

## **Sequim Association of REALTORS® Policies**

(Updated 02/2015)

### **Application**

**No membership application will be “read” or voted on until all dues, fees, fines and assessments are paid in full.**

**Board services will be provided to new members ONLY after they have been approved.**

**A copy of the SAR Bylaws, MLS Rules & Regulations, and NAR Code of Ethics will be provided to applicants at the time they pick up an application. Recipient will sign indicating that they have received the above governing documents.**

**The Membership Chair will send a new member’s application to each voting Board Member before the applicant’s second reading.**

### **Membership**

**2/09/10- If you are currently a member of SAR, and your real estate license lapses, you will have thirty (30) days from the date your license expired to renew your license. Membership will be suspended until license is reinstated.**

**10/11- PAAR members in good standing (verified by the Membership Chair) who wish to transfer to SAR, will be allowed to do so immediately without waiting for the membership application readings.**

**4/08/14- A primary office in good standing may transfer to SAR after paying the full office membership fees, providing all of the licensees in the office join as Realtor Members.**

### **Board of Choice**

**Effective upon approval by the Board of Directors, the following statements of membership policy and amendments to the Model Board Bylaws to implement the board of choice proposal be adopted.**

**The primary board of affiliation elected by a REALTOR® must be in the state where the REALTOR® is licensed and maintains his/her principal place of business. Licensees affiliated with a REALTOR® firm may choose as their "primary" board any board in the state where the firm maintains a "Designated" REALTOR®.**

**Membership shall be available in a secondary board on terms and conditions no more stringent than the requirements established in the board's Bylaws for REALTOR® and (REALTOR-ASSOCIATE® where applicable) membership. The privileges of membership shall be the same including the right to vote and hold office. Membership will be granted to individuals who hold REALTOR® or REALTOR-ASSOCIATE® membership in their primary board without any requirement that the Designated REALTOR® they are licensed or affiliated with hold membership in the secondary board. However, MLS services will only be**

available if the Designated REALTOR® participates in the MLS. Board dues shall not include a national allocation since NAR dues have been paid through the member's primary board. A state allocation may only be included if the member's primary board is located in a different state.

REALTORS® shall be entitled to purchase services from boards other than their primary board without the necessity of holding membership in those boards. Service fees will be determined by the individual boards. However, the board may require that a REALTOR® (principal) be licensed in the state as a condition of MLS participation. (Adopted 2/94; amended 11/96)

#### **Concerning Board of Choice Across State Lines**

That the membership choices currently provided under Board of Choice be expanded across state lines as follows:

Members may join a primary board across contiguous state lines. State association membership would be in the state where primary board membership is held; to become effective July 1, 1996, with optional local board adoption sooner. (Adopted 11/95)

#### **Clarification of the Term "Principal"**

The term "principal" as used in the NAR Constitution and Bylaws and in other relevant policies, includes licensed or certified individuals who are sole proprietors, partners in a partnership, officers or majority shareholders of a corporation, or office managers (including branch office managers) acting on behalf of principals of a real estate firm. (Adopted 11/96)

#### **Secondary Membership in a Board/Association**

When a member has joined a primary association and paid local, state, and national dues, secondary membership may be held in a local association in another state (provided the applicant meets all of the qualifications for membership) without holding membership in that state association, or alternatively, secondary membership may be held directly in the state association without holding membership in a local association in that state. (Adopted 11/96)

#### **All Members of an Office Must Join SAR**

Upon Office Membership application, each real estate licensee who is licensed with the office must apply for individual SAR Realtor membership. The Office applicant shall submit an application separate from his/her personal application and pay a onetime MLS Office Membership fee, and a onetime SAR Office Membership fee. The Office Applicant shall also be required to pay the prorated SAR, Washington Realtors, and NAR dues (if applicable). Each individual licensee shall be required to pay annual SAR Membership dues and any Washington Realtors and/or NAR dues if applicable.

