted expenditures in excess of budgeted revenues. Should the Board's current year operating budget bring about a net loss position as a result of additional funding adjustments approved by the Finance Committee and Board of Directors outside of the normal budget review process, the projected loss position will be used to compare against the actual financial results. The Finance Committee will

closely monitor the financial results on a monthly basis, coupled with review of program forecasts, to determine the extent of the projected year-end loss and conclude whether adequate reserve levels exist to absorb the loss. Should it be determined that the loss may bring the reserve levels below the core reserve requirement (as defined in the Statement of Investment Policy), the Finance Committee will develop recommendations to reduce the core reserve requirement or for reducing programming costs. These recommendations will be presented to the Executive Committee and Board of Directors for review and approval.

**General Guidelines:** The following section describes the procedure for requesting budget adjustments.

The requests should be anticipated at least thirty (30) days prior to the next upcoming meeting. The committee chair must notify the Executive Officer that a request will be forthcoming and coordinate the date the completed request is needed.

The committee staff executive must fill out the standard budget request form, along with a memo of explanation and any other necessary supporting documentation, and send it to the Budgeting Director for initial review. The memo must include the recommendation as to what could be reprogrammed in their area to cover funding for the request. The committee staff executive will be contacted if further explanation or clarification is needed. The request will then be given to the Comptroller for final review and discussion with the CAE and added to the Finance Committee's meeting agenda, as deemed appropriate. The committee staff executive will be notified of the date/time to come to the Finance Committee meeting, along with his/her committee chair, to present the request.

The Finance Committee reviews the request for financial integrity and available Board funding, and approves or denies the request. The staff executive is apprised of the Finance Committee's decision by the Comptroller or Budgeting Director.

The originating Committee then presents the request to the Executive Committee. The recommendation of the Finance Committee is communicated to the Executive Committee by the Treasurer. The Executive Committee then approves or denies the request.

The originating Committee presents the budget adjustment request to the Board of Directors notwithstanding the recommendation of the Finance and Executive Committees. The Board of Directors approves or denies the request.

In the event a funding adjustment request is not known until the operating Committee convenes during the governance meeting, a decision will be made by the Treasurer and current Board President whether or not to reconvene a quorum of the Finance Committee to review the request. If it is not possible to reconvene a meeting of the Finance Committee, the Executive Committee may approve a request "subject to" review and approval by the Finance Committee.

## **12. EMPLOYEE CONFLICT OF INTEREST POLICY**

**Purpose:** This policy of prohibiting conflicts of interest applies to all employees of the Darien Board of REALTORS®, Inc.

A conflict of interest occurs when an employee or any party related to the employee is in a position to profit or otherwise personally benefit directly or indirectly because of the employee's position with the Darien Board of REALTORS®, Inc.

**Disclosure Procedure:** Employees must disclose any situation that may present a possible conflict of interest so that the Board can review it.

Employees must report all actual or potential conflicts of interest to their immediate supervisor and the current President of the Darien Board of REALTORS®, Inc.

### **13. MEMBER CONFLICT OF INTEREST POLICY**

**Purpose:** This policy of ownership disclosure and prohibiting conflicts of interest applies to all members of Darien Board of REALTORS®, Inc.

**Ownership Disclosure: Members must disclose ownership interest or financial interest in entities prior to speaking to a decision making body about the entity. After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless the member has a conflict of interest as defined in Section 3-Conflict of Interest.**

Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

Financial interest means any interest involving money, investments, credit or contractual rights.

1. When the Darien Board of REALTORS®, Inc. has an ownership interest in an entity and a member has an ownership interest in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision making body on any matter involving that entity.
2. If a member has personal knowledge that the Darien Board of REALTORS®, Inc. is considering doing business with an entity in which a member has any financial interest, or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision making role prior to speaking to a decision making body about the entity.
3. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by the Darien Board of REALTORS®, Inc., then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision making body about an issue involving those competing products and services.

