

**FOR ASSOCIATION USE ONLY:**

Date Application Received: \_\_\_\_\_  
Application Fee: \$115.00 \_\_\_\_\_  
Local Dues Received: \_\_\_\_\_  
C.A.R. Dues Received: \_\_\_\_\_  
N.A.R. Dues Received: \_\_\_\_\_  
Total Amount Received: \$ \_\_\_\_\_  
Agent No.: \_\_\_\_\_  
NRDS No.: \_\_\_\_\_

Form: \_\_\_\_\_  
Orientation Course: \_\_\_\_\_  
Contracts Course: \_\_\_\_\_  
Code of Ethics Course: \_\_\_\_\_  
Approved by Board of Directors: \_\_\_\_\_  
Inducted as REALTOR® Member: \_\_\_\_\_  
Supra: \_\_\_\_\_ Address Bk: \_\_\_\_\_  
Published: \_\_\_\_\_

**GRAND JUNCTION AREA REALTORS®, INC.  
APPLICATION FOR REALTOR® MEMBERSHIP**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

I, the undersigned, hereby apply for membership as:

- ☐ Designated REALTOR® (sole proprietor, partner, corporate office of real estate or appraisal firm)
- ☐ REALTOR® (licensed broker associate or licensed appraiser)
- ☐ Secondary REALTOR® (primary membership with another Board/Association)

In the Grand Junction Area REALTORS®, Inc. (GJARA) and enclose my payment in the amount of \$ \_\_\_\_\_, which I understand will be returned to me in the event I am not accepted into membership. In the event my application is approved, I agree as a condition of membership to complete the indoctrination course of the GJARA and to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® including the duty to arbitrate business disputes in accordance with the *Code of Ethics Arbitration Manual* of the association and the Constitution, Bylaws, and Rules and Regulations of the above named association, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitution, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall be evidence of my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitution, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the association, through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the association by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me or slander, libel, or defamation of character.

**NOTE:** Applicant acknowledges that the association will maintain a membership file of information, which may be shared with other board/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations or other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

Mail Delivered: Home \_\_\_\_\_ Office \_\_\_\_\_

License Issue Date: \_\_\_\_\_

Broker Approval: \_\_\_\_\_

*Incomplete applications are subject to rejection*

**NOTE:** Applicant acknowledges that if accepted as a member he/she subsequently resigns from the association or otherwise causes members to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to pending ethics proceedings and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

I hereby submit the following information for your consideration:

Name as shown on license: \_\_\_\_\_ ( Mr. / Mrs. / Ms. )

License #: \_\_\_\_\_ License Type: \_\_\_\_\_ Employing Broker \_\_\_\_\_ Broker Associate

Independent Broker \_\_\_\_\_ Appraiser: \_\_\_\_\_

Is this license presently in good standing with the State of Colorado?: Yes \_\_\_\_\_ No \_\_\_\_\_

Nickname: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

National REALTOR® Database System (NRDS) Identification Number: \_\_\_\_\_

Arc you currently a member of another board/association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or have you held a membership in another board/association within the past three (3) years? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", name of Board/Association \_\_\_\_\_

Have you paid REALTOR® dues to another Board/Association of REALTORS® during this year? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", name of Board/Association: \_\_\_\_\_

Are you threatened with or named in any disciplinary action in another Board/Association of REALTORS®

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

**APPLICANTS FOR DESIGNATED REALTOR® ONLY:**

My position with the firm noted herein is: Principal \_\_\_\_\_ Employee \_\_\_\_\_ Corporate Officer \_\_\_\_\_

Independent Contractor \_\_\_\_\_ Trustee \_\_\_\_\_.

If other than above, please explain: \_\_\_\_\_

Name and titles of other Principal, Partners, Corporate Officers, or Trustees of this firm: \_\_\_\_\_

*Incomplete applications are subject to rejection*



I understand and agree that as Designated REALTOR® of the above named real estate office or appraisal office named herein, I am fully responsible for all dues and fees for services that I request and receive prior to completing the Association's required membership application process. I also understand and agree that if accepted for membership, I will pay all dues and fees as are from time to time established, and that the total amount of dues of which I will be personally and individually liable and responsible, as Designated REALTOR® of the firm or office named herein, shall be in such amount as established annually by the Board of Directors for myself, plus an additional amount for each real licensee or licensed appraiser employed by or otherwise affiliated with my firm or office who are not themselves REALTOR® members of the Association. I further understand that if I apply for participation in the Multiple Listing Service that I, as designated Realtor am responsible for all dues, charges, and fees for the MLS Service.

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**FOR ALL APPLICANTS:** I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of facts, shall be grounds for revocation of my membership if granted. I agree that, if accepted for Membership in the Grand Junction Area REALTOR® Association, I shall make timely payments of all charges, fees, and dues as from time to time established. I also further agree to promptly report to the Association any changes in the information submitted in conjunction with this application, which may occur subsequent to its submission.

<b>Applicant Signature:</b> _____	<b>Date:</b> _____
<b>Broker Signature:</b> _____	<b>Date:</b> _____

*Payments to the Grand Junction Area REALTOR® Association are not deductible as charitable contributions for federal income tax purposes; however, they may be deductible under other provisions of the Internal Revenue code.*

### MLS PARTICIPATION AGREEMENT

(For MLS access by REALTORS® (Principal) or a firm comprised of REALTORS® (principals) who are not members of the association).

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Primary Association of REALTORS® \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other Realtors® in accordance with the established procedures of the association. I understand that a violation of the Code of Ethics may result in termination of any MLS privileges, which may be in addition to any discipline, and fees that may be imposed.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Incomplete applications are subject to rejection*

***Incomplete applications are subject to rejection***

***Application Checklist:***

- ☐ Applicant Signature on Application (*3 places*)
- ☐ Broker Signature on Application (*2 places*)
- ☐ Applicant Signature on Membership Guidelines
- ☐ Broker Signature on Membership Guidelines
- ☐ Payment Enclosed

☐ I have enclosed a check made payable to the Grand Junction Area REALTOR® Association

☐ Please charge payment to : Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**For Association Use Only: *Notes:***

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## MLS PARTICIPATION AGREEMENT

(For MLS access by REALTORS® (Principals) or a firm comprised of REALTOR® (principals) who are not members of the association).

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Primary Association of REALTORS®: \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other Realtors® in accordance with the established procedures of the association. I understand that a violation of the Code of Ethics may result in termination of any MLS privileges, which may be in addition to any discipline, and fees that may be imposed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ I have enclosed a check made payable to the Grand Junction Area REALTORS® Association

☐ Please Charge payment to: \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**GRAND JUNCTION AREA REALTOR® ASSOCIATION  
MEMBER PROFILE**

Member Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Name of Spouse / Significant Other: \_\_\_\_\_

Birthday (Month / Day) \_\_\_\_\_

Indicate your major field of study (Circle One)

<i>Real Estate</i>	<i>Clerical / Bookkeeping</i>	<i>Social Science</i>
<i>Business Administration</i>	<i>Accounting</i>	<i>Medical</i>
<i>Marketing / Retailing</i>	<i>Education</i>	<i>Fine Arts</i>
<i>Finance</i>	<i>Engineering</i>	<i>Humanities</i>
<i>Economics</i>	<i>Liberal Arts</i>	<i>Communications</i>
<i>Management</i>	<i>Physical Science</i>	<i>Agriculture</i>
<i>Other</i> _____		

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Are you engaged in real estate work on a full-time or part-time basis? (Check one) F \_\_\_\_\_ P \_\_\_\_\_

Has your entire career been in the real estate business? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

If not, what were you doing and in what capacity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Tell us about your prior employments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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What professional designation do you hold from N.A.R., or C.A.R. (Circle all that apply)

<i>ABR</i>	<i>ABRM</i>	<i>ALC</i>	<i>CCIM</i>	<i>AT HOME WITH DIVERSITY</i>	
<i>CIPS</i>	<i>CPM</i>	<i>CRB</i>	<i>CRS</i>	<i>e-PRO</i>	<i>TRC</i>
<i>CRE</i>	<i>GAA</i>	<i>GRI</i>	<i>PMN</i>	<i>REPA</i>	<i>MRE</i>
<i>RCE</i>	<i>RAA</i>	<i>SRES</i>	<i>SIOR</i>	<i>RSPS</i>	

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List other trade or professional organizations you are a member of? \_\_\_\_\_

How long have you lived in the Mesa County area? \_\_\_\_\_

Where have you lived before? \_\_\_\_\_

Are you fluent in any foreign languages? \_\_\_\_\_

Hobbies: \_\_\_\_\_

**GRAND JUNCTION AREA REALTOR® ASSOCIATION  
(GJARA)**

**Membership Guidelines**

- I. APPLICATION FOR MEMBERSHIP**
  - A. Broker Member/Licensed Appraisers
  - B. Broker Associate Member
  - C. Licensed Personal Assistant/Secretary
  - D. Affiliate Member
- II. APPLICATION REQUIREMENTS**
- III. APPROVAL BY MEMBER SERVICES COMMITTEE**
- IV. FEES**
- V. INDUCTION**
- VI. BENEFITS OF MEMBERSHIP**
- VII. OBLIGATIONS OF MEMBERSHIP**
- VIII. OBJECTIVES OF MEMBERSHIP**
- IX. CONFIRMATION**

## **I. APPLICATION FOR MEMBERSHIP**

Applications for membership are available from the Association office.

Upon receipt of signed application, fees, dues, an applicant will be extended probationary membership for three months pending completion of the membership requirements. Failure to attend required Orientation I and Orientation II, Ethics, and Induction will result in applicants having their membership privileges withdrawn until completion of said requirements have been accomplished according to these guidelines.

### **A. Broker Members/Licensed Appraisers**

For the protection of the high standards of professionalism, new Broker and Licensed Appraiser members shall be required to submit application, pay all fees, attend required classes and be installed as a member prior to recognition as a member office.

The Principle Brokers, Member Brokers, and Licensed Appraisers' dues shall be prorated from pocket card date, and Principle Brokers/Licensed Appraisers' will be responsible for all non-member licensees hanging in their office.

All persons share equitable in the benefits provided by the Association through the Brokers membership, therefore, the Principle Broker/Licensed Appraiser shall be assessed until such time that the Broker member/licensed appraiser has made application, paid all fees, completed Ethics and Orientation, and any other prerequisites, as occasionally deemed necessary by the Member Services Committee and the Board of Directors, and has been formally inducted into membership.

### **B. Broker Associate Member**

A Broker Associate member shall be one who is licensed under a Principle Broker. Upon acceptance for membership, the Broker Associate's dues shall be prorated also according to their pocket card.

### **C. Affiliate Members**

Application requirements shall be as stated in the Bylaws. The Affiliate Members are not required to attend the Ethics Class or the Orientation class to be formally approved as members. They will be introduced at a REALTOR® luncheon meeting and will be required to abide by the highest standards of professionalism.

### **D. Licensed Personal Assistants/Secretaries**

Any secretary or personal assistant who is licensed by the state as a real estate agent, and who receives a commission or other compensation for sales, shall be treated as a Broker Associate. They will be billed the monthly agent fee as each REALTOR® Member of the Association is.

## **II. ACCEPTABLE APPLICATION REQUIREMENTS**

### **A. Application Forms**

Application forms must be fully completed and signed by the applicant, reviewed and signed by the Broker, and submitted to the Association office with proper application fees. Applicants will be notified of the next available Orientation I and Orientation II Class, 6-hour Contracts Class, and 6-hour Ethics and Professional Standards Class which is a membership requirement before



induction. Applicants unable to attend shall submit a written explanation to the Association office, and will be given an opportunity to attend the next scheduled classes. Failure to attend within the first two offerings of the classes will result in the application being withdrawn and the applicant shall be required to re-apply and to pay a reinstatement fee of \$25.00.

**B. Publication of Applicants**

Names of applicants for membership will be approved by the Board of Director's at their monthly meetings. Any objection to their membership must be in writing and be submitted to the attention of the Chairman of the Association for review prior to the Board of Director's decision and recommendation for approval.

**III. APPROVAL OF APPLICATION BY THE BOARD OF DIRECTORS**

Upon completion of the application and required education (subject to change from time to time by the Board of Directors), applications shall be submitted to the Association for review, resulting in acceptance or rejection. Upon completion of membership requirements, the candidates will be notified by the Association of the time and place for induction.

**IV. FEES**

**A. Annual Dues**

The annual dues for REALTOR® members and Licensed Appraisers are set by the Board of Directors annually.

The dues will be prorated monthly and **fees are figured according to the date the license was issued by the Colorado Real Estate Commission.**

For purpose of figuring the amount, a full month's dues will be paid through the 21st of each month and any date from the 22nd through end of the month will be figured from the first of the next month.

**B. Application Fee**

The application fee set by the Board of Directors is \$115.00 one-time fee for an agent and \$500.00 one-time fee for new office brokers, licensed appraisers.

**C. Reinstatement of Previous Members**

Previous members who wish to reinstate their membership shall submit a Membership Change Form and a \$25.00 reinstatement fee.

If the member has not previously attended the currently required classes, they shall have three months, in which to do so or their provisional membership shall be revoked. The re-instating members will be responsible for all fees for the necessary classes that need to be taken.

