

POLICIES & PROCEDURES

Newton-McDonald Counties
Association of REALTORS®

5/28/2004

Revised
3/11/2014

Revised
11/14

Revised
3/10/2015

Revised
2/9/2016

Revised
8/08/17

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ARTICLE 1 – ADMINISTRATION

Section 1. Officers. The elected officers of the Board shall be: President, Vice President, Secretary and Treasurer (Ref article VI, Section 1, 2, and 3 of the Newton-McDonald County Association of REALTORS® Bylaws).

Section 2. Association Executive. In the absence of a duly employed Association executive (AE), the day to day activities of the Newton-McDonald Counties Board of REALTORS® will be under the supervision and administration of the duly elected President of the Board (Amended 1/14).

ARTICLE 2 – COMMITTEES

Section 1. MLS.

- a. Responsible for maintaining contact and providing information from the regional MLS service (amended 1/14).
 1. The President will appoint annually a representative of this board to serve as a two-year term member of the board of directors of the Southern Missouri Regional MLS committee, and the Vice President of the board of directors of the association be elected to serve in absence or death of the duly elected delegate. (adopted 3/10/2015).
- b. Responsible for reporting to the board the regional MLS rules and regulations and operations within the NAR guidelines and policies.
- c. Reporting non-compliance to the Board
- d. Provide a forum for the discussion of problems encountered in the Multiple Listing Service.
- e. The committee shall consist of a chairperson appointed by the president and two members (amended 1/14)
- f. all members of the committee shall be subscribers or participants of the Multiple Listing Service.

Section 2. Membership. All membership applications with appropriate fee attached will be submitted to the Board of Directors for review and approval. The board of Directors will handle installation and introduction of new members to the general membership and present him/her with the REALTOR membership pin. The board will be responsible for the scheduled Board Orientation Program and MLS for new members, regulating the use of trademark within the board's jurisdiction, and responsible for reviewing any complaints that might be brought to the board regarding equal housing. The use of the name of Newton-McDonald Counties Association of REALTORS® is for use by the board members only. (Amended 11/14)

1. Life membership shall be conferred by a majority vote of the Board of Directors of the Newton-McDonald Counties Association of REALTORS® present at any meeting of the board under the following circumstances to any members of the association for a term of minimum of thirty (30) years.
 - (a) Must have a current Missouri real estate license or current license of

membership requirements as established in the association's bylaws (not to exceed NAR's *Membership Qualification Criteria*. (Adopted 2/1996, Amended 11/2009)

Clarification of the Term

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 manager, (including branch office managers) acting on behalf of principals of a real estate firm. (Adopted 11/11/1996)

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 that state. (Adopted 11/1996)

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 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 11/1996)

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® 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 11/1996)

Association Satellite Offices in Other Association Jurisdictions

NAR policy does not prohibit associations from establishing satellite offices (service centers) in other association jurisdictions (Adopted 5/2008)

Membership Recruitment Dues Incentives

NAR policy does not prohibit associations from offering membership recruitment dues incentives. (Adopted 5/2008)

Section 3. Education and Scholarship

- a. The board will provide educational needs for the membership for continuing education.

Section 10. Core Standards

- a. Maintain file of awareness, advocacy and public information by members
- b. Prepare and file required documentation

Section 11. State Directors

Appointed by President to serve a two-year term, alternating expiration date. Required to attend all state meetings and file a report with board of directors. (One excused absence allowed, failure to attend the meetings shall result in automatic resignation from the position.)

Section 12, SOMO MLS Representative.

Appointed by president annually with the elected Vice President to serve as alternate; to attend Regional SOMO monthly meetings and report to the board.

ARTICLE 3 - VOTING RIGHTS

Section 1. Executive Board

REALTOR members whether primary or secondary and in good standing, whose financial obligations to the Board are paid in full shall be entitled to vote and hold elective office in the Board (Ref. Article 6, Section 6 of the Newton-McDonald Counties Association of REALTORS® bylaws).

ARTICLE 4 – MEETINGS

Section I. Executive Board

The Executive Board shall meet on the 2nd Tuesday of each month at 10:00 a.m. at a place designated by the President.

Section 2. General Membership

The general membership meeting shall be held on the second Tuesday of April, June, September and October. The December meeting is to be announced unless it is deemed necessary to change the date or cancel for unusual circumstances. Those members who RSVP and do not attend will be billed for the full amount. Payment for the luncheon shall be no later than the day of the luncheon. All non-payment of luncheon fees will be the responsibility of the Broker or the Affiliate.

Section 3. Other Meetings

Meetings of the members may be held at other times as the President or the Board of Directors may determine, or upon the written request of at least 10% of the members eligible to vote. (Ref. Article 12, Section 4 of the Newton-McDonald Counties Association of REALTORS® Bylaws)

Section 4. Notice of Meetings

Written notice shall be given to every member entitled to participate in the meeting at

Section 2. Writing Authorization

Two signatures will be required on each check from the following: President and/or Secretary/Treasurer and/or Assistant Treasurer.

Section 3. Returned Check Policy

A \$15.00 returned check fee will be assessed on checks presented with non-sufficient funds.