### **14. "WHISTLEBLOWER" PROTECTION POLICY**

If any employee or member reasonably believes that some policy, practice, or activity of the Darien Board of Realtors® Inc. is in violation of law, a written complaint must be filed by that employee or member with the Executive Vice President or the President. If the employee or member believes in good faith that the Executive Vice President or President is involved in or aware of such policy, practice or activity, the written complaint may be filed with the General Counsel, President-Elect or Treasurer.

It is the intent of the Darien Board of Realtors® Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the Board's goal of legal compliance. The support of all employees and members is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Darien Board of Realtors® Inc., and provides the Darien Board of Realtors® Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to employees that comply with this requirement. The Darien Board of Realtors® Inc. will not retaliate against an employee or member who in good faith, has made a protest or raised a complaint against some practice of Darien Board of Realtors® Inc., or of another individual or entity with whom Darien Board of Realtors® Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Darien Board of Realtors® Inc. will not retaliate against employees or members who disclose or threaten to disclose to a supervisor, law enforcement agency or other governmental agency, any activity, policy, or practice of the Darien Board of Realtors® Inc. that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy.

## **15. DOCUMENT RETENTION POLICY**

### **Accounting Records**

Accounts payable (seven years)  
Accounts receivable (seven years)  
Annual financial statements (permanent)  
Bank statements (seven years)  
Bank reconciliations (seven years)  
Canceled checks- routine matters (seven years)  
Canceled checks- special (loan repayment, etc.) (permanent)  
Correspondence: routine (four years)  
Deposit slips (four years)  
Electronic payment records (seven years)  
Employee expense reports (seven years)  
Fixed-asset acquisition invoices (after disposal) (seven years)  
Freight bills (seven years)  
General ledgers (permanent)  
Income tax returns (permanent)  
Inventory count & costing sheets (seven years)  
Insurance policies (after expiration) (four years)  
Investments (after disposal) (seven years)  
Mortgages, loans & leases (paid) (seven years)  
Payroll journals & ledgers (permanent)  
Purchase orders (except accounts payable copy) (one year)  
Purchase invoices & orders (seven years)  
Receiving sheets (two years)  
Sales records (seven years)  
Sales tax returns & exemption support (five years)  
Subsidiary ledgers (seven years)  
Tax returns (federal & state) (if applicable) (permanent)  
Trial balances (permanent)

### **Board Corporate Records**

Articles of Incorporation and amendments (permanent)  
Bylaws and amendments (permanent)  
Corporate filings (permanent)  
Corporate Minute Book (permanent)  
IRS Exemption Letter (permanent)

### **Employment Records**

Documents relating to job recruitment: advertising, job orders submitted to employment agencies, interviewing, testing, hiring, training, demotions, promotions, layoffs, discharge, and other personnel decisions (one year)  
Garnishments / wage assignments (three years)  
Payroll records showing name address, date of birth, occupation, rate of pay, and weekly compensation (three years)  
Personnel Records (ten years after employment ends)

### **Legal Documents**



Contracts (ten years after expiration)  
License Applications (one year after expiration)  
Licenses (one year after expiration)  
Trademarks, Patents & Copyrights (permanent)  
Warranties & Guaranties (two years beyond terms of the warranty)  
Correspondence: legal (permanent)

### **MLS Documents**

Rules and Regulations (permanent)  
MLS Policies (permanent)  
Sold property information (at least ten years)  
Lockbox key agreements/Leases (one year after agreement terminates)  
MLS Service Mark License Agreements (Permanent)  
Contracts (ten years after expiration)  
Subscription Agreements (ten years after expiration)  
Participation Agreements (ten years after expiration)

## **16. MEETINGS**

**Inclement Weather:** Board of Directors meetings scheduled on days when the Darien School Department cancels school due to inclement weather will be postponed until further notice.

**Marketing:** At any Board function there may be a “Sponsor table” for Affiliate Member brochures and marketing material to be displayed.

**General Meetings:** There are two (2) General Membership and Board of Directors meetings each year – Spring & Winter. Special meetings may be called.

**Speakers/Program:** Slots for speakers/program for the upcoming year’s membership meetings will be proposed by the President-Elect and voted on by the Board of Directors.

