

## **Arizona Association of REALTORS® OPERATING RESERVE**

The Association has an Operating Reserve that can be accessed by local associations and REALTORS® wishing financial assistance. Requests are initiated primarily through local associations where applicable with a recommendation from to AAR from the locals association. Ideally, a local association should commit funds or other in-kind services in support of their position, however, that is not a requirement.

The following procedure for legal assistance requests is offered to any requesting party as a guideline for submitting requests to AAR for consideration.

### **LEGAL ASSISTANCE REQUEST PROCEDURE**

Pursuant to AAR bylaws, Article IV, AAR maintains a Legal Reserve Fund. Pursuant to Policy CEO.7 and Policy EXC.11 “[o]ne of the purposes of the Reserve Fund is to provide legal assistance to Boards and/or REALTORS® where litigation arises that can affect other REALTORS®, Boards or the Association.” The following shall be the procedure for submission of any requests for legal assistance.

- A.** Request financial and other assistance from the local association of which the requesting party is a member. AAR’s Executive Committee will be reluctant to provide funding for cases that have not been first considered by the appropriate local association.
- B.** Provide a written statement setting forth the purpose of the request. The written statement must at a minimum address:
  - 1.** Why this case is of such a nature as to have an adverse statewide effect on REALTORS®, the local association or AAR
  - 2.** The amount requested
  - 3.** Any other pertinent information
- C.** Provide copies of all pertinent pleadings. The following documents should be included with the request, if available and applicable:
  - 1.** Complaint
  - 2.** Answer
  - 3.** Dispositive motions
  - 4.** Court Orders
  - 5.** Appellate briefs
- D.** The Executive Committee, with legal counsel present, shall hear and decide on all requests. The requesting party may be asked to make a presentation about the case to the Executive Committee.