Section 4. Dues/Fines Collections

- a. Yearly dues for all members shall be payable annually in advance on January 1 and shall be considered past due on February 15. A fine of \$50.00 will be levied and membership of the nonpaying member may be terminated at the discretion of the board of directors.
- b. Regional MLS dues are payable monthly on the 1st day of each month and delinquent on the last day of the month. MLS dues shall be computed from the first day of the month in which a Member has joined.
- c. If such dues are not paid within 30 days from the date they are due, then a late fee of \$20.00 will be levied if not paid by the end of the month when due, then the Treasurer or Assistant Treasurer shall send a letter stating the delinquent amount due with a copy to the designated broker.
- d. SOMO fines may be levied on the following in the amount of \$50.00 per occurrence:
 1. New listings not submitted to the MLS within four (4) calendar days
 2. Any change of status not submitted to the MLS within four (4) calendar days.
 3. Listings that have been submitted into the MLS system that do not have a photograph or graphic representation of the property after four (4) calendar days, unless seller directs otherwise according to Sec 1.2.1.
 4. Branded photographs or graphic representations: to include photos with visible real estate or for sale by owner signage, scrolling marquees, any visual solicitation or contract for the Participant or the seller of the property.
 5. Use of photos belonging to another Participant without specific written authorization.
 6. Contact information of Participant/seller included in public marketing remarks or publicly viewable data fields.
 7. Lead based Paint disclosure signed and dated; file to be corrected within 30 days.
- e. Effective January 1, 2018, individual subscribers (agent, employees with access to MLS) will no longer be allowed to pay separately for SOMO MLS dues; all SOMO MLS dues are to be billed and paid by participant (broker, designated realtor or owner). If SOMO MLS dues are not paid within 30 days of due date, participants will be subject to a late fee of \$20.00 per Subscriber (agents, employees with access to SOMO MLS) up to a maximum of \$100.00 per participant (office).
- f. A letter shall be sent that failure of the member to pay the account as rendered within 30 days, shall result in automatic expulsion from

Any registration fees paid in advance for the members and their non-attendance to these events will be the responsibility of the member who chooses not to attend.
(amended 8/8/17)

Section 7. Expenditures

The president of the board shall administer the day to day finances of the board. Expenditures more than \$250.00 may not be made unless authorized by the Executive Board.

Section 8. Charitable Donations/Expenditures

The Board shall have authority to collect, raise and otherwise acquire funds to be used for humanitarian purposes as raised by means of committee or collected from the public and shall be accounted for in an appropriate manner.

ARTICLE 6 – BUSINESS POLICIES AND PRACTICES

Section 1. Use of Board Office Equipment

Facilities and equipment of the board may be used for the general purpose of day today activity to enhance the benefits of the General Membership. Members must coordinate with the President for any special requests and may be subject to approval from the Executive Board.

Section 2. Fiscal Policy

The fiscal and elective year of the Board shall be January 1 to December 31.
(Ref. Article 14; Section 1 of the Newton-McDonald Counties Association of REALTORS® Bylaws)

Section 3. Media Correspondence

All media correspondence shall be directed to the President or someone of their choosing regarding representations of the Board.

Section 4. Membership Roster

Rosters will be provided to members only.

Section 5. Solicitations

Solicitations may be presented to the executive board or the President and handled as deemed appropriate for the request.

Section 6. Political Endorsements

Political endorsements shall be at the discretion of the Executive Board and may be guided by the view of the Board.

Section 7. Communication

Written correspondence with the board shall be directed to the Board at P. O. Box 1101, Neosho, MO, 64850 or by contacting the board president by telephone or e-mail.

- are sexually explicit.
- Infringes on the trademarks or copyrights of the National Association of REALTORS® or any third parties.
- Breaks the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
- Identifies members and/or staff in defamatory, abusive, or generally negative terms. Derogatory comments and statements that are targeted at organizations or individuals, as well as vulgar or offensive comments are prohibited.
- Does not show proper consideration for others privacy or are considered likely to offend or provoke others.
- Is not relevant to the site or a post that is being responded to: Personal photos, selfies, etc., belong on your personal page.
- Is a commercial endorsement, i.e.: advertising, promotional, or any other type of solicitation.

The page administrators reserve the right to:

- Keep discussion comments positive and productive
- Remove comments at any time, for any reason.
- Acknowledge criticism that is legitimate and respond respectfully
- Reproduce postings from members in other media
- Post pictures and videos from association events

Examples of acceptable posts include:

- Events: any conference, training, luncheon or related event sponsored/hosted by the association.
- News: Information from the association or links to news that affect members.
- Pictures: Pictures of members attending Association sponsored/hosted events.
- Causes: If the association sponsors ad cause, or a charity, costs can help broadcast these efforts.
- Public Information: Information or infographics that would be useful to the public.

Remember, wall posts are syndicated into every following member's timeline. Once someone "likes" our page, they will see our newsfeed with every update or post. So be sure to include prominent links to NMCAR's Facebook page on communications such as e-mails, newsletters, and even traditional mail. It is a great way to disseminate information and grow our audience. Again, our Facebook URI is:

<http://www.facebook.com/NewMacRealtors®>

Policies to expel, suspend fine or otherwise discipline members of the Association who contravene any of the provisions of the Bylaws or Policies, subject to the right of appeal.

Section 2. Amendments These Policies and Procedures may be amended by a majority vote of the Executive Board present and qualified to vote at any meeting at which a quorum is present. The Executive Board shall have the authorization to amend these Policies and procedures from time to time as voted and approved in Executive Board meetings, as long as amendments stay within the guidelines of the NATIONAL ASSOCIATION OF REALTORS® Bylaws, Policies and Rules and Regulations.

All such amendments shall be appropriately distributed to General Membership within 15 days by means of electronic mail, U. S. Postal Service, fax or other reliable source. Distribution shall be at least each office and designated broker, REALTOR® member and available for review at the association office.

The Executive Board shall at the beginning of each fiscal year, adopt these Policies and Procedures as agreed upon by the executive Board and print an updated Policies and Procedures Manual.

Section 3. Board of Choice See attached policy statement as approved by NATIONAL ASSOCIATION OF REALTORS® (ADOPTED 2/94, Amended 11/96)

Section 4. Virtual Office Website (VOW) See attached statement as approved by NATIONAL ASSOCIATION OF REALTORS® (adopted 11/96)