



## **CORE Association of REALTORS® Workgroup Agreement to Serve**

*The policies below were approved by the Board of Directors on 12-4-20*

### **Code of Conduct for CORE Workgroup Volunteers**

The Board of Directors has adopted the following Code of Conduct for all CORE Workgroup Volunteers, who are expected to adhere to the standards of loyalty, good faith, and the avoidance of conflict of interest as stated.

Anyone who has concerns regarding compliance with the Code of Conduct should raise those concerns with the Executive Committee, who will determine what action shall be taken to deal with the concern. In the unlikely event that a waiver of elements in these policies for a volunteer would be in the best interest of CORE, it must be approved by the Executive Committee. All workgroup volunteers will annually sign a confirmation that they have read and will comply with this Code.

#### **Preamble**

*The CORE Association of Realtors® (“CORE” or the “Association”) is a not-for-profit, tax-exempt professional association formed to promote, develop, educate, and otherwise further the real estate industry. CORE’s principal membership class consists of individuals engaged in real estate brokerage, property management, and appraisal. The business and affairs of the association are managed under the direction of the CORE Board of Directors (the “Board”). The Member Volunteer Code of Conduct (the “Code”) serves as a code of conduct for members of the Association when in the capacity of volunteers, such as workgroup members.*

*Violations of the Code may result in sanctions including removal from any workgroups. The Executive Committee will make the final decision regarding any sanctions. In addition to the President, the Executive Committee may remove any volunteer from a CORE workgroup. Member volunteers at CORE affirm their endorsement of the Code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining any volunteer member position.*

#### **Member Volunteer Code of Conduct**

Volunteers at CORE (including ex officio members of workgroups) shall at all times abide by and conform to the following code of conduct in their capacity as member volunteers:

1. Each volunteer member at CORE will abide in all respects by the CORE Member Volunteer Code of Conduct and all other rules and regulations of the Association (including but not limited to the Association’s Articles of Incorporation and Bylaws) and will ensure that their membership (or the membership of the entity for which they serve as officer, director, employee, or owner, as the case may be) in the Association remains in good standing at all times. Furthermore, each member volunteer will at all times obey all applicable federal, state and local laws and regulations.
2. Member volunteers at CORE will conduct the business of the Association in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Except as the Board of Directors may otherwise require or as otherwise required by law, no member volunteer shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Association and each member volunteer will uphold the strict confidentiality of all meetings and other deliberations and privileged communications of CORE.
4. Member volunteers at CORE will exercise proper authority and good judgment in their dealings with Association staff, suppliers and the general public and will respond to the needs of the Association’s members in a responsible, respectful and professional manner.

5. No member volunteer will use any information provided by the Association or acquired as a consequence of the volunteer member's service to the Association in any manner other than in furtherance of his or her volunteer duties. Further, no member volunteer will misuse Association property or resources and will at all times keep the Association's property secure and not allow any person not authorized by the Board of Directors to have or use such property.

6. Each member volunteer at CORE will perform his or her assigned duties in a professional and timely manner.

7. Upon termination of service, a "retiring" member volunteer acknowledges continuing obligations of confidentiality with respect to information acquired as a consequence of his or her volunteer service at CORE.

8. No member volunteer at CORE shall persuade or attempt to persuade any employee of the Association to leave the employ of the Association or to become employed by any person or entity other than the Association. Furthermore, no member of the Board of Directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the Association to terminate, curtail or not enter into its relationship to or with the Association, or to in any way reduce the monetary or other benefits to the Association of such relationship.

9. Member volunteers at CORE must act at all times in the best interests of the Association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, member volunteers will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, member volunteers shall:

- Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the Association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain Association activities, such benefit must be merely incidental to the primary benefit to the Association and its purposes;
- Not abuse their service to CORE by improperly using their position or the Association's staff, services, equipment, resources, or property for their personal or third-party gain or pleasure, and shall not represent to third parties that their authority as a member volunteer extends any further than that which it actually extends;
- Not engage in or facilitate any discriminatory or harassing behavior directed toward Association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the Association; and,
- Not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Association without fully disclosing such items to the Board of Directors.

***As a member volunteer at CORE during 2023, I agree to subscribe to this Code of Conduct and understand that violations of the Code may result in sanctions including my removal from any CORE workgroups.***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_