**D. MLS Fees**

The MLS fees are billed quarterly and set by the Board of Directors. Fees are calculated for REALTOR® member, Licensed Appraisers, and personal assistants.

#### **V. BENEFITS OF MEMBERSHIP**

You will share the opportunities and challenges of organized real estate as a full fledged participating member, dedicated to professionalism in all your practices.

Upon your designation as a REALTOR®, you will be fully entitled to all rights, benefits, privileges, and services of the Grand Junction Area REALTOR® Association, the Colorado Association of REALTORS®, and the National Association of REALTORS®.

#### **VI. OBLIGATIONS OF MEMBERSHIP**

**To accept and abide** by all requirements of the Constitution, Bylaws, MLS Rules, and Regulations of the Grand Junction Area REALTOR® Association, the Colorado Association of REALTORS®, and the National Association of REALTORS®.

**To fully accept** as a personal charge, the Code of Ethics of the National Association of REALTORS® to conduct your practice of real estate in full accordance with its tenets.

**The Obligations of the Principal Broker/Licensed Appraiser in Payment of Agent Fees, Dues, and Assessments.** When a current member becomes a principal broker/ licensed appraiser, and opens his/her own office, or a non-member makes application for M.L.S./Association Membership, or a REALTOR Principal Broker/ Licensed Appraiser from another Board/Association makes application for M.L.S submit a letter, signed by the broker or licensed appraiser saying that he/she is responsible for all M.L.S. fees, dues, and assessments owed to the Grand Junction Area REALTOR® Association. If the principal broker/licensed appraiser should drop from the Association, he/she is responsible for all remaining balances owed to the Association. The principal broker/licensed appraiser will also be liable for all attorney and court costs incurred if any collection of unpaid balance is pursued.

The Principle Broker and Licensed Appraiser appreciate the meaning and connotation of the term REALTOR®, and to insure proper use of the term within the jurisdiction of the Grand Junction Area REALTOR® Association.

To pay your dues promptly, to attend required classes, and to do your part when called upon.

#### **VII. OBJECTIVES OF MEMBERSHIP**

- A. To encourage and foster high ethical standards in our profession of real estate practice.
- B. To take an active interest in the present and future welfare of our community.
- C. To uphold and develop faithful services as the basis of worthy enterprise.
- D. To promote legislation beneficial to personal and private ownership of real property and to oppose legislation harmful thereto.

#### **VIII. CONFIRMATION**

It is assumed that in asking for membership, you are in entire sympathy with the ideals and principles of the Grand Junction Area REALTOR® Association, the Colorado Association of REALTORS®, and the National Association of REALTORS®, and will conduct yourself in business accordingly.

Detach and return with your application form:

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**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, the undersigned, do hereby acknowledge and accept the membership requirements of membership, fees, obligations of fees, benefits and objectives, and agree to abide by them so long as I am a member applicant or member of the Grand Junction Area REALTOR® Association.

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**Broker/Broker Associate Signature/  
Licensed Appraiser**

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**Typed Name**

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**Date**

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**Broker Signature/Licensed Appraiser**

# GRAND JUNCTION AREA REALTOR® ASSOCIATION

## BYLAWS

May 21, 2015 – Approved by Board of Directors

June 2015 – Approved by the National Association

April 12, 2018 Approved by the GJARA Board of Directors

Pursuant to NAR 2018 Policy, Association Bylaws no longer need NAR approval. Certification is done through Core Standards.

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## ARTICLE I – NAME

**Section 1. Name.** The name of this organization shall be the Grand Junction Area REALTOR® Association, hereinafter referred to as the "Association".

**Section 2. REALTORS®.** Inclusion and retention of the Registered Collective Membership Mark "REALTORS®" in the name of the Association shall be governed by the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS® as from time to time amended.

## ARTICLE II – OBJECTIVES

The objectives of the association are:

**Section 1.** To unite those engaged in the recognized branches of the real estate professions for exerting a beneficial influence upon the profession and related interests.

**Section 2.** To promote and maintain high standards of conduct in the real estate profession as expressed in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

**Section 3.** To provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interests may be safeguarded and advanced.

**Section 4.** To further the interest of home, and other real property ownership.

**Section 5.** To unite those engaged in the real estate profession in this community with the Colorado Association of REALTORS®, and the NATIONAL ASSOCIATION OF REALTORS®, thereby furthering their own objectives throughout the State and nation and obtaining the benefits and privileges of membership therein.

**Section 6.** To designate, for the benefit of the public, individuals authorized to use the terms REALTOR®, and REALTORS®, as licensed, prescribed, and controlled by the NATIONAL ASSOCIATION OF REALTORS®.



## ARTICLE III - JURISDICTION

**Section 1.** The territorial authority of the Association as a Member of the NATIONAL ASSOCIATION OF REALTORS® is Mesa County, Colorado.

**Section 2.** Territorial authority is defined to mean: The right and duty to control the use of the terms REALTOR® and REALTORS® subject to the conditions set forth in these Bylaws and those of the NATIONAL ASSOCIATION OF REALTORS®, in return for which the Association agrees to protect and safeguard the property rights of the National Association in the terms.

## ARTICLE IV - MEMBERSHIP

**Section 1.** There shall be six classes of Members as follows:

**(a) REALTOR® Members.** REALTOR® Members, whether primary or secondary, shall be:

(1) Individuals who, as sole proprietors, partners, or corporate officers, or branch office managers, are engaged actively in the real estate profession including buying, selling, exchanging, renting, or leasing, managing, appraising for others for compensation, counseling, building, developing, or subdividing real estate, and who maintain or are associated with an established real estate office in the State of Colorado, or a State contiguous thereto. All persons who are partners in a partnership, or all officers in a corporation who are actively engaged in the real estate profession within the State, or a State contiguous thereto shall qualify for REALTOR® Membership only, and each is required to hold REALTOR® Membership (except as provided in the following paragraph) in an Association of REALTORS® within the State, or a State contiguous thereto unless otherwise qualified for Institute Affiliate Membership as described in Section 1(b) of Article IV. (Amended 1/05)

In the case of a real estate firm, partnership, or corporation, whose business activity is substantially all commercial, only those principals actively engaged in the real estate business in connection with the same office, or any other offices within the jurisdiction of the Association in which one of the firm's principals holds REALTOR® membership, shall be required to hold REALTOR® membership unless otherwise qualified for Institute Affiliate Membership as described in Section 1(b) of Article IV.

(2) Individuals who are engaged in the real estate profession other than as sole proprietors, partners, or corporate officers, or branch office managers and are associated with a REALTOR® member and meet the qualifications set out in Article V.

(3) **Franchise REALTOR® Membership.** Corporate officers (who may be licensed or unlicensed) of real estate brokerage franchise organization with at least one hundred fifty (150) franchisees located within the United

States, its insular possession, and the commonwealth of Puerto Rico, elected to membership pursuant to the provisions in the N.A.R. Constitution and Bylaws. Such individuals shall enjoy all the rights, privileges, and obligations of REALTOR® membership (including compliance with the Code of Ethics) except: obligations related to association mandated education, meeting attendance, or indoctrination classes or other similar requirements; the right to use the term REALTOR® about their franchise organizations name; and the right to hold elective office in the local Board/Association, State Association, and National Association. (Adopted 1/96).

**(4) Primary and Secondary REALTOR® Members.** An individual is a primary member if the Association pays State and National dues based on such Member. An individual is a secondary Member if State and National dues are remitted through another association. One of the principals in a real estate firm must be a Designated REALTOR® member of the Association for licensees affiliated with the firm to select the Association as their "primary" Association.

**(5) Designated REALTOR® Members.** Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® Member who shall be responsible for all duties and obligations of Membership including the obligation to arbitrate, or to mediate if required by the Association pursuant to Article 17 of the Code of Ethics and the payment of Board dues as established in Article X of the Bylaws. The "Designated REALTOR®" must be a sole proprietor, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® membership established in Article V, Section 2, of the bylaws. (Amended 11/11)

**(b) Institute Affiliate Members.** Institute Affiliate members shall be individuals who hold a professional designation awarded by an Institute, Society, or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS® that addresses specialty area other than residential brokerage or individuals who otherwise hold a class of membership in such Institute, Society or Council that confers the right to hold office. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership. (Amended 1/02)

**(c) Affiliate Members.** Affiliate Members shall also be granted to individuals licensed or certified to engage in real estate practice who, if otherwise eligible, do not elect to hold REALTOR membership in the Association, provided the applicant is engaged exclusively in a specialty of the real estate business other than brokerage of real property.

**(d) Public Service Members.** Public Service members shall be individuals who are interested in the real estate profession as employees of or affiliated with educational, public utility, governmental or other similar organizations, but are not engaged in the real estate profession on their own account or in Association with an established real estate business.

**(e) Honorary Members.** Honorary members shall be individuals not engaged in the real estate profession who have performed notable service for the real estate profession, for the association, or for the public.

**(f) Student Members.** Student members shall be individuals who are seeking a graduate or undergraduate degree with a specialization or major in real estate at institutions of higher learning, and who have completed at least two years of college and at least one college level course in real estate, but are not engaged in the real estate profession on their own account or not associated with an established real estate office.

**(g) Chief Elected Officer of the State Association.** The current chief elected officer of the State Association of REALTORS® shall be a member in good standing without further payment of dues. At the direction of the association, the current chief elected officer of the State Association of REALTORS® may be the delegate who casts the vote for the association at the Annual Meeting of the NATIONAL ASSOCIATION of REALTORS®.

## **ARTICLE V - QUALIFICATION AND ELECTION**

### **Section 1. Application.**

(a) An application for membership shall be made in such manner and form as may be prescribed by the board of directors and made available to anyone requesting it. The application form shall contain among the statements to be signed by the applicant that (1) applicant agrees as a condition to membership to thoroughly familiarize himself/herself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, the Constitutions, Bylaws, and Rules and Regulations of the association, the State and National Associations, and if elected a member, will abide by the Constitutions and Bylaws and Rules and regulations of the association, State and National Associations, and if a REALTOR® member, will abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the obligation to arbitrate (or to mediate if required by the association) controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further specified in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, and, (2) the applicant consents that the association through its membership committee or otherwise, may invite and receive information and comment about applicant from any member or other persons, and that applicant agrees that any information and comment furnished to the association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character. The applicant shall, with the form of application, have access to a copy of the Bylaws, Constitution, Rules, and Regulations, and Code of Ethics referred to above. (Amended 11/11)

### **Section 2. Qualification.**

(a) An applicant for REALTOR® membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the association, through its membership committee or otherwise, that he/she is actively engaged in the real estate profession, and maintains a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy\*, has no record of official sanctions involving unprofessional conduct\*\*, agrees to comply with the Bylaws and rules and regulations of the association, the Bylaws of the State Association, and the *Constitution*

and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon, as may be required by the committee, and shall agree that if elected to membership, he/she will abide by such *Constitution*, Bylaws, rules and regulations, and Code of Ethics. (Amended 1/05)

\* If the applicant or the applicant's real estate firm is named as a debtor in such bankruptcy proceeding, membership may not be denied unless the Board establishes that its interests and those of its members and the public could not be adequately protected by requiring that the applicant pay cash in advance for association dues and MLS fees for up to one (1) year from the date that membership is approved. In the event that an existing member initiates bankruptcy proceeding, the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

\*\*The association may only consider: civil judgments imposed within the past seven (7) years involving judgments of (1) civil rights laws, (2) real estate license laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities. The association may only consider criminal convictions within the past seven (7) years involving a crime that reasonably relates to the real estate business or puts clients, customers, or other real estate professionals at risk, the applicant must provide, and the association must consider mitigating factors relating to that criminal history.

Further, any applicant, shall, as a condition of membership, at such intervals as may be reasonably determined by the Board of Directors, (but not more often than every two (2) years) complete a course of not more than six cumulative hours of instruction with respect to local Association or Member practices that might result in significant legal vulnerability and/or possible liability to the Association and its members, such as violations of antitrust laws, civil rights laws, the Realtors® Code of Ethics, its interpretations and meaning and/or the procedures related to its enforcement, or other similar public policies. (Adopted by GJARA)

(c) The association will also consider the following in determining an applicant's qualifications for REALTOR® membership:

- (1) All final findings of Code of Ethics violations and violations of other membership duties in this or any other Association within the past three (3) years.
- (2) Pending Ethics complaints (or hearings)
- (3) Unsatisfied discipline pending
- (4) Pending arbitration requests (or hearings)
- (5) Unpaid arbitration awards or unpaid financial obligations to any other Association or Association MLS.
- (6) Any misuse of the term REALTOR® or REALTORS® in the name of the applicant's firm.

"Provisional" membership may be granted in instances where ethics complaints or arbitration requests (or hearings) are pending in other associations or where the applicant for membership has unsatisfied discipline pending in another association (except for violations of the Code of Ethics; See Article V, Section 2(a), NOTE2) provided all other qualifications for membership have been satisfied. Associations may reconsider the membership status of such individuals when all pending ethics and arbitration matters (and related discipline) have been resolved or if such matters are not resolved within six (6) months from the date that provisional membership is approved. Provisional members shall be considered REALTORS® and shall be subject to all the same privileges and obligations of REALTOR® membership. If a member resigns from another Association with an Ethics complaint or arbitration request pending, the Association may condition membership on the applicant's certification that he will submit to the pending ethics or arbitration proceeding (in accordance with the established procedures of the Association to which the applicant has made application) and will abide by the decision of the hearing panel. (Amended 11/09)

### Section 3. Election

The procedure for election to membership shall be as follows.