**Sponsors:** All Affiliate Members will be notified of upcoming events and sponsorship opportunities by the AE at the beginning of each year.

## **17. MEMBERSHIP**

**Application Fees:** There is a \$\_\_\_\_\_ application fee for new REALTOR® members. If a past member renews their membership within 3 years, a \$100 re-activation fee will replace the \$\_\_\_\_\_ application fee. There is a \$25 fee to transfer membership from one Broker to another.

**Induction:** A member who has completed the Board New Member Orientation program will be announced in the daily Messages to all.

## **18. PUBLICATIONS**

**Communications:** Email communications to the entire membership shall be coordinated through the AE. As recommended by NAR and CTR legal counsel, no member or officer may have letterhead, however letters can be coordinated through AE on letterhead.

**DARIEN BOARD OF REALTORS® Update:** The Board shall provide news in email format as needed.

**Rosters:** A membership roster may be provided electronically or in print to any Darien Board member or affiliate. No one shall get the compilation of email addresses. Rosters are maintained by AE and available on the Board website.

## 19. REIMBURSEMENTS

**Reimbursements:** Expenses submitted within 60 days that are within the travel policies and budget, shall be reimbursed. A receipt will be required for all reimbursements.

## 20. STAFF

**Compliance:** Staff and Directors shall assure compliance with state and federal payroll and labor laws including payment of overtime at one and one-half (1½) times the hourly wage for a non-salaried employee. Any hours worked beyond an eighty (80) hour pay period must be pre-approved by the Board of Directors.

**Contest Participation:** Paid staff is able to participate in any fundraiser (at his/her own expense).

**Evaluation:** There will be an annual evaluation of the AE within one (1) month of the anniversary of the date of hire. The Executive Committee shall conduct the evaluation.

**21. SEXUAL HARASSMENT POLICY** Any member of DBOR/DMLS may be reprimanded, placed on probation, suspended or expelled for sexual harassment of a DBOR/DMLS Member or employee. The decision of the appropriate disciplinary action to be taken shall be made by the President or President-Elect and one member of the Board of Directors selected by the highest-ranking officer not named in the complaint, upon consultation with counsel for the DBOR/DMLS. If the complaint involves the President or President-Elect, they may not participate in the proceedings and shall be replaced by the Past President or alternatively, by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint.

**REPORTING PROCEDURE** The Association has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the AE, President or the Association's Legal Counsel. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Association's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the Association Executive, the President or the Association's Legal Counsel.

**ACTING IN GOOD FAITH** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**CONFIDENTIALITY** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**VIOLATIONS** The Association's Compliance Officer, or AE, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**22. BROKER TOURS/PUBLIC OPEN HOUSES** Open Houses for cooperating brokers may be scheduled by the listing broker. Broker Open Houses in Darien should be scheduled for Tuesday &

Thursday mornings from 10:00 to 12:00. When the number of Broker Open Houses exceeds 20 on one morning, a half-hour duration will be added to all Broker Open Houses. All Broker Open Houses shall be cancelled in the event Darien Public Schools are closed for inclement weather. Broker Open Houses are intended for agents only. Agents are prohibited from bringing clients to Broker Open Houses-without exception. Agents attending a Broker Open House shall dress in a manner that reflects positively on the Realtor profession; the wearing of tennis, workout & yoga clothing is prohibited. Listings may be shown prior to Broker Open House unless otherwise indicated on the MLS listing. Directional signage to guide agents and the public to Open Houses is allowed, however such signs may not block vehicular or pedestrian passage or sight lines.

**23. PHOTOS/VIDEO** Non listing agents, salespersons, brokers and all clients are strictly prohibited from taking photographs or videos of any portion of the interior or exterior of a house while on the subject property unless they have received written permission to take photos or video directly from the homeowner. Homeowners have the right to authorize which images of their home are used for publication and promotion. Agents, salespersons and brokers have the duty to respect homeowners privacy and ensure their clients do the same. As there can be no assurance that any photos or video taken by a non-listing agent or a client visiting the property will not be disseminated to others via email or social media, the taking of photos or video by anyone not approved in writing by the homeowner is strictly prohibited. No Photography signs are available from the Board office it is recommended that they be posted in each listed house.

