Sequim Association of Realtors® Policies
Revised Aug 2026

The SAR policies will generally follow the WR and NAR policy guidelines but will not simply restate or rewrite them.

1. Application for Membership

a. All dues, fees, fines, and assessments must be paid in full before applications are reviewed and/or approved.
b. Board services will be provided to new members only after their application is approved and all applicable dues and fees have been paid.
c. Online copies of the SAR Policies, By-Laws, MLS Rules & Regulations, and the NAR Code of Ethics will be made available to all applicants prior to application review. Applicants will acknowledge they have either received or have access to the documents.

2. Membership

a. PAAR members in good standing may transfer membership to SAR at any time upon application and receipt of dues payment.
b. A primary office in good standing may transfer to SAR after paying the full office membership fees.
c. Members whose Real Estate License expire will have 30 days to renew their license, after which membership will be suspended until the license is renewed.
d. A member in good standing of either SAR and/or PAAR, who transfers to/from PAAR to SAR, or is currently an active member of SAR/PAAR, and opens a new Sequim office, may access board services while in transition.
e. Dues notifications will be sent to every member via email, and letters will be delivered to every Office.
f. SAR will automatically terminate the membership of any SAR REALTOR® member who has not paid dues owed to the Association within 90 days of due date. Member and DB will be sent a 10-day notice to pay via certified mail.
g. Designated Brokers are obligated to notify the Executive Officer of any additions or deletions of REALTORS® in their respective offices, within fifteen (15) days.

3. Board of Choice

a. SAR will follow the REALTOR® **Board of Choice** policy allowing real estate principals and licensees to select and join any local National Association of Realtors as their primary membership board without being restricted to the board where their physical office is located.

b. Members who join SAR as their secondary board and have paid WR and NAR dues in another association are not required to pay the same dues through SAR.

4. Elections, Board Composition, and Endorsements

a. No candidate may run for more than one office in the same election.
b. A board member may occupy more than one seat on the Board.
c. Only members of SAR that are licensed as a Realtor® shall be counted in quorums or allowed to vote in SAR elections.
d. The Sequim Association of REALTORS® may endorse any WA REALTORS® and/or the National Association of REALTORS® candidates. These endorsements may appear on correspondence among the membership.
e. 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.

5. Meetings of the Association

a. Direct solicitations are not allowed at weekly meetings.
b. Commercial speakers promoting only their own interests will not be scheduled.
c. Portions of approved SAR Board minutes may be read to the general membership.
d. There will be at least one "annual meeting" for board elections and other SAR business items requiring a quorum and/or vote.
e. Per the SAR By-Laws, board meetings are "open" to the membership. Non-members may be specifically invited by a board member. Non-board members must be recognized by the presiding person to make comments or participate in discussions.
f. The agenda of board meetings will be made available to the board members prior to the meetings.
g. Board meetings shall follow Roberts Rules of Order unless otherwise stated or directed.
h. Regular weekly SAR meetings will proceed as prescribed by the presiding member.

6. SAR 'Blast' Emails

a. Blast Emails shall be reserved for the following reasonable and non-political uses:
    i. Advertising new listings, open houses, price changes, status updates, etc.
    ii. Service to clients such as "excess packing material, furniture or other items available,
    iii. Requests for service providers such as painters, inspectors, handymen, etc.
    iv. Other Real Estate information relevant to the local association such as meeting announcements or a government affairs update.
    v. Emails from NAR, or WR

7. Other Committee and Board Policies

a. The Awards Committee will invite representation from each office and Affiliates to join the Committee.

b. 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.
c. Members guilty of unauthorized distribution of OLS or NWMLS data, or otherwise providing data access to an unauthorized person, will be fined $1000.00.
d. Refunds for cancelled or missed attendance at a SAR or WR sponsored class will follow the WR refund policy.
e. The Executive Committee shall consist of the same members as the Budget and Finance Committee.
f. An executive session shall consist of only members of the Board of Directors.

8. Stipends and travel related costs

a. The Association Executive shall have an annual travel budget determined by the Board of Directors.
b. Board members or Board directed attendees shall be eligible to receive an overnight stipend of $300.00 and registration fee of $175.00. REALTORS® on a WR committee who attend in person committee meeting when a Zoom option is not available may receive $200.00 for overnight accommodations or $75.00 for day trip.
c. Stipend requests will be submitted in writing within 30 days of the event to include hotel receipts.