

# **Rules and Regulations**

## **Of**

# **JEFFERSON COUNTY BOARD OF REALTORS®**

Revision 05/16

### **ARTICLE I: NAME**

#### **Section 3 – Rules and Regulations**

Rules and Regulations may be amended from time to time as deemed necessary by the Board of Directors.

### **ARTICLE V: QUALIFICATION AND ELECTION**

#### **Section 2 - Qualification**

“REALTOR® Applicant” membership shall commence upon placing an active license with an office of the Board. Upon completion of application and submission of dues, the Board of Directors will review the application for membership. License status will be checked with the Wisconsin Department of Licensing and Regulation to verify placement date. A “Realtor Applicant” will receive “temporary member” MLS privileges only after a completed application with a copy of real estate license and fees are satisfied with the Board office.

All new REALTOR® Members must complete Orientation within 6 months of application.

### **ARTICLE VII: PROFESSIONAL STANDARDS & ARBITRATION**

#### **Section 1**

- A. Regarding contract with REALTORS® Association of South Central Wisconsin for Professional Standards: the office that initiates the complaint will be responsible for all bills forwarded to the Board for administrative fees incurred. This is based on complaints between offices that are members of the Board.
- B. Regarding contract with REALTORS® Association of South Central Wisconsin for Professional Standards and Arbitration: “If the public or nonmember office files a complaint with Professional Standards and does not show at the hearing, the office involved will not be responsible for the legal fees due per contract with the REALTORS® Association of South Central Wisconsin.” The Board will pay the fees incurred to RASCW not to exceed the amount disclosed on the contract between the Board and RASCW.

### **ARTICLE VIII: USE OF THE TERMS REALTOR® OR REALTORS®**

New Members cannot use the REALTOR® designation or identity in advertising or any other manner until they have completed Orientation and have been sworn in. The new Member must be identified as a “REALTOR® Applicant”.

Realtor Applicants will be given “temporary status” when application and fees are reviewed and verified by the AE. At this time the AE will send such statement of Good Standing to the MLS so the new applicant will avoid a possible month waiting period after submitting application pending approval of the Executive Board.

## **ARTICLE X: DUES, FEES, AND FINANCES**

### **Section 2 – Dues**

- a. All new application fees must be made in the form of Personal Check, Cashiers Check or Money Order. Dues will be prorated quarterly.
- b. All renewal fees received after December 1 must be made in the form of a Personal Check, Cashiers Check or Money Order. Dues received between December 1 and December 31, regardless of the postmark, shall be assessed a late fee.
- c. Dues received after December 31 will require the member to pay all new member fees regardless of postmark.
- d. The Board has elected to accept renewal dues paid by on WRA website using Master Card or Visa no later than November 30<sup>th</sup>.

### **Section 7 – Notice of Dues, Fees, Fines, Assessments, and other Financial Obligations of Members**

All membership meetings, attended by a non JCBR Realtor member will be charged an additional fee

DR failure to notify the Board Office within 30 days of agent status changes will result in a fine of \$50 per occurrence. This fine includes but is not limited to addition of a new member, release of member, and email or address change. If the fine is not paid within 30 days of notification, the office which the agent is associated, lose their good member status.

## **ARTICLE XI: OFFICERS & DIRECTORS**

### **Section 1 – Officers**

Officers and Directors shall serve only two (2) consecutive terms of any one office. Officers may elect to hold another office or directorship other than the office they have just finished.

A minimum of six (6) months as a member of JCBR is required before running for Directorship, to run for President, Vice President or Secretary/Treasurer, a member must be a current Director or have previously served in any capacity on the JCBR Board of Directors. No more than two people from the same office to hold office on the Executive Board at any one time.

Officers and Directors who miss three (3) Board meetings any time during a 12-month period that have not been excused by the President may be replaced, and the issue will be brought to the Board. The President shall place on the next Board meetings agenda that outgoing Officer or Director. The Officers and Directors present can accept this new candidate by a majority vote of those present. If this candidate is not accepted by the majority vote, the President shall request another candidate to consider until on is accepted by the majority vote of those present.

- a. The Administrative Executive shall be a neutral party. The Administrative Officer may hold an “Inactive” license and will not practice real estate or accept any referrals.
- b. The Administrative Executive is a paid employee position. There is no contract between the Board and the AE although there is a job description. Either party may end the working relationship when deemed necessary.

## **Section 2 – Duties of Officers**

The President will abstain from voting except during the annual election of Officers. Any tie vote during the election of Officers shall be decided by lot. In any other situation of a tie vote, the President shall cast the deciding vote.

## **ARTICLE XII – MEETINGS**

### **Section 3 – Other Meetings**

Money raised at the time of a special event shall go to that event in addition to money that is budgeted for said event.

## **ARTICLE XIII – COMMITTEES**

### **Section 1 – Standing Committees**

c. Only Committee Chair’s will be granted a current membership list as to protect personal information in accordance with the WRA and NAR Ethics. This list will be solely used to contact members for board events and not to be used for outside solicitation purposes.