- (a) The chief staff executive (or duly authorized designee) shall determine whether the applicant is applying for the appropriate class of membership. If the association has adopted provisional membership, applicants for REALTOR® membership may be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all the same privileges, and obligations of membership. Provisional membership is granted subject to final review of the application by the board of directors.
- (b) If the board of directors determines that the individual does not meet all the qualifications for membership as established in the association's Bylaws, or, if the individual does not satisfy all of requirements of membership (for example, completion of a mandatory orientation program within 90 days from the association's receipt of their application, membership may, at the discretion of the board of directors, be terminated. In such instances, dues shall be returned to the individual, less a prorated amount to cover the number of days that the individual received association services and any application fee. The board of directors shall vote on the eligibility for membership. If the

applicant receives a majority vote of the board of directors, he/she shall be declared elected to membership and shall be advised by written notice.

- (c) The board of directors may not reject an application without providing the applicant with notice of the findings, an opportunity to appear before the board of directors, to call with witnesses on his/her behalf, to be represented by counsel, and to make such statements as he/she deems relevant. The board of directors may also have counsel present. The board of directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings.
- (d) If the board of directors determines that the application should be rejected, it shall record its reasons with the chief staff executive (or duly authorized designee). If the board of directors believes that denial of membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that denial shall become effective upon entry in a suit by the association for a declaratory judgment by a court of competent authority of a final judgment declaring that the rejection violates no rights of the applicant. (Adopted 1/98, Amended 1/05).

#### Section 5. REALTOR® Code of Ethics Training

Effective January 1, 2017, through December 31, 2018 and for successive two-year periods thereafter, each REALTOR® member of the association (except for REALTOR® members granted REALTOR® Emeritus status by the National Association) shall be required to complete ~~quadrennial~~ ethics training of not less than two (2) hours and (thirty (30) minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any two (2) year cycle shall not be required to complete additional ethics training until a new two (2) year cycle commences.

Failure to satisfy this requirement shall be considered a violation of a membership duty. Failure to meet the requirement in any two (2) year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any (2) cycle year cycle or until the requirement is met, whichever comes sooner. On March 1 of that year the membership of a member who is still suspended as of that date will be automatically terminated (Adopted 1/1, Amended 11/08, Amended 11/20/16).

Criminal convictions if (1) the crime punishable by death or imprisonment more than one year under the law under which the applicant was convicted, and (2) no more than ten (10) years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is



the later date. (Amended 5/07)

NOTE 1: One or more of the requirements for REALTOR® membership set forth above in Article V, Section 2(a) may be deleted at the association's discretion. However, associations may NOT adopt membership qualifications more rigorous than specified in the *Membership Qualification Criteria for REALTOR® Membership*, approved by the Board of Directors of the National Association.

NOTE 2: Article IV, Section 2, of the NAR Bylaws prohibits Member Associations from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

### **Section 5. Status Changes.**

- (a) REALTOR® who changes the conditions under which he/she holds membership shall be required to provide written notification to the association within 30 days. A REALTOR (non- principal) who becomes a principal in a new firm which will become he/she has been licensed or, alternatively, becomes a principal in the firm with which will be he/she has been licensed or, alternatively, becomes a principal in a new firm which will be comprised of REALTOR® principals may be required to satisfy any previously unsatisfied membership requirements applicable to REALTOR® (principal) members but shall, during the period of transition from one status of membership to another, be subject to all of the privileges and obligations of a REALTOR® (principal). If the REALTOR® (non-principal) does not satisfy the requirements established in these Bylaws for the category of membership to which they have transferred within **ninety (90) days** of the date they advised the association of their change in status, their new membership application will terminate automatically unless otherwise so directed by the board of directors. (Amended 1/98). (A) REALTOR® (or REALTOR- ASSOCIATE®, where applicable) who is transferring his/her license from one firm comprised of REALTOR® principals to another firm comprised of REALTOR® principals shall be subject to all the privileges and obligations of membership during the period of transition. If the transfer is not completed within **90 days** of the date the association is advised of the disaffiliation with the current firm, membership will terminate automatically unless otherwise so directed by the board of directors. (Amended 1/98)

The Board of Directors, at its discretion, may waive any qualification which the applicant has already fulfilled in accordance with the association bylaws.

- (b) Any application fee related to a change in membership status shall be reduced by an amount equal to any application fee previously paid by the applicant.

- (c) Dues shall be prorated from the first day of the month in which the member makes application for membership by the board of directors and shall be based on the new membership status for the remainder of the year. (1/05)

## ARTICLE VI - PRIVILEGES AND OBLIGATIONS

**Section 1.** The privileges and obligations of members, in addition to those otherwise provided in these Bylaws, shall be specified in this Article.

**Section 2.** Any member of the association may be reprimanded, fined, placed on probation, suspended, or expelled by the board of directors for a violation of these Bylaws and association rules and regulations consistent with these bylaws, after a hearing as provided in the Code of Ethics and Arbitration Manual of the association. Although members other than REALTORS® are neither subject to the Code of Ethics nor its enforcement by the association, such members are encouraged to abide by the principles established in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and conduct their business and professional practices accordingly. Further, members other than REALTORS® may, upon recommendation of the membership committee, or upon recommendation by a hearing panel of the professional standards committee, be subject to discipline as described above, for any conduct which in the opinion of the board of directors, applied on a nondiscriminatory basis, reflects adversely on the terms REALTOR® or REALTORS®, and the real estate industry, or for conduct that is inconsistent with or adverse to the objectives and purposes of the local association, the State Association, and the NATIONAL ASSOCIATION OF REALTORS®.

**Section 3.** Any REALTOR® Member of the Association may be disciplined by the Board of Directors for violations of the Code of Ethics or other duties of membership, after a hearing as described in the Code of Ethics and Arbitration Manual of the Association, if the discipline imposed is consistent with the discipline authorized by the professional standards committee of the NATIONAL ASSOCIATION OF REALTORS® as set forth in the Code of Ethics and Arbitration Manual of the National Association.

**Section 4.** Resignations of members shall become effective when received in writing by the Board of Directors, provided, however, that if any member submitting his/her resignation is indebted to the association for dues, fees, fines, or other assessments of the association or any of its services, departments, divisions, or subsidiaries, the Association may condition the right of the resigning member to reapply for membership upon payment in full of all such monies owed.

**Section 5.** If a member resigns from the association or otherwise causes membership to terminate with an ethics complaint pending, the complaint shall be processed until the decision of the association with respect to disposition of the complaint is final by this association (if respondent does not hold membership in any other association) or by any other association in which the respondent continues to hold membership. If an ethics respondent resigns or otherwise causes membership in all Boards to terminate before an ethics complaint is filed alleging unethical conduct occurred while the respondent was a REALTOR®, the complaint, once filed, shall be processed until the decision of the association with respect to disposition of the complaint is final. In any instance where an ethics hearing is held after an ethic respondent's resignation or membership termination, any discipline ratified by the Board of Directors shall be held in abeyance until such time as the respondent rejoins an association of REALTORS®. (Amended 5/16)

(a) If a member resigns or otherwise causes membership to terminate, the duty to submit to arbitration (or to mediation if required by the Association) continues in effect even after membership lapses or is terminated, provided that the dispute arose while the former member was a REALTOR®. (Amended 1/00 and 11/11)

**Section 6. REALTOR® members**, whether primary or secondary, in good standing whose financial obligations to the Association are paid in full shall be entitled to vote and to hold elective office in the Association; may use the terms REALTOR® and REALTORS®, which use shall be subject to the provisions of Article VIII; and have the primary responsibility to safeguard and promote the standards, interests, and welfare of the Association and the real estate profession.

(a) If a REALTOR® member is a sole proprietor in a firm, a partner in a partnership or an officer in a corporation and is suspended or expelled, the firm, partnership, or corporation shall not use the terms REALTOR® or REALTORS® about its business during the period of suspension, or until readmission to REALTOR® membership, or unless connection with the firm, partnership, or corporation is severed, whichever may apply. The membership of all other principals, partners, or corporate officers shall suspend or terminate during the period of suspension of the disciplined member, or until readmission of the disciplined member, or unless connection of the disciplined member with the firm, partnership, or corporation is severed, whichever may apply. Further, the membership of REALTORS® other than principals who are employed by or affiliated as independent contractors with the disciplined member shall suspend or terminate during the period of suspension of the disciplined member or until readmission of the disciplined member, or until connection of the disciplined member with the firm, partnership, or corporation is severed, or unless the REALTOR® member (non-principal) elects to sever his/her connection with the REALTOR® and affiliate with another REALTOR® member in good standing in the Association, whichever may apply. If a REALTOR® member who is other than a principal in a firm, partnership, or corporation is suspended or expelled, the use of the terms REALTOR® or REALTORS® by the firm, partnership, or corporation shall not be affected.

(b) In any action taken against a REALTOR® member for suspension or expulsion under Section 6(a) hereof, notice of such action shall be given to all REALTORS® employed by or affiliated as independent contractors with such REALTOR® member and they shall be advised that the provisions in Article VI, Section 6(a) shall apply.

**Section 7. Institute Affiliate Members.** Institute Affiliate Members shall have rights and privileges and be subject to obligations prescribed by the Board of Directors consistent with the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®. Local associations establish the rights and privileges to be conferred on Institute affiliate members except that no Institute Affiliate member may be granted the right to use the term REALTOR®, REALTOR-ASSOCIATE®, or the REALTOR® logo; to serve as chairman of the local association; or to be a participant in the local association's Multiple Listing Service. (Amended 1/02)

**Section 8. Affiliate Members.** Affiliate members shall have rights and privileges and be subject to obligations prescribed by the board of directors. Affiliate members shall not be eligible to chair any standing committees (Article XIII, Section 1). The affiliate member shall not be eligible to hold elective office in the association, other than, one affiliate member shall be elected to serve as a voting director on the Board of Directors for the Grand Junction Area REALTOR® Association.

(a) An affiliate director shall abstain from voting on matters pertaining to any fees levied against the membership, by the Board of Directors.

(b) In the event of an ethical review during the board of directors meeting, any guests, C.A.R. Directors, and affiliate director must be excused.

**Section 9. Public Service Members.** Public Service members shall have rights and privileges and be subject to obligations as prescribed by the board of directors.

**Section 10. Honorary Membership.** Honorary membership shall confer only the right to attend meetings and participate in discussions.

**Section 11. Student Members.** Student members shall have rights and privileges and be subject to obligations prescribed by the board of directors.

**Section 12. Certification by REALTOR®.** "Designated" REALTOR® members of the association shall certify to the association during the month of August, beginning in 2002 on a form provided by the association, a complete listing of individuals licensed or certified in the REALTOR'S® office(s) and shall designate a primary association for everyone who holds membership. Designated REALTORS shall also identify any non-member licensees in the REALTOR'® office(s) and if designated REALTOR® dues have been paid to another association based on said non-member licensees, the designated REALTOR® shall identify the association to which dues have been remitted. These declarations shall be used for purposes of calculating dues under Article X, Section 2(a) of the Bylaws. "Designated" REALTOR® members shall also notify the association of any additional individual(s) licensed or certified with the firm(s) within ten (10) days of the date of affiliation or severance of the individual. (Adopted 8/02)

**Section 13. Legal Liability Training.** Within two (2) years of the date of election to membership, and every two (2) years thereafter, each REALTOR® member of the association shall be required to demonstrate that they have completed a course of instruction on antitrust laws, agency laws, civil rights laws, or the REALTORS® Code of Ethics, its interpretation and meaning and/or the procedures related to its enforcement.

This requirement will be considered satisfied upon presentation of evidence that the member has completed an educational program conducted by another Member Association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS® or any of its affiliated Institutes, Societies or Councils, or any other recognized educational institution which, in the opinion of the board of directors, is an adequate substitute for the training programs conducted by the Association. Failure to satisfy this requirement biennially will result in

membership being suspended from the date it otherwise would be renewed until such time that the member provides evidence of completion of the educational requirements.

**NOTE:** Any education requirement must comply with Interpretation No 37 of Article I, Section 2, Bylaws, NATIONAL ASSOCIATION OF REALTORS® (Amended 5/03)

**Section 14. Harassment.** Any member of the association may be reprimanded, placed on probation, suspended, or expelled for harassment of an association or MLS employee, officer, or director after an investigation in accordance with the procedures of the association. As used in this section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the chairman, and chairman elect and/or vice chairman and one member of the board of directors selected by the highest-ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint names the chairman, chairman-elect, they may not participate in the proceedings and shall be replaced by the immediate past chairman or, alternatively, by another member of the board of directors selected by the highest-ranking officer not named in the complaint.

**Note:** Suggested procedures for processing complaints of harassment are available on line at <http://www.REALTOR.org>, or from the Member Policy Department. (Amended 5/08)

## **ARTICLE VII - PROFESSIONAL STANDARDS AND ARBITRATION**

(Requires verbatim adoption by Member Boards – Selected Uniform Provision)

**Section 1.** The responsibility of the association and of association members relating to the enforcement of the Code of Ethics, the disciplining of members, and the arbitration of disputes, and the organization and procedures incident thereto, shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as amended from time to time, which is by this reference incorporated into these Bylaws, provided, however, that any provision deemed inconsistent with state law shall be deleted or amended to comply with state law.