**24. VIDEO/AUDIO SURVEILLANCE** Federal and State laws prohibit the interception of an oral communication through the use of any electronic, mechanical, or other device, whether or not recorded, without the consent of a party to that communication. This may include smart devices, doorbells, baby monitors with an audio component, surveillance cameras or other mechanical or electronic means of overhearing oral communication. Connecticut law requires both the person recording audio or intercepting audio or oral communications and the person being recorded to give consent in advance. The Darien Board of Realtors strongly recommends that agents/salespersons/brokers use the Connecticut Association of Realtors forms regarding Seller and Buyer's Audio and Video Surveillance Notice and Indemnity be signed by the appropriate party before listing or touring a home. It is also recommended that a sign(s) be placed at the property disclosing the possible presence of such devices and are available at the Darien Board of Realtors office.

**25. INTERNSHIP POLICY and BROKER TOURS**

**1)** Interns working on behalf of a salesperson/agent/broker must fill out the internship application and be registered with the DARIEN Board of Realtors in order to attend any broker open house. **Applications may take up to 5 (five) business days to process, so please plan in advance.** Upon registration each intern will receive a lanyard identifying them with their name, name of brokerage and sponsoring salesperson/agent/broker and dates of internship.

**2)** Brokerages and sponsoring salesperson/agent/brokers will assume 100% liability for their interns.

**3)** Only interns who are registered with the board will be able to accompany their sponsoring salesperson/agent/broker on tour.

**4)** Interns must stay with their sponsor at all times. No wandering through homes on their own.

**5)** If attending broker tour there can be no more than two interns per sponsoring salesperson/agent/broker accompanying them.

**6)** If attending broker tours interns must comply with the Darien Board of Realtors dress code guidelines.

- 7) All interns must sign in at open houses and note their sponsoring salesperson/agent/broker.
- 8) Absolutely no photography of listed properties by interns at any time.
- 9) In the case of a lost badge the intern cannot attend brokers open houses until it is replaced. There is a \$10 replacement fee.
- 10) Violation of any of these rules will result in immediate revocation of the interns tour badge and they will no longer be able to attend any Broker open house.
- 11) If a homeowner does not wish interns to tour their property they can indicate this to their listing salesperson/agent/broker and it is the salesperson/agent/broker's responsibility to disclose on the broker tour notes and must be adhered to by all members.
26. **FOR SALE SIGNS** Only houses listed on the MLS shall be permitted a listing broker sign. All signs shall comply with Town of Darien sign regulations. Signs shall be pole hung and not exceed 2' x 2' or four-square feet in total including all riders. Signs shall be set back a minimum of 15' from the roadway edge and shall not impede the passage or sight lines of vehicles or pedestrians.
27. **EMAILS of PARTICIPANTS** MLS Compilations, including participant emails, phone numbers and addresses are for use among participants **to display or share listing content only**. Use of the Darien MLS (Flex system) to compile and distribute emails, phone numbers and/or addresses via phone calls, text messages, US Mail, UPS, FedEx mailings to other participants, **for personal, political and non-real estate issues, is strictly prohibited.**
28. **REPORTING PURPOSES ONLY GUIDELINES:** Listings submitted for "Reporting Purposes Only" should be emailed to the Board with the following information:
- a. Subject Property must be in the Town of Darien (or Rowayton)
  - b. Address of Property
  - c. Closing Date
  - d. Sold Price
  - e. All other info. will be gathered by the Board via Town Tax record
  - f. If an image is not provided by either Brokerage or Town Tax site, the DBOR logo will be used in place of required image field.
  - g. All Brokerage and cooperating Broker fields will read "Reporting Purposes Only".
  - h. Any Property that closed beyond a 14-day timeframe will have their Closing Date modified within the 14-day parameter.