## Membership Requirements Related to Multiple Office Locations

When considering an applicant for REALTOR® membership who is a principal in a real estate firm, associations have an obligation to determine that all of the principals of the real estate firm who are actively engaged in the real estate business in the state are either applying for or already hold REALTOR® membership (or Institute Affiliate membership, if applicable) in a board or association. (Adopted 11/96)

If an association (local, state, national) is notified by another association that a REALTOR® member has an office location elsewhere in the state that is not functioning as a "REALTOR®-office" (i.e., licensees affiliated with the office are not members or are not accounted for under the DR dues formula) the association where the REALTOR® holds primary membership shall be responsible, in cooperation with the state and national associations, for ensuring compliance with applicable membership policies (i.e., that said licensees hold membership in the REALTOR®'s primary association - or some other association in the state where the firm maintains a designated REALTOR® presence - or that dues have been paid to an association based on non-member licensees affiliated with the office. (Adopted 11/96)

## Quorum/Appraisers

10/3/2000- Full Appraiser members do not “count” in quorum requirements.

## Committees

Committee forming process: The President brings forth Committee Chairs, the Board votes on these recommendations; the Chairs then select the members of their respective committees.

06/04- The Budget and Finance Committee shall be comprised of the incoming President, the outgoing President, the Treasurer, the MLS Chair(s) and the Association Executive.

## Stipends

1/08- The Association Executive shall have an annual travel budget determined by the Board of Directors. Board members or Board directed attendees shall be eligible to receive an overnight stipend of \$125. If overnight lodging cost exceeds \$90, the attendee may request a larger stipend from the Board. Examples of necessary overnight stays are, inclement weather creating a driving hazard; the event is further than 150 miles from the association office.

1/08- Stipend requests will be submitted in writing within 30 days of the event and will include the requestor's itinerary. The itinerary shall be detailed and include travel time and schedule of meetings attended.

### Office Changes

**1/11/1995-** Brokers are obligated to notify the Executive Office of any additions or deletions of REALTORS® in their respective offices, within fifteen (15) days.

**8/2010-** A member in good standing of either SAR and/or PAAR, who transfers from PAAR to SAR, or is currently an active member of SAR, and opens a new Sequim office, may access the MLS while in transition.

### Board of Directors

**09/2010-** A Board Member may occupy more than one seat on the Board.

**11/2010-** No candidate may run for more than one office in the same election.

### Candidates

**11/9/2004-** The Sequim Association of REALTORS® may endorse any of WA REALTORS® and/or the National Association of REALTORS® candidates. These endorsements may appear on correspondence among the membership.

**3/09/2010-** SAR will make a donation of \$100.00 to any Sequim, Port Angeles, or Jefferson County REALTOR® who is running for a Washington REALTORS® office.

### Dues

**Dues notifications will be sent to every member via email, and letters will be delivered to every Broker to be distributed individually to each of their agents.**

### NSF Check Policy

**11/11/2003-** There will be a \$35 charge for NSF checks; this fine may be appealed.

## Minutes

A copy of the regularly scheduled Board of Directors minutes and a Treasurer's Report will be given to each Board member prior to the next scheduled monthly Board of Directors meeting.

03/02- Portions of the approved Board minutes will be read to the general membership.

## Speakers/Meetings

3/2/1999- Commercial speakers promoting their own interest shall not be scheduled to speak at the weekly meetings. There shall be a limit of two (2) speakers per month.

There shall be no direct solicitation of donations at the weekly meetings.

## Email

11/2/2004- When agents use SAR email to promote their listings, information must be limited to a small amount of text and a hyperlink(s).

## Education

05/2010- SAR class refund policy shall reflect the WA REALTORS® policy. A full refund will be issued to the student if (1) the course or event is cancelled by SAR, or (2) the student withdraws from the class three (3) days in advance of the scheduled course. Cancellation less than three (3) days of the course will result in a 75% refund of tuition. Students withdrawing on the date of the course will receive a 50% refund of tuition. Requests for refunds must be in writing. If a student fails to appear for the course and/or fails to cancel, no refund or credit will be issued.

## OTHER

12/03/2008- A retiring SAR member, who has been an SAR member for 20 years or more, will receive tickets for themselves and a guest to attend that year's installation banquet.

11/11- If an SAR member is found guilty of unauthorized distribution of OLS data, or loaning their key to an unlicensed person, they will be fined \$1000.00

**4/08/14- If a cell phone noticeable interrupts a meeting, the owner of the phone will make a \$25 RPAC investment.**

**2/10/15- The Sequim Association of Realtors does not sanction or approve use of copyrighted images in our listing materials without the copyright owner's permission.**