**Section 2.** It shall be the duty and responsibility of every REALTOR® member of this association to abide by the Constitution and Bylaws and the rules and regulations of the association, the Constitution and Bylaws of the State Association, the *Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®*, and to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further defined and in accordance with the procedures set forth in the Code of Ethics and Arbitration Manual of this association, as from time to time amended.

**Section 3.** The responsibility of the association and association members relating to the enforcement of the Code of Ethics, the disciplining of members, the arbitration of disputes, and the organization and procedures incident thereto, shall be consistent with the cooperative professional standards enforcement agreement entered into by the association, which by this reference is made a part of these Bylaws.

## **ARTICLE VIII - USE OF THE TERMS REALTOR® AND REALTORS®**

**Section 1.** Use of the terms REALTOR® and REALTORS® by members shall, always, be subject to the provisions of the *Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®*, and to the Rules and Regulations prescribed by its board of directors. The association shall have authority to control, jointly and in full cooperation with the NATIONAL ASSOCIATION OF REALTORS®, use of the terms within its authority. Any misuse of the terms by members is a violation of a membership duty and may subject members to disciplinary action by the board of directors after a hearing as provided for in the association's Code of Ethics and Arbitration Manual. (Amended 5/06).

**Section 2.** REALTOR® members of the association shall have the privilege of using the terms REALTOR® and REALTORS® about their places of business within the state, or a state contiguous thereto so long as they remain REALTOR® members in good standing. No other class of members shall have this privilege. (Amended 5/06)

**Section 3.** REALTOR member who is a principal of a real estate firm, partnership, or corporation may use the terms REALTOR® and REALTORS® only if all the principals of such firm, partnership, or corporation who are actively engaged in the real estate profession within the state, or a state contiguous thereto are REALTOR® members, or Institute Affiliate members as described in Section 1(b), Article IV. (Amended 1/96)

(a) In the case of a REALTOR® member who is a principal of a real estate firm, partnership, or corporation whose business activity is substantially all commercial, the right to use the term REALTOR® or REALTORS® shall be limited to office locations in which a principal, partner, corporate officer, or branch office manager of the firm, partnership, or corporation holds REALTOR® membership. If a firm, partnership, or corporation operates additional places of business in which no principal, partner, corporate officer, or branch office manager holds REALTOR® membership, the term REALTOR® or REALTORS® may not be used in any reference to those additional places of business. (Amended 1/01)

**Section 4.** Institute Affiliate members shall not use the terms REALTOR® or REALTORS®, nor the imprint of the emblem seal of the NATIONAL ASSOCIATION OF REALTORS®



## ARTICLE IX - STATE AND NATIONAL MEMBERSHIPS

**Section 1.** The Association shall be a member of the NATIONAL ASSOCIATION OF REALTORS® and the COLORADO ASSOCIATION OF REALTORS®. Because of the association's membership, each REALTOR® member of the member association shall be entitled to membership in the NATIONAL ASSOCIATION OF REALTORS® and the COLORADO ASSOCIATION OF REALTORS® without further payment of dues. The association shall continue as a member of the State and National Associations, unless by a majority vote of all its REALTOR® members, decision is made to withdraw, in which case the State and National Associations shall be notified at least one month in advance of the date designated for the termination of such membership.

**Section 2.** The Association recognizes the exclusive property rights of the NATIONAL ASSOCIATION OF REALTORS® in the terms REALTOR® and REALTORS®. The association shall discontinue use of the terms in any form in its name, upon ceasing to be a member of the National Association, or upon the determination by the board of directors of the National Association that it has violated the conditions imposed upon the terms.

**Section 3.** The Association adopts the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® and agrees to enforce the Code among its REALTOR® members. The Association and all its members agree to abide by the Constitution, Bylaws, Rules and Regulations, and policies of the NATIONAL ASSOCIATION and the COLORADO ASSOCIATION OF REALTORS®.

## ARTICLE X - DUES AND ASSESSMENTS

**Section 1. Application Fee.** The board of directors may adopt an application fee for REALTOR® membership in a reasonable amount, not exceeding three (3) times the amount of the annual dues for REALTOR® membership, which shall be required to accompany each application for REALTOR® membership and which shall become the property of the association upon final approval of the application. (Amended 1/02).

**Section 2. Dues.** The annual dues of Members shall be as follows:

**(a) REALTOR® Members.** The annual dues of each designated REALTOR® member shall be in such amount as established annually by the board of directors, plus an additional amount to be established annually by the board of directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any association in the state, or a state contiguous thereto or Institute Affiliate members of the association. In calculating the dues payable to the association by a designated REALTOR® member, non-member licensees as defined (1) and (2) of this paragraph shall not be included in the computation of dues if the designated REALTOR® has paid dues based on said non-member licensees in another association in the state or a state contiguous thereto, provided the designated REALTOR® notifies the association in writing of the identity of the association to which dues have been remitted. In the case of a designated REALTOR® member in a firm, partnership, or corporation whose business activity is substantially all commercial, any assessments for non-member licensees shall be limited to licensees affiliated with the designated REALTOR® (as defined in (1) and (2) of this paragraph) in the office where the designated REALTOR® holds membership, and any other offices of the firm located within the authority of this association. (Amended 1/05)

(1) For the purposes of this section, a REALTOR® member of a Member Association shall be held to be any member who has a place or places of business within the state or a state contiguous thereto and who, as a principal, partner, or corporate officer, or branch office manager of a real estate firm, partnership, or corporation, is actively engaged in the real estate profession as defined in Article III, Section 1, of the Constitution of the NATIONAL ASSOCIATION OF REALTORS®. An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or by any broker who is licensed with the REALTOR®, or by an entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2 (a) (1) hereof) provided that such licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer, or branch office manager of the entity.

(2) A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling, or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this section and shall not be included in calculating the annual dues of the designated REALTOR®. Designated REALTORS® shall notify the association within three (3) days of any change in status of licensees in a referral firm.

(3) The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property.) other than referrals and dues for the current fiscal year shall be payable.

(4) Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® or REALTOR ASSOCIATE membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® or REALTOR ASSOCIATE membership during the preceding calendar year. (Amended 11/09 and 11/14).

**(b) REALTOR® Members.** The annual dues of REALTOR® members other than a designated REALTOR® shall be as established annually by the board of directors. (Amended 1/05)

**(c) Institute Affiliate Members.** The annual dues of each Institute Affiliate member shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

**NOTE:** The Institutes, Societies, and Councils of the National Association shall be responsible for collecting and remitting dues to the National Association for Institute Affiliate members (\$105). The National Association shall credit \$35 to the account of a local association for each Institute Affiliate Member whose office address is within the assigned territorial authority of that association, provided, however, if the office location is also within the territorial authority of a Commercial Overlay association (COB), the \$35 amount will be credited to the COB, unless the Institute Affiliate member directs that the dues be distributed to the other association. The National Association shall also credit \$35 to the account of state associations for each Institute Affiliate member whose office address is located within the territorial authority of the state association. Local and state associations may not establish any additional entrance, initiation fees or dues for Institute Affiliate members, but may provide service packages to which Institute affiliate members may voluntarily subscribe. (Amended 11/13)

**(d) Affiliate Members.** The annual dues of each Affiliate member shall be as established annually by board of directors. (Amended 1/05)

**(e) Public Service Members.** The Board of Directors shall annually establish the annual dues of each Public Service member. (Amended 1/05)

**(f) Honorary Members.** Dues payable, if any, shall be at the discretion of the Board of Directors. (Amended 1/05)

**(g) Student Members.** Dues payable, if any, shall be at the discretion of the Board of Directors. (Amended 1/05)

### **Section 3. Dues Payable.**

Dues for all members shall be payable annually in advance on the first (1) day of October. Dues for new members shall be computed from the date of application and granting of provisional membership. (Adopted 1/98) (Amended 1/05)

(a) In the event a licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of association dues, and the individual remains with the designated REALTOR®'s firm, the dues obligation of the "designated" REALTOR® (as set forth in Article X, Section 2(a)) will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within thirty (30) days of the notice of termination.

**Section 4. Nonpayment of Financial Obligations.** If dues, fees, fines, or other assessments including amounts owed to the association or the association's multiple listing service are not paid within one (1) month after the due date, the nonpaying Member is subject to suspension at the discretion of the Board of Directors. Two (2) months after the due date, membership of the nonpaying member may be terminated at the discretion of the board of directors. Three (3) months after due date, membership of the nonpaying member shall automatically terminate unless within that time the amount due is paid. However, no action shall be taken to suspend or expel a member for nonpayment of disputed amounts until the accuracy of the amount owed has been confirmed by the board of directors. A former member who has had his/her membership terminated for nonpayment of dues, fees, fines, or other assessments duly levied in accordance with the provisions of these bylaws or the provision of other rules and regulations of the association or any of its services, departments, divisions, or subsidiaries may apply for reinstatement in a manner prescribed for new applicants for membership, after making payment in full of all accounts due as of the date of termination.

**Section 5. Deposits and Expenditures.** Deposits and expenditures of funds shall be in accordance with policies established by the board of directors. (Amended 1/05)

**Section 6. Notice of Dues, Fees, Fines, Assessments, and Other Financial Obligations of Members.** All dues, fees, fines, assessments, or other financial obligations to the Association or Association multiple listing service shall be noticed to the delinquent Association member in writing setting forth the amount owed and due date.

**Section 7. The dues of REALTOR® members** who are REALTOR® Emeriti (as recognized by the National Association), past chairmen, and past treasurers of the National Association or recipients of the Distinguished Service Award shall be as determined by the Board of Directors. (Amended 11/13).

**Note:** A member association's dues obligation to the National Association is reduced by an amount equal to the amount which the association is assessed for a REALTOR® member, times the number of REALTOR® Emeriti (as recognized by the National Association), past chairmen, and past treasurers of the National Association, and recipients of the Distinguished Service Award of the National Association who are REALTOR® members of the association. The dues obligation of such individuals to the local association should be reduced to reflect the reduction in the association's dues obligation to the National Association. The association may, at its option, choose to have no dues requirement for such individuals except as may be required to meet the association's obligation to the State Association with respect to such individuals. Member Boards should determine whether the dues payable by the association to the State Association are reduced with respect to such individuals. It should be noted that this does not affect a "designated" REALTOR's dues obligation to the association with respect to those licensees employed by or affiliated with the "designated" REALTOR® who are not members of the local association. (Amended 11/13)

## **ARTICLE XI – OFFICERS AND DIRECTORS**

**Section 1. Officers.** The elected officers of the Association shall be: The Chairman elect shall be elected for a term of one year and shall automatically succeed to chairman following his/her term as chairman. All officers shall take office on October 1<sup>st</sup> and shall serve for one year or until their successor is elected except the treasurer, who shall serve for a two- year term. The secretary and treasurer may be the same person. He/She shall be elected for two (2) years and eligible to be elected another term. (Adopted by GJARA)

**(a)The Chair Elect shall serve in the absence of the President and shall automatically become President in the case of a vacancy between elections.**

**(b) To be eligible to serve as an Officer, the Member must have at one time served as a Director or held an Office, appointive or elective.**

**Section 2. Duties of Officers.** The duties of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the board of directors. It shall be the duty of the chief executive officer (CEO) to keep records of the association and to carry on all necessary correspondence with the National Association of REALTORS®, and Colorado Association of REALTORS®. (Amended 1/05)

**Section 3. Board of Directors.** The governing body of the association shall be a board of directors consisting of the elected officers, the immediate past chairman of the association, and seven (7) elected REALTOR®

members, and one (1) affiliate member of the association.

The chief executive officer shall serve as some ex-officio, non- voting member of the association. The chairman shall vote only to break a tie vote.

There will be staggered terms; whereby half of the directorate will be retained each year, and as many Directors shall be elected each year as are required to fill vacancies.

Directors shall be elected to serve for terms of three (3) years, except that at organization, one-third of the elected directors shall be elected for terms of one (1), two (2), and three (3) years, respectively, or for lesser terms as may be necessary to complete the first fiscal year. Thereafter, as many directors shall be elected each year as are required to fill vacancies. (Amended 1/05)

**Term Limits.** No director shall serve for more than two (2) consecutive three (3) year terms.

If a director is appointed to fill a vacancy, the director is still eligible for two consecutive elected terms but shall serve no more than a total of six (6) consecutive years. A REALTOR® member may serve again, if elected, after one year of not serving as a director. (Adopted 1/05) No More than two (2) REALTORS® from the same real estate firm may simultaneously serve on the Board of Directors. (Adopted 11/09)

#### **Section 4. Election of Officers, Directors, and Affiliates.**

- (a) At least two (2) months before the annual election, a nominating committee of no less than three (3) and no more than five (5) REALTOR® members shall be appointed by the president with the approval of the board of directors.
- (b) The nominating committee shall select one candidate for each office and one candidate for each place to be filled on the board of directors.
- (c) The report of the nominating committee shall be mailed or, where permitted by state law, electronically transmitted to each member eligible to vote at least three (3) weeks preceding the election.
- (d) Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 5% of the REALTOR® members eligible to vote. The petition shall be filed with the CEO at least two (2) weeks before the election.
- (e) The CEO shall send notice of such additional nominations to all members eligible to vote before the election. (Amended 1/05)
- (f) Where permitted by state law, and in accordance with applicable state requirements, election of officers may be conducted by electronic means, in accordance with procedures established by the board of directors. (Adopted 1/05)
- (g) The chairman, with the approval of the board of directors, shall appoint an election committee of at least five (5) REALTOR® members, none of whom may be officers, directors, or nominees for an office, to conduct the election. Such committee shall act as election judges and counters at a place or places, designated for balloting, and shall oversee the election. In case of a tie vote, the issue shall be determined by lot.



