

ARTICLE VI

Standing Committees

Section 1.

Executive Committee – The Executive Committee shall consist of the President, President Elect, Secretary, Treasurer, Immediate Past President and the MBBA-NH – NHHFA Member at Large. The President shall be the Chairperson of the Executive Committee. Most of the members of the Executive Committee shall have full power to transact all business of the Association when the Board is not in session. The actions of the Executive Committee shall be reported to and ratified by the Board at their next regular meeting.

Section 2.

Nominating Committee – The Nominating Committee shall consist of as many members that are required to perform its responsibilities and shall be responsible for recruiting qualified candidates for the Board.

Section 3.

Legislative Committee – The Legislative Committee shall consist of not less than three (3) members. This Committee shall be responsible for working with state officials, the Association lobbyist, Board members and members of the community and industry to ensure that Association members are kept aware of all matters related to the mortgage industry that may affect their operations.

Section 4.

Finance Committee – The finance committee shall consist of the Treasurer and at least three (3) members of the Association, one of which must be a member of the Board. The Committee shall be responsible for reviewing and recommending the annual budget for the Association, auditing of the books and records maintained by the Treasurer, and meeting regularly with the Treasurer to address any concerns the Treasurer may have regarding the finances of the Association. The Committee shall be responsible for hiring an independent

Certified Public Accounting firm to audit the books of the Association. This audit shall be called at the discretion of the Committee, Board of Governors or the Executive Committee.

Section 5.

Public Relations Committee – The Public Relations Committee shall consist of as many members as are required to perform its duties. The Public Relations Committee shall be responsible for member marketing event participation and the distribution of material (print or electronic) that lets the membership and public know what the Association is accomplishing and what is happening in the mortgage industry as it relates to the Association.

Section 6.

Education/Programs Committee – The Education/Programs Committee shall consist of as many members as are required to perform its duties. The Education/Programs Committee shall be responsible for providing continuing education for members of the Association, arranging locations and material needed for trade and industry show appearances by the Association and any other items that the Board may direct.

Section 7.

Membership Committee – The Membership Committee shall consist of as many members that are required to perform its responsibilities. The Membership Committee shall be responsible for the recruitment and retainment of members of the Association.

Grievance Policy

Any member in good standing with the Mortgage Bankers and Brokers Association may file a grievance with the Association against another member of the Association. The grievance must be filed in writing outlining all facts related to the grievance and must be filed with the Board of Governors of the

Association. The Board of Governors (Board) Executive Committee will investigate the grievance and report back to the Board their findings and recommendations. The investigation will include, but will not be limited to, interviews with all concerned parties and gathering of facts and materials that relate to the grievance. At any meeting between the Board and any parties involved in the grievance the parties involved may, if they elect to, be represented by legal counsel.

Grievance Procedures

1. All grievances must be made in writing to the Board and will be referred to the Executive Committee. In certain situations, the Board may elect to handle the grievance at the Board level. Within ten (10) days of receipt of the grievance by the Board, the Executive Director will send copies of the written grievance to all parties involved.
2. The Executive Committee will try to resolve the grievance verbally with the parties involved.
3. If verbal communication cannot resolve the grievance then the Executive Board will, within thirty days of receipt of the grievance, form a special committee made up of members of the Board of Governors and/or members of the standing Committees. The purpose of this special committee will be to investigate the grievance. If for any reason there is, or appears to be, a conflict of interest between the Executive Committee and the party filing the grievance the Board will appoint another person to act as Chairperson of the Committee to resolve the grievance. If any member of the Committee has, or appears to have, a conflict of interest they must recuse themselves from serving on the Committee as it relates to the grievance. This Committee, upon completion of the investigation, will report its findings and recommendations to the Board.
4. Any grievance referred by any State or Federal Authority will be handled in the same manner and the outcome will be communicated back to the State or Federal Authority.

Notice Of Grievance

The written grievance must be mailed to Mortgage Bankers and Brokers Association of New Hampshire, P. O. Box 2815 Concord, NH 03302-2815, or such address as may be designated from time to time, and must contain at a minimum the following:

1. Name of the person(s) making the grievance, his/her company name, address and phone number.
2. Name of the person(s) or company the grievance is being filed against including his/her address and phone number.
3. A detailed description of the grievance. This description should include full names, addresses, dates, times, etc. and have supporting data attached.
4. Upon receipt of the grievance the Executive Director of the Association will record the date the grievance was received and notify the Board of Governors.

The President of the Association, with the advice and consent of the Board, shall appoint members and chairpersons of all Standing Committees, and members and chairperson of any other committee(s) that may, from time to time, be established by the Board.