- (h) Only REALTOR® members in good standing shall be eligible to vote in the annual election. An eligible voter may request an absentee ballot from the association office. Such request must be made in writing stating the applicant's name and office address, and that he will be unable to cast a ballot at an authorized place of balloting on the day of election due to illness or to an anticipated absence from the authority of the association. The association office will provide each eligible absentee voter applicant a ballot listing all nominees. Absentee balloting must be made at the Association office no later than 4:00 PM on the day before the date of election.

**Section 5. Vacancies.** Vacancies among the officers and the board of directors shall be filled by the chairman and ratified by a majority vote of the Board of Directors until the next annual election.

**Section 6. Removal of Officers or Directors.** If an officer or director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the officer or director may be removed from office under the following procedure.

(a) A petition requiring the removal of an officer or director and signed by not less than one-third of the voting membership or most of all directors shall be filed with the chairman, or if the chairman is the subject of the petition, with the next ranking officer, and shall specifically set forth the reasons the individual is deemed disqualified from further service.

(b) Upon receipt of the petition, and not less than twenty (20) days or more than forty-five (45) days thereafter, a special meeting of the voting membership of the association shall be held, and the sole business of the meeting shall be to consider the charge against the officer or director and to render a decision on such petition.

(c) The special meeting shall be noticed to all voting members at least ten (10) days prior to the meeting and shall be conducted by the chairman of the association unless the chairman's continued service in office is being considered at the meeting. In such case, the next ranking officer will conduct the meeting of the hearing by the members. Provided a quorum is present, a three-fourths (3/4) vote of members present and voting shall be required for removal from office.

**Section 7. Chief Executive Officer.** There shall be a chief executive officer, appointed by the board of directors, who shall be the chief administrative officer of the association. The chief executive officer shall have the authority to hire, supervise, evaluate, and terminate other staff, if any, and shall perform such other duties as prescribed by the Board of Directors. (Adopted 1/05)

**Section 8. Executive Committee.** The executive committee shall be made up of the chairman, chairman-elect, treasurer, past chairman and a member from the directorate on an annual basis. They shall oversee and assist with the decisions that affect the day-to-day operations of the association office; approve disbursements of funds including emergency spending and line item adjustments to budget items confirmed make other decisions necessary between association meetings, confirm the use of good practices in office management

such as bookkeeping, phone procedures, secretarial, and general office procedures; confirm or establish office policy as to time off, holidays, opening and closing times, etc. The executive committee shall also establish policy recommendations to the association on general business needs, such as insurance, building maintenance, and repair, employee problems, and chief executive officer problems, etc. They shall coordinate with the chief executive officer policy changes desired by the board of directors and in consultation with the chief executive officer, determine the advisability or feasibility of such policy changes.

**Section 9. Conflict of Interest** the Grand Junction Area REALTOR® Association Directors, when acting in their elected or appointed capacity shall act and vote in the best interests of the Grand Junction Area REALTORS® Association without influence of any conflict of interest.

- a) **Definition** – A conflict of interest shall exist on an issue or matter being considered by the Grand Junction Area REALTOR® Association if the director or officer, or a member of the immediate family of the director or officer is:
  - (1) Financially affected by the issue or matter being considered; or
  - (2) A director, officer, employee, owner, potential financial beneficiary, or holder of a financial interest, in any corporation, partnership, Association, or other organization that is a competitor of the Grand Junction Area REALTOR® Association or may be affected by the issue or matter being considered.

A director or officer's involvement as a member, director or officer of any Association, Colorado Association of REALTORS®, or National Association of REALTORS® is not a conflict of interest within this definition. The fact that a director or officer pays fees or annual dues to a local Association, Colorado Association of REALTORS®, or National Association of REALTORS® does not create a conflict of interest within this definition. The fact that an issue may affect the Grand Junction Area REALTOR® Association does not create a conflict of interest with this definition for a Grand Junction Area REALTOR® Association or officer.

(a) **Quorum** - A quorum of the Grand Junction Area REALTOR® Association's board of directors constitutes (6) six voting board members of the board.

(b) **Disclosure** - Each Grand Junction Area REALTOR® Association director and officer must disclose any potential conflict of interest to the attendees in advance of any discussion or deliberation on any issue or matter in which such conflict of interest may arise.

(c) **Abstention** - Each director and officer with a potential conflict of interest must not participate in the discussion or deliberation on the issue or matter in which the conflict of interest arises and shall not attempt to influence the vote on that issue or matter. The director and officer shall abstain from the vote on that issue or matter. The Grand Junction Area REALTOR® Association shall provide the opportunity and procedure for any Director and Officer to officially record an abstention in the minutes of the meeting.

**Section 10. Removal for Conflict** - Any director or officer who has a conflict of interest on any issue or matter

and who violates the requirements or procedure of Section 6 may be removed from their elected or appointed capacity.

(a) Upon a motion made at any regular or special meeting of the directors, by a director with two seconds to a motion, a director or officer with a conflict of interest who violates the requirements or procedures of Section 9 may be removed from elected or appointed office by a majority vote by a secret written ballot of the director's present. The director or officer who is the subject of the motion shall be given adequate opportunity during the discussion on the motion at the meeting of the directors to respond to the motion, either individually or through an attorney, or both.

(b) A vote by most directors in favor of removal of a chairman, chairman-elect, or treasurer shall be effective upon conclusion of the vote.

**Section 11. Filling Vacancies Created by Removal for Conflict of Interest** - Any vacancy created by removal of a director or officer under Section 9 shall be filled in accordance with the provisions of these bylaws which are applicable to vacancies of Directors or that officer.

## ARTICLE XII - MEETINGS

**Section 1. Annual Meeting.** The annual meeting of the association shall be held during July of each year, the date, place, and hour to be designated by the board of directors.

**Section 2. Meetings of Directors.** The board of directors shall designate a regular time and place of meetings. Absence from regularly scheduled meetings without an excuse deemed valid by the board of directors shall be construed as resignation. A quorum for the transaction of business shall be a majority of the board of directors, except as may otherwise be required by state law. (Amended 5/13)

Meeting Absences- After missing two consecutive unexcused regularly scheduled meetings or any three unexcused regularly called meetings per Board fiscal year, Directors will be asked to resign as per Bylaws. Upon receipt of a written explanation for such absence Board of Directors may waive this provision if absence is deemed excused as in the case of a Family emergency or Jury Duty.

**Section 3. Other Meetings.** Meetings of the members may be held at other times as the chairman or the board of directors may determine, or upon the written request of at least 25% of the members eligible to vote.

**Section 4. Notice of Meetings.** Written notice shall be given to every member entitled to participate in the meeting at least one (1) week preceding all meetings. If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting.

**Section 5. Quorum.** A quorum for the transaction of business at general and/or special meetings of the membership shall consist of 25% of the members eligible to vote, except as may otherwise be required by state law. (Amended 5/13)

**Section 6. Electronic Transaction of Business.** Fully permitted by law, the board of directors or membership may conduct business by electronic means. (Adopted 1/05)

**Section 7. Action without a Meeting.** Unless specifically prohibited by the articles of incorporation, any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent is in writing, setting forth the action so taken, shall be signed by all the directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more directors. All the approvals evidencing the consent shall be delivered to the chief staff executive to be filed in the corporate records. The action taken shall be effective when all the directors have approved the consent unless the consent specifies a different effective date. (Adopted 1/05)

## ARTICLE XIII - COMMITTEES

**Section 1. Standing Committees.** The Chairman, with the approval of the Board of Directors, shall appoint from among the REALTOR® members, the following standing committees:

Governmental Affairs	Public Relations	Affiliates	Multiple Listing
Member Services	RPAC	Finance	Education

**Section 2. Special Committees.** The chairman shall appoint, subject to confirmation by the board of directors, special committees as deemed necessary.

**Section 3. Organization.** All committees shall be of such size and shall have duties, functions, and powers as assigned by the chairman or the board of directors except as otherwise provided in these bylaws.

**Section 4. Chairman.** The chairman shall be an ex-officio member of all standing committees and shall be notified of their meetings.

**Section 5. Action without Meeting.** Any committee may act by unanimous consent in writing without a meeting. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more of the members of the committee. (Amended 1/05)

**Section 6. Attendance by Telephone.** Members of a committee may participate in any meeting using a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the chairman and shall constitute presence at the meeting. (Amended 1/05)

## ARTICLE XIV - FISCAL AND ELECTIVE YEAR

**Section 1.** The fiscal year of the association shall be October 1st to September 30<sup>th</sup>. (Amended 01/05)

**Section 2.** The elective year of the association shall be October 1<sup>st</sup> to September 30<sup>th</sup>. (Amended 1/05)

## ARTICLE XV – ROBERTS RULES OF ORDER

**Robert's Rules of Order**, latest edition, shall be recognized as the authority governing the meetings of the Association, its board of directors, and committees, in all instances wherein its provisions do not conflict with these Bylaws.

## ARTICLE XVI - AMENDMENTS

**Section 1.** These bylaws may be amended by a majority vote of the members present and qualified to vote at any meeting at which a quorum is present, provided the substance of such proposed amendment or amendments shall be plainly stated in the call for the meeting, except that the board of directors may, at any regular or special meeting of the board of directors at which a quorum is present, approve amendments to the bylaws which are mandated by NAR policy.

**Section 2.** Notice of all meetings at which amendments are to be considered shall be mailed or emailed to every member eligible to vote at least one (1) week prior to the meeting.

**Section 3.** Amendments to these Bylaws affecting the admission or qualification of REALTOR® and Institute affiliate members, the use of the terms REALTOR® and REALTORS®, or any alteration in the territorial authority of the association shall become effective upon their approval as authorized by the board of directors of the NATIONAL ASSOCIATION OF REALTORS®.

## ARTICLE XVII - DISSOLUTION

**Section 1.** Upon the dissolution or winding up of affairs of this association, the board of directors, after providing for the payment of all obligations, shall distribute any remaining assets to the COLORADO ASSOCIATION OF REALTORS®, or, within its discretion, to any other non- profit tax exempt organization. (Amended 1/05)

## ARTICLE XVIII - MULTIPLE LISTING

**Section 1. Authority.** The association of REALTORS® shall maintain for the use of its members a Multiple Listing Service which shall be subject to the Bylaws of the Association of REALTORS® and such rules and regulations as may be hereinafter adopted.

**Section 2. Purpose.** A multiple listing service is a means by which authorized participants make blanket unilateral offers of compensation to other participants (acting as buyer agents, or in other agency or a non-agency capacities defined by law), by which cooperation among participants is enhanced; by which information is accumulated and disseminated to enable authorized participants to prepare appraisals, analyses, and other valuations of real property for bona fide clients and customers; by which participants engaging in real estate appraisal contribute to common databases; and is a facility for the orderly correlation and dissemination of listing information so participants may better serve their clients and the public. Entitlement to compensation is determined by the cooperating broker's performance as a procuring cause of the sale (lease). (Amended 11/04)

**Section 3. Participation.** Any REALTOR® of this or any other association who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these Bylaws, shall be eligible to participate in multiple listing upon agreeing in writing to conform to the rules and regulations thereof and to pay the costs incidental thereto.\* However, under no circumstances is any individual or firm, regardless of membership status, entitled to multiple listing service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer, or accept compensation to and from other participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. Use of information developed by or published by an association multiple listing service is strictly limited to the activities authorized under a participant's licensure(s) or certification and unauthorized users are prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by an association multiple listing service where access to such information is prohibited by law. (Amended 11/08)

Mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm offers or accepts cooperation and compensation means that the participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. "Actively" means on a continual and ongoing basis during the operation of the participant's real estate business. The "actively" requirement is not intended to preclude MLS participation by a participant or potential participant that operates real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a participant or potential participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the participant or potential participant if the level of service satisfies state law. (Adopted 11/08)

The key is that the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a participant or potential participant that operates a "Virtual Office Website" (VOW) (including a VOW that the participant uses to refer customers to other participants) if the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a participant or potential participant actively endeavors during the operation of its real estate business to offer or accept cooperation and compensation only if the MLS has a reasonable basis to believe that the participant or potential participant is in fact not doing so. The membership requirement shall be applied in a nondiscriminatory manner to all participants and potential participants. (Adopted 11/08)

Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS Rules and Regulations and computer training related to MLS information entry and retrieval within thirty

(30) days after access has been provided.

Participants and subscribers may be required, at the discretion of the MLS, to complete additional training of not more than four (4) classroom hours in any twelve (12) month period when deemed necessary by the MLS to familiarize participants and subscribers with system changes or enhancement and/or changes to MLS rules or policies. Participants and subscribers must be given the opportunity to complete any mandated additional training remotely. (Amended 11/09)

**NOTE 1:** The requirements of (1) no record of recent or pending bankruptcy; (2) no record of official sanctions involving unprofessional conduct; and (3) completion of a course of instruction on the MLS rules and regulations and computer training related to MLS information entry and retrieval may be deleted from this section at the option of each association. In states where law requires non-association members be admitted to the MLS of an association of REALTORS®, any limitations or restrictions imposed on participation or membership shall be no more stringent than permissible under the National Association's *Membership Qualification Criteria*. However, in states where non-association member access to the MLS is not a requirement of state law, associations may, at their discretion, establish additional qualifications for non-association member participation and membership in the MLS.

**NOTE 2:** An association may also choose to have the membership committee consider the following when determining a nonmember applicant's qualifications for MLS participation or membership:

- 1) All final findings of Code of Ethics violations and violations of other membership duties in this or any other REALTOR® association within the past three (3) years
- 2) Pending ethics complaints (or hearings)
- 3) Unsatisfied discipline pending
- 4) Pending arbitration requests (or hearings)
- 5) Unpaid arbitration awards or unpaid financial obligations to this or any other REALTOR® association or REALTOR® association MLS (Amended 11/2009)

\*Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS Rules and Regulations and computer training related to MLS information entry and retrieval within thirty (30) days after access has been provided.

Participants and subscribers may be required, at the discretion of the MLS, to complete additional training of not more than four (4) classroom hours in any twelve (12) month period when deemed necessary by the MLS to familiarize participants and subscribers with system changes or enhancement and/or changes to MLS rules or policies. Participants and subscribers must be given the opportunity to complete any mandated additional training remotely. (Amended 11/09)

\*\*Generally, associations of REALTORS®, when there is more than one principal in a real estate firm, define the chief principal officer of the firm as the MLS "participant". If each principal is defined as a "participant," then each shall have a separate vote on MLS matters. Brokers or salespersons other than principals are not considered "participants" in the service but have access to and use of the service through the principal(s) with whom they are affiliated.



## **Participation to establish nonmember participation rights.**

*(a) A nonmember applicant for MLS participation who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, shall supply evidence satisfactory to the membership committee that he/she has no record of recent or pending bankruptcy; has no record of official sanctions involving unprofessional conduct; agrees to complete a course of instruction (if any) covering the MLS Rules and Regulations and computer training related to MLS information entry and retrieval, and shall pass such reasonable and non-discriminatory written examination thereon as may be required by the MLS; and shall agree that if elected as a participant, he/she will abide by such rules and regulations and pay the MLS fees and dues, including the nonmember differential (if any), as from time to time established. Under no circumstances is any individual or firm entitled to MLS participation or membership unless they hold a current, valid real estate broker's license and offer or accept compensation to and from other participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. Use of information developed by or published by an association multiple listing service is strictly limited to the activities authorized under a participant's licensure(s) or certification and unauthorized uses are prohibited. Further, none of the foregoing is intended to convey participation or membership or any right of access to information developed by or published by an association multiple listing service where access to such information is prohibited by law. (Amended 11/08)*

Mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm offers or accepts cooperation and compensation means that the participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. "Actively" means on a continual and ongoing basis during the operation of the participant's real estate business. The "actively" requirement is not intended to preclude MLS participation by a participant or potential participant that operates a real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a participant or potential participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the participant or potential participant as long as the level of service satisfies state law. (Adopted 11/08)

The key is that the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a participant or potential participant that operates a "Virtual Office Website" (VOW) (including a VOW that the participant uses to refer customers to other participants) if the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a participant or potential participant actively endeavors during the operation of its real estate business to offer or accept cooperation and compensation only if the MLS has a reasonable basis to believe that the participant or potential participant is in fact not doing so. The membership requirement shall be applied in a nondiscriminatory manner to all participants and potential participants. (Adopted 11/08)

**NOTE 1:** The requirements of (1) no record of recent or pending bankruptcy; (2) no record of official sanctions involving unprofessional conduct; and (3) completion of a course of instruction on the MLS rules and regulations and computer training related to MLS information entry and retrieval may be deleted from this section at the option of each association. In states where law requires non-association members be admitted to the MLS of an association of REALTORS®, any limitations or restrictions imposed on participation or membership shall be no more stringent than permissible under the National Association's *Membership Qualification Criteria*. However, in states where non-association member access to the MLS is not a requirement of state law, associations may, at their discretion, establish additional qualifications for non-association member participation and membership in the MLS.

**NOTE 2:** An association may also choose to have the membership committee consider the following when determining a nonmember applicant's qualifications for MLS participation or membership:

- 1) All final findings of Code of Ethics violations and violations of other membership duties in this or any other REALTOR® association within the past three (3) years
- 2) Pending ethics complaints (or hearings)
- 3) Unsatisfied discipline pending
- 4) Pending arbitration requests (or hearings)
- 5) Unpaid arbitration awards or unpaid financial obligations to this or any other REALTOR® association or REALTOR® association MLS (Amended 11/2009)

**Section 4. Supervision.** The activity of the MLS Committee shall be operated under the supervision of the multiple listing committee, in accordance with the rules and regulations, subject to approval of the board of directors of the association of REALTORS®.

**Section 5. Appointment of Committee.** The MLS chairman shall appoint from list of applicants, subject to confirmation by the Board of Directors, a MLS committee to be comprised of no less than five (5) REALTOR® members, and one (1) licensed appraiser, and no more than nine (9). Committee appointee must attend at least three (3) committee meetings before being appointed to serve as a voting member. There will be no more than two (2) voting members from one participant's office. MLS input secretaries, GJARA MLS office staff, and CEO may attend meetings, but are non-voting members. All members of the committee shall be participants in the MLS; except, at the option of the local Association, REALTORS® affiliated with participants may be appointed to serve in such numbers as determined by the local Association. The committee members so named shall serve two-year staggered terms. The chairperson will be appointed yearly by the Chairman of the Grand Junction Area REALTOR® Association each year. During their chairmanship, the chairperson will vote only to break a tie vote. The voting committee will serve staggered 2-year terms and serve no more than two (2) consecutive, two (2) year terms.

All members of the Grand Junction Area REALTOR Association are invited to attend the meetings the first Thursday each month at 9:00 AM.

**Section 6 - Vacancies:** Vacancies in unexpired terms shall be filled as in the case of original appointees by the current Chairperson of the MLS Committee.

**Section 7 - Attendance:** Any committee member who fails to attend three (3) consecutive regular or special

meetings of the committee, without excuse acceptable to chairperson of the committee shall be deemed to have resigned from the committee and the vacancy shall be filled as herein provided for original appointees.

**Section 8. Subscribers.** Subscribers (or users) of the MLS include non-principal brokers, sales associates, and licensed and certified appraisers affiliated with participants. Subscribers also include affiliated unlicensed administrative and clerical staff, personal assistants, and individuals seeking licensure or certification as real estate appraisers who are under the direct supervision of an MLS participant or the participant's licensed designee.

# Code of Ethics and Standards of Practice of the NATIONAL ASSOCIATION OF REALTORS®

Effective January 1, 2020

Where the word REALTORS® is used in this Code and Preamble, it shall be deemed to include REALTOR-ASSOCIATE®s.

While the Code of Ethics establishes obligations that may be higher than those mandated by law, in any instance where the Code of Ethics and the law conflict, the obligations of the law must take precedence.

## Preamble

Under all is the land. Upon its wise utilization and widely allocated ownership depend the survival and growth of free institutions and of our civilization. REALTORS® should recognize that the interests of the nation and its citizens require the highest and best use of the land and the widest distribution of land ownership. They require the creation of adequate housing, the building of functioning cities, the development of productive industries and farms, and the preservation of a healthful environment.

Such interests impose obligations beyond those of ordinary commerce. They impose grave social responsibility and a patriotic duty to which REALTORS® should dedicate themselves, and for which they should be diligent in preparing themselves. REALTORS®, therefore, are zealous to maintain and improve the standards of their calling and share with their fellow REALTORS® a common responsibility for its integrity and honor.

In recognition and appreciation of their obligations to clients, customers, the public, and each other, REALTORS® continuously strive to become and remain informed on issues affecting real estate and, as knowledgeable professionals, they willingly share the fruit of their experience and study with others. They identify and take steps, through enforcement of this Code of Ethics and by assisting appropriate regulatory bodies, to eliminate practices which may damage the public or which might discredit or bring dishonor to the real estate profession. REALTORS® having direct personal knowledge of conduct that may violate the Code of Ethics involving misappropriation of client or customer funds or property, willful discrimination, or fraud resulting in substantial economic harm, bring such matters to the attention of the appropriate Board or Association of REALTORS®. (Amended 1/00)

Realizing that cooperation with other real estate professionals promotes the best interests of those who utilize their services, REALTORS® urge exclusive representation of clients; do not attempt to gain any unfair advantage over their competitors; and they refrain from making unsolicited comments about other practitioners. In instances where their opinion is sought, or where REALTORS® believe that comment is necessary, their opinion is offered in an objective, professional manner, uninfluenced by any personal motivation or potential advantage or gain.

The term REALTOR® has come to connote competency, fairness, and high integrity resulting from adherence to a lofty ideal of moral conduct in business relations. No inducement of profit and no instruction from clients ever can justify departure from this ideal.

In the interpretation of this obligation, REALTORS® can take no safer guide than that which has been handed down through the centuries, embodied in the Golden Rule, "Whatsoever ye would that others should do to you, do ye even so to them."

Accepting this standard as their own, REALTORS® pledge to observe its spirit in all of their activities whether conducted personally, through associates or others, or via technological means, and to conduct their business in accordance with the tenets set forth below. (Amended 1/07)

## Duties to Clients and Customers

### Article 1

When representing a buyer, seller, landlord, tenant, or other client as an agent, REALTORS® pledge themselves to protect and promote the interests of their client. This obligation to the client is primary, but it does not relieve REALTORS® of their obligation to treat all parties honestly. When serving a buyer, seller, landlord, tenant or other party in a non-agency capacity, REALTORS® remain obligated to treat all parties honestly. (Amended 1/01)

#### • Standard of Practice 1-1

REALTORS®, when acting as principals in a real estate transaction, remain obligated by the duties imposed by the Code of Ethics. (Amended 1/93)

#### • Standard of Practice 1-2

The duties imposed by the Code of Ethics encompass all real estate-related activities and transactions whether conducted in person, electronically, or through any other means.

The duties the Code of Ethics imposes are applicable whether REALTORS® are acting as agents or in legally recognized non-agency capacities except that any duty imposed exclusively on agents by law or regulation shall not be imposed by this Code of Ethics on REALTORS® acting in non-agency capacities.

As used in this Code of Ethics, "client" means the person(s) or entity(ies) with whom a REALTOR® or a REALTOR®'s firm has an agency or legally recognized non-agency relationship; "customer" means a party to a real estate transaction who receives information, services, or benefits but has no contractual relationship with the REALTOR® or the REALTOR®'s firm; "prospect" means a purchaser, seller, tenant, or landlord who is not subject to a representation relationship with the REALTOR® or REALTOR®'s firm; "agent" means a real estate licensee (including brokers and sales associates) acting in an agency relationship as defined by state law or regulation; and "broker" means a real estate licensee (including brokers and sales associates) acting as an agent or in a legally recognized non-agency capacity. (Adopted 1/95, Amended 1/07)

#### • Standard of Practice 1-3

REALTORS®, in attempting to secure a listing, shall not deliberately mislead the owner as to market value.

#### • Standard of Practice 1-4

REALTORS®, when seeking to become a buyer/tenant representative, shall not mislead buyers or tenants as to savings or other benefits that might be realized through use of the REALTOR®'s services. (Amended 1/93)

#### • Standard of Practice 1-5

REALTORS® may represent the seller/landlord and buyer/tenant in the



same transaction only after full disclosure to and with informed consent of both parties. *(Adopted 1/93)*

• **Standard of Practice 1-6**

REALTORS® shall submit offers and counter-offers objectively and as quickly as possible. *(Adopted 1/93, Amended 1/95)*

• **Standard of Practice 1-7**

When acting as listing brokers, REALTORS® shall continue to submit to the seller/landlord all offers and counter-offers until closing or execution of a lease unless the seller/landlord has waived this obligation in writing. Upon the written request of a cooperating broker who submits an offer to the listing broker, the listing broker shall provide, as soon as practical, a written affirmation to the cooperating broker stating that the offer has been submitted to the seller/landlord, or a written notification that the seller/landlord has waived the obligation to have the offer presented. REALTORS® shall not be obligated to continue to market the property after an offer has been accepted by the seller/landlord. REALTORS® shall recommend that sellers/landlords obtain the advice of legal counsel prior to acceptance of a subsequent offer except where the acceptance is contingent on the termination of the pre-existing purchase contract or lease. *(Amended 1/20)*

• **Standard of Practice 1-8**

REALTORS®, acting as agents or brokers of buyers/tenants, shall submit to buyers/tenants all offers and counter-offers until acceptance but have no obligation to continue to show properties to their clients after an offer has been accepted unless otherwise agreed in writing. REALTORS®, acting as agents or brokers of buyers/tenants, shall recommend that buyers/tenants obtain the advice of legal counsel if there is a question as to whether a pre-existing contract has been terminated. *(Adopted 1/93, Amended 1/99)*

• **Standard of Practice 1-9**

The obligation of REALTORS® to preserve confidential information (as defined by state law) provided by their clients in the course of any agency relationship or non-agency relationship recognized by law continues after termination of agency relationships or any non-agency relationships recognized by law. REALTORS® shall not knowingly, during or following the termination of professional relationships with their clients:

- 1) reveal confidential information of clients; or
- 2) use confidential information of clients to the disadvantage of clients; or
- 3) use confidential information of clients for the REALTOR®'s advantage or the advantage of third parties unless:
  - a) clients consent after full disclosure; or
  - b) REALTORS® are required by court order; or
  - c) it is the intention of a client to commit a crime and the information is necessary to prevent the crime; or
  - d) it is necessary to defend a REALTOR® or the REALTOR®'s employees or associates against an accusation of wrongful conduct.

Information concerning latent material defects is not considered confidential information under this Code of Ethics. *(Adopted 1/93, Amended 1/01)*

• **Standard of Practice 1-10**

REALTORS® shall, consistent with the terms and conditions of their real estate licensure and their property management agreement, competently manage the property of clients with due regard for the rights, safety and health of tenants and others lawfully on the premises. *(Adopted 1/95, Amended 1/00)*

• **Standard of Practice 1-11**

REALTORS® who are employed to maintain or manage a client's property shall exercise due diligence and make reasonable efforts to protect it against reasonably foreseeable contingencies and losses. *(Adopted 1/95)*

• **Standard of Practice 1-12**

When entering into listing contracts, REALTORS® must advise sellers/landlords of:

- 1) the REALTOR®'s company policies regarding cooperation and the amount(s) of any compensation that will be offered to subagents, buyer/tenant agents, and/or brokers acting in legally recognized non-agency capacities;
- 2) the fact that buyer/tenant agents or brokers, even if compensated by listing brokers, or by sellers/landlords may represent the interests of buyers/tenants; and
- 3) any potential for listing brokers to act as disclosed dual agents, e.g., buyer/tenant agents. *(Adopted 1/93, Renumbered 1/98, Amended 1/03)*

• **Standard of Practice 1-13**

When entering into buyer/tenant agreements, REALTORS® must advise potential clients of:

- 1) the REALTOR®'s company policies regarding cooperation;
- 2) the amount of compensation to be paid by the client;
- 3) the potential for additional or offsetting compensation from other brokers, from the seller or landlord, or from other parties;
- 4) any potential for the buyer/tenant representative to act as a disclosed dual agent, e.g., listing broker, subagent, landlord's agent, etc.; and
- 5) the possibility that sellers or sellers' representatives may not treat the existence, terms, or conditions of offers as confidential unless confidentiality is required by law, regulation, or by any confidentiality agreement between the parties. *(Adopted 1/93, Renumbered 1/98, Amended 1/06)*

• **Standard of Practice 1-14**

Fees for preparing appraisals or other valuations shall not be contingent upon the amount of the appraisal or valuation. *(Adopted 1/02)*

• **Standard of Practice 1-15**

REALTORS®, in response to inquiries from buyers or cooperating brokers shall, with the sellers' approval, disclose the existence of offers on the property. Where disclosure is authorized, REALTORS® shall also disclose, if asked, whether offers were obtained by the listing licensee, another licensee in the listing firm, or by a cooperating broker. *(Adopted 1/03, Amended 1/09)*

• **Standard of Practice 1-16**

REALTORS® shall not access or use, or permit or enable others to access or use, listed or managed property on terms or conditions other than those authorized by the owner or seller. *(Adopted 1/12)*

## Article 2

REALTORS® shall avoid exaggeration, misrepresentation, or concealment of pertinent facts relating to the property or the transaction. REALTORS® shall not, however, be obligated to discover latent defects in the property, to advise on matters outside the scope of their real estate license, or to disclose facts which are confidential under the scope of agency or non-agency relationships as defined by state law. *(Amended 1/00)*

• **Standard of Practice 2-1**

REALTORS® shall only be obligated to discover and disclose adverse factors reasonably apparent to someone with expertise in those areas required by their real estate licensing authority. Article 2 does not impose upon the REALTOR® the obligation of expertise in other professional or technical disciplines. *(Amended 1/96)*

• **Standard of Practice 2-2**

*(Renumbered as Standard of Practice 1-12 1/98)*

• **Standard of Practice 2-3**

*(Renumbered as Standard of Practice 1-13 1/98)*

• **Standard of Practice 2-4**

REALTORS® shall not be parties to the naming of a false consideration in any document, unless it be the naming of an obviously nominal consideration.



- **Standard of Practice 2-5**

Factors defined as "non-material" by law or regulation or which are expressly referenced in law or regulation as not being subject to disclosure are considered not "pertinent" for purposes of Article 2. *(Adopted 1/93)*

## Article 3

REALTORS® shall cooperate with other brokers except when cooperation is not in the client's best interest. The obligation to cooperate does not include the obligation to share commissions, fees, or to otherwise compensate another broker. *(Amended 1/95)*

- **Standard of Practice 3-1**

REALTORS®, acting as exclusive agents or brokers of sellers/ landlords, establish the terms and conditions of offers to cooperate. Unless expressly indicated in offers to cooperate, cooperating brokers may not assume that the offer of cooperation includes an offer of compensation. Terms of compensation, if any, shall be ascertained by cooperating brokers before beginning efforts to accept the offer of cooperation. *(Amended 1/99)*

- **Standard of Practice 3-2**

Any change in compensation offered for cooperative services must be communicated to the other REALTOR® prior to the time that REALTOR® submits an offer to purchase/lease the property. After a REALTOR® has submitted an offer to purchase or lease property, the listing broker may not attempt to unilaterally modify the offered compensation with respect to that cooperative transaction. *(Amended 1/14)*

- **Standard of Practice 3-3**

Standard of Practice 3-2 does not preclude the listing broker and cooperating broker from entering into an agreement to change cooperative compensation. *(Adopted 1/94)*

- **Standard of Practice 3-4**

REALTORS®, acting as listing brokers, have an affirmative obligation to disclose the existence of dual or variable rate commission arrangements (i.e., listings where one amount of commission is payable if the listing broker's firm is the procuring cause of sale/lease and a different amount of commission is payable if the sale/lease results through the efforts of the seller/landlord or a cooperating broker). The listing broker shall, as soon as practical, disclose the existence of such arrangements to potential cooperating brokers and shall, in response to inquiries from cooperating brokers, disclose the differential that would result in a cooperative transaction or in a sale/lease that results through the efforts of the seller/ landlord. If the cooperating broker is a buyer/tenant representative, the buyer/tenant representative must disclose such information to their client before the client makes an offer to purchase or lease. *(Amended 1/02)*

- **Standard of Practice 3-5**

It is the obligation of subagents to promptly disclose all pertinent facts to the principal's agent prior to as well as after a purchase or lease agreement is executed. *(Amended 1/93)*

- **Standard of Practice 3-6**

REALTORS® shall disclose the existence of accepted offers, including offers with unresolved contingencies, to any broker seeking cooperation. *(Adopted 5/86, Amended 1/04)*

- **Standard of Practice 3-7**

When seeking information from another REALTOR® concerning property under a management or listing agreement, REALTORS® shall disclose their REALTOR® status and whether their interest is personal or on behalf of a client and, if on behalf of a client, their relationship with the client. *(Amended 1/11)*

- **Standard of Practice 3-8**

REALTORS® shall not misrepresent the availability of access to show or inspect a listed property. *(Amended 11/87)*

- **Standard of Practice 3-9**

REALTORS® shall not provide access to listed property on terms other than those established by the owner or the listing broker. *(Adopted 1/10)*

- **Standard of Practice 3-10**

The duty to cooperate established in Article 3 relates to the obligation to share information on listed property, and to make property available to other brokers for showing to prospective purchasers/tenants when it is in the best interests of sellers/landlords. *(Adopted 1/11)*

- **Standard of Practice 3-11**

REALTORS® may not refuse to cooperate on the basis of a broker's race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. *(Adopted 1/20)*

## Article 4

REALTORS® shall not acquire an interest in or buy or present offers from themselves, any member of their immediate families, their firms or any member thereof, or any entities in which they have any ownership interest, any real property without making their true position known to the owner or the owner's agent or broker. In selling property they own, or in which they have any interest, REALTORS® shall reveal their ownership or interest in writing to the purchaser or the purchaser's representative. *(Amended 1/00)*

- **Standard of Practice 4-1**

For the protection of all parties, the disclosures required by Article 4 shall be in writing and provided by REALTORS® prior to the signing of any contract. *(Adopted 2/86)*

## Article 5

REALTORS® shall not undertake to provide professional services concerning a property or its value where they have a present or contemplated interest unless such interest is specifically disclosed to all affected parties.

## Article 6

REALTORS® shall not accept any commission, rebate, or profit on expenditures made for their client, without the client's knowledge and consent.

When recommending real estate products or services (e.g., homeowner's insurance, warranty programs, mortgage financing, title insurance, etc.), REALTORS® shall disclose to the client or customer to whom the recommendation is made any financial benefits or fees, other than real estate referral fees, the REALTOR® or REALTOR®'s firm may receive as a direct result of such recommendation. *(Amended 1/99)*

- **Standard of Practice 6-1**

REALTORS® shall not recommend or suggest to a client or a customer the use of services of another organization or business entity in which they have a direct interest without disclosing such interest at the time of the recommendation or suggestion. *(Amended 5/88)*

## Article 7

In a transaction, REALTORS® shall not accept compensation from more than one party, even if permitted by law, without disclosure to all parties and the informed consent of the REALTOR®'s client or clients. *(Amended 1/93)*

## Article 8

REALTORS® shall keep in a special account in an appropriate financial institution, separated from their own funds, monies coming into their possession in trust for other persons, such as escrows, trust funds, clients' monies, and other like items.



## Article 9

REALTORS®, for the protection of all parties, shall assure whenever possible that all agreements related to real estate transactions including, but not limited to, listing and representation agreements, purchase contracts, and leases are in writing in clear and understandable language expressing the specific terms, conditions, obligations and commitments of the parties. A copy of each agreement shall be furnished to each party to such agreements upon their signing or initialing. *(Amended 1/04)*

### • Standard of Practice 9-1

For the protection of all parties, REALTORS® shall use reasonable care to ensure that documents pertaining to the purchase, sale, or lease of real estate are kept current through the use of written extensions or amendments. *(Amended 1/93)*

### • Standard of Practice 9-2

When assisting or enabling a client or customer in establishing a contractual relationship (e.g., listing and representation agreements, purchase agreements, leases, etc.) electronically, REALTORS® shall make reasonable efforts to explain the nature and disclose the specific terms of the contractual relationship being established prior to it being agreed to by a contracting party. *(Adopted 1/07)*

## Duties to the Public

## Article 10

REALTORS® shall not deny equal professional services to any person for reasons of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. REALTORS® shall not be parties to any plan or agreement to discriminate against a person or persons on the basis of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. *(Amended 1/14)*

REALTORS®, in their real estate employment practices, shall not discriminate against any person or persons on the basis of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. *(Amended 1/14)*

### • Standard of Practice 10-1

When involved in the sale or lease of a residence, REALTORS® shall not volunteer information regarding the racial, religious or ethnic composition of any neighborhood nor shall they engage in any activity which may result in panic selling, however, REALTORS® may provide other demographic information. *(Adopted 1/94, Amended 1/06)*

### • Standard of Practice 10-2

When not involved in the sale or lease of a residence, REALTORS® may provide demographic information related to a property, transaction or professional assignment to a party if such demographic information is (a) deemed by the REALTOR® to be needed to assist with or complete, in a manner consistent with Article 10, a real estate transaction or professional assignment and (b) is obtained or derived from a recognized, reliable, independent, and impartial source. The source of such information and any additions, deletions, modifications, interpretations, or other changes shall be disclosed in reasonable detail. *(Adopted 1/05, Renumbered 1/06)*

### • Standard of Practice 10-3

REALTORS® shall not print, display or circulate any statement or advertisement with respect to selling or renting of a property that indicates any preference, limitations or discrimination based on race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. *(Adopted 1/94, Renumbered 1/05 and 1/06, Amended 1/14)*

### • Standard of Practice 10-4

As used in Article 10 "real estate employment practices" relates to employees and independent contractors providing real estate-related services and the administrative and clerical staff directly supporting those individuals. *(Adopted 1/00, Renumbered 1/05 and 1/06)*

## Article 11

The services which REALTORS® provide to their clients and customers shall conform to the standards of practice and competence which are reasonably expected in the specific real estate disciplines in which they engage; specifically, residential real estate brokerage, real property management, commercial and industrial real estate brokerage, land brokerage, real estate appraisal, real estate counseling, real estate syndication, real estate auction, and international real estate.

REALTORS® shall not undertake to provide specialized professional services concerning a type of property or service that is outside their field of competence unless they engage the assistance of one who is competent on such types of property or service, or unless the facts are fully disclosed to the client. Any persons engaged to provide such assistance shall be so identified to the client and their contribution to the assignment should be set forth. *(Amended 1/10)*

### • Standard of Practice 11-1

When REALTORS® prepare opinions of real property value or price they must:

- 1) be knowledgeable about the type of property being valued,
- 2) have access to the information and resources necessary to formulate an accurate opinion, and
- 3) be familiar with the area where the subject property is located

unless lack of any of these is disclosed to the party requesting the opinion in advance.

When an opinion of value or price is prepared other than in pursuit of a listing or to assist a potential purchaser in formulating a purchase offer, the opinion shall include the following unless the party requesting the opinion requires a specific type of report or different data set:

- 1) identification of the subject property
  - 2) date prepared
  - 3) defined value or price
  - 4) limiting conditions, including statements of purpose(s) and intended user(s)
  - 5) any present or contemplated interest, including the possibility of representing the seller/landlord or buyers/tenants
  - 6) basis for the opinion, including applicable market data
  - 7) if the opinion is not an appraisal, a statement to that effect
  - 8) disclosure of whether and when a physical inspection of the property's exterior was conducted
  - 9) disclosure of whether and when a physical inspection of the property's interior was conducted
  - 10) disclosure of whether the REALTOR® has any conflicts of interest
- (Amended 1/14)*

### • Standard of Practice 11-2

The obligations of the Code of Ethics in respect of real estate disciplines other than appraisal shall be interpreted and applied in accordance with the standards of competence and practice which clients and the public reasonably require to protect their rights and interests considering the complexity of the transaction, the availability of expert assistance, and, where the REALTOR® is an agent or subagent, the obligations of a fiduciary. *(Adopted 1/95)*

### • Standard of Practice 11-3

When REALTORS® provide consultative services to clients which involve advice or counsel for a fee (not a commission), such advice shall be rendered in an objective manner and the fee shall not be contingent on



the substance of the advice or counsel given. If brokerage or transaction services are to be provided in addition to consultative services, a separate compensation may be paid with prior agreement between the client and REALTOR®. (Adopted 1/96)

• **Standard of Practice 11-4**

The competency required by Article 11 relates to services contracted for between REALTORS® and their clients or customers; the duties expressly imposed by the Code of Ethics; and the duties imposed by law or regulation. (Adopted 1/02)

## Article 12

REALTORS® shall be honest and truthful in their real estate communications and shall present a true picture in their advertising, marketing, and other representations. REALTORS® shall ensure that their status as real estate professionals is readily apparent in their advertising, marketing, and other representations, and that the recipients of all real estate communications are, or have been, notified that those communications are from a real estate professional. (Amended 1/08)

• **Standard of Practice 12-1**

Unless they are receiving no compensation from any source for their time and services, REALTORS® may use the term "free" and similar terms in their advertising and in other representations only if they clearly and conspicuously disclose:

- 1) by whom they are being, or expect to be, paid;
- 2) the amount of the payment or anticipated payment;
- 3) any conditions associated with the payment, offered product or service, and;
- 4) any other terms relating to their compensation. (Amended 1/20)

• **Standard of Practice 12-2**

(Deleted 1/20)

• **Standard of Practice 12-3**

The offering of premiums, prizes, merchandise discounts or other inducements to list, sell, purchase, or lease is not, in itself, unethical even if receipt of the benefit is contingent on listing, selling, purchasing, or leasing through the REALTOR® making the offer. However, REALTORS® must exercise care and candor in any such advertising or other public or private representations so that any party interested in receiving or otherwise benefiting from the REALTOR®'s offer will have clear, thorough, advance understanding of all the terms and conditions of the offer. The offering of any inducements to do business is subject to the limitations and restrictions of state law and the ethical obligations established by any applicable Standard of Practice. (Amended 1/95)

• **Standard of Practice 12-4**

REALTORS® shall not offer for sale/lease or advertise property without authority. When acting as listing brokers or as subagents, REALTORS® shall not quote a price different from that agreed upon with the seller/landlord. (Amended 1/93)

• **Standard of Practice 12-5**

REALTORS® shall not advertise nor permit any person employed by or affiliated with them to advertise real estate services or listed property in any medium (e.g., electronically, print, radio, television, etc.) without disclosing the name of that REALTOR®'s firm in a reasonable and readily apparent manner either in the advertisement or in electronic advertising via a link to a display with all required disclosures. (Adopted 11/86, Amended 1/16)

• **Standard of Practice 12-6**

REALTORS®, when advertising unlisted real property for sale/lease in which they have an ownership interest, shall disclose their status as both owners/landlords and as REALTORS® or real estate licensees. (Amended 1/93)

• **Standard of Practice 12-7**

Only REALTORS® who participated in the transaction as the listing broker or cooperating broker (selling broker) may claim to have "sold" the property. Prior to closing, a cooperating broker may post a "sold" sign only with the consent of the listing broker. (Amended 1/96)

• **Standard of Practice 12-8**

The obligation to present a true picture in representations to the public includes information presented, provided, or displayed on REALTORS® websites. REALTORS® shall use reasonable efforts to ensure that information on their websites is current. When it becomes apparent that information on a REALTOR®'s website is no longer current or accurate, REALTORS® shall promptly take corrective action. (Adopted 1/07)

• **Standard of Practice 12-9**

REALTOR® firm websites shall disclose the firm's name and state(s) of licensure in a reasonable and readily apparent manner.

Websites of REALTORS® and non-member licensees affiliated with a REALTOR® firm shall disclose the firm's name and that REALTOR®'s or non-member licensee's state(s) of licensure in a reasonable and readily apparent manner. (Adopted 1/07)

• **Standard of Practice 12-10**

REALTORS®' obligation to present a true picture in their advertising and representations to the public includes Internet content, images, and the URLs and domain names they use, and prohibits REALTORS® from:

- 1) engaging in deceptive or unauthorized framing of real estate brokerage websites;
- 2) manipulating (e.g., presenting content developed by others) listing and other content in any way that produces a deceptive or misleading result;
- 3) deceptively using metatags, keywords or other devices/methods to direct, drive, or divert Internet traffic; or
- 4) presenting content developed by others without either attribution or without permission; or
- 5) otherwise misleading consumers, including use of misleading images. (Adopted 1/07, Amended 1/18)

• **Standard of Practice 12-11**

REALTORS® intending to share or sell consumer information gathered via the Internet shall disclose that possibility in a reasonable and readily apparent manner. (Adopted 1/07)

• **Standard of Practice 12-12**

REALTORS® shall not:

- 1) use URLs or domain names that present less than a true picture, or
- 2) register URLs or domain names which, if used, would present less than a true picture. (Adopted 1/08)

• **Standard of Practice 12-13**

The obligation to present a true picture in advertising, marketing, and representations allows REALTORS® to use and display only professional designations, certifications, and other credentials to which they are legitimately entitled. (Adopted 1/08)

## Article 13

REALTORS® shall not engage in activities that constitute the unauthorized practice of law and shall recommend that legal counsel be obtained when the interest of any party to the transaction requires it.

## Article 14

If charged with unethical practice or asked to present evidence or to cooperate in any other way, in any professional standards proceeding or investigation, REALTORS® shall place all pertinent facts before the proper tribunals of the Member Board or affiliated institute, society, or council in



which membership is held and shall take no action to disrupt or obstruct such processes. (Amended 1/99)

• **Standard of Practice 14-1**

REALTORS® shall not be subject to disciplinary proceedings in more than one Board of REALTORS® or affiliated institute, society, or council in which they hold membership with respect to alleged violations of the Code of Ethics relating to the same transaction or event. (Amended 1/95)

• **Standard of Practice 14-2**

REALTORS® shall not make any unauthorized disclosure or dissemination of the allegations, findings, or decision developed in connection with an ethics hearing or appeal or in connection with an arbitration hearing or procedural review. (Amended 1/92)

• **Standard of Practice 14-3**

REALTORS® shall not obstruct the Board's investigative or professional standards proceedings by instituting or threatening to institute actions for libel, slander, or defamation against any party to a professional standards proceeding or their witnesses based on the filing of an arbitration request, an ethics complaint, or testimony given before any tribunal. (Adopted 11/87, Amended 1/99)

• **Standard of Practice 14-4**

REALTORS® shall not intentionally impede the Board's investigative or disciplinary proceedings by filing multiple ethics complaints based on the same event or transaction. (Adopted 11/88)

## Duties to REALTORS®

### Article 15

REALTORS® shall not knowingly or recklessly make false or misleading statements about other real estate professionals, their businesses, or their business practices. (Amended 1/12)

• **Standard of Practice 15-1**

REALTORS® shall not knowingly or recklessly file false or unfounded ethics complaints. (Adopted 1/00)

• **Standard of Practice 15-2**

The obligation to refrain from making false or misleading statements about other real estate professionals, their businesses, and their business practices includes the duty to not knowingly or recklessly publish, repeat, retransmit, or republish false or misleading statements made by others. This duty applies whether false or misleading statements are repeated in person, in writing, by technological means (e.g., the Internet), or by any other means. (Adopted 1/07, Amended 1/12)

• **Standard of Practice 15-3**

The obligation to refrain from making false or misleading statements about other real estate professionals, their businesses, and their business practices includes the duty to publish a clarification about or to remove statements made by others on electronic media the REALTOR® controls once the REALTOR® knows the statement is false or misleading. (Adopted 1/10, Amended 1/12)

### Article 16

REALTORS® shall not engage in any practice or take any action inconsistent with exclusive representation or exclusive brokerage relationship agreements that other REALTORS® have with clients. (Amended 1/04)

• **Standard of Practice 16-1**

Article 16 is not intended to prohibit aggressive or innovative business practices which are otherwise ethical and does not prohibit disagreements with other REALTORS® involving commission, fees,

compensation or other forms of payment or expenses. (Adopted 1/93, Amended 1/95)

• **Standard of Practice 16-2**

Article 16 does not preclude REALTORS® from making general announcements to prospects describing their services and the terms of their availability even though some recipients may have entered into agency agreements or other exclusive relationships with another REALTOR®. A general telephone canvass, general mailing or distribution addressed to all prospects in a given geographical area or in a given profession, business, club, or organization, or other classification or group is deemed "general" for purposes of this standard. (Amended 1/04)

Article 16 is intended to recognize as unethical two basic types of solicitations:

First, telephone or personal solicitations of property owners who have been identified by a real estate sign, multiple listing compilation, or other information service as having exclusively listed their property with another REALTOR® and

Second, mail or other forms of written solicitations of prospects whose properties are exclusively listed with another REALTOR® when such solicitations are not part of a general mailing but are directed specifically to property owners identified through compilations of current listings, "for sale" or "for rent" signs, or other sources of information required by Article 3 and Multiple Listing Service rules to be made available to other REALTORS® under offers of subagency or cooperation. (Amended 1/04)

• **Standard of Practice 16-3**

Article 16 does not preclude REALTORS® from contacting the client of another broker for the purpose of offering to provide, or entering into a contract to provide, a different type of real estate service unrelated to the type of service currently being provided (e.g., property management as opposed to brokerage) or from offering the same type of service for property not subject to other brokers' exclusive agreements. However, information received through a Multiple Listing Service or any other offer of cooperation may not be used to target clients of other REALTORS® to whom such offers to provide services may be made. (Amended 1/04)

• **Standard of Practice 16-4**

REALTORS® shall not solicit a listing which is currently listed exclusively with another broker. However, if the listing broker, when asked by the REALTOR®, refuses to disclose the expiration date and nature of such listing, i.e., an exclusive right to sell, an exclusive agency, open listing, or other form of contractual agreement between the listing broker and the client, the REALTOR® may contact the owner to secure such information and may discuss the terms upon which the REALTOR® might take a future listing or, alternatively, may take a listing to become effective upon expiration of any existing exclusive listing. (Amended 1/94)

• **Standard of Practice 16-5**

REALTORS® shall not solicit buyer/tenant agreements from buyers/tenants who are subject to exclusive buyer/tenant agreements. However, if asked by a REALTOR®, the broker refuses to disclose the expiration date of the exclusive buyer/tenant agreement, the REALTOR® may contact the buyer/tenant to secure such information and may discuss the terms upon which the REALTOR® might enter into a future buyer/tenant agreement or, alternatively, may enter into a buyer/tenant agreement to become effective upon the expiration of any existing exclusive buyer/tenant agreement. (Adopted 1/94, Amended 1/98)

• **Standard of Practice 16-6**

When REALTORS® are contacted by the client of another REALTOR® regarding the creation of an exclusive relationship to provide the same type of service,



and REALTORS® have not directly or indirectly initiated such discussions, they may discuss the terms upon which they might enter into a future agreement or, alternatively, may enter into an agreement which becomes effective upon expiration of any existing exclusive agreement. *(Amended 1/98)*

• **Standard of Practice 16-7**

The fact that a prospect has retained a REALTOR® as an exclusive representative or exclusive broker in one or more past transactions does not preclude other REALTORS® from seeking such prospect's future business. *(Amended 1/04)*

• **Standard of Practice 16-8**

The fact that an exclusive agreement has been entered into with a REALTOR® shall not preclude or inhibit any other REALTOR® from entering into a similar agreement after the expiration of the prior agreement. *(Amended 1/98)*

• **Standard of Practice 16-9**

REALTORS®, prior to entering into a representation agreement, have an affirmative obligation to make reasonable efforts to determine whether the prospect is subject to a current, valid exclusive agreement to provide the same type of real estate service. *(Amended 1/04)*

• **Standard of Practice 16-10**

REALTORS®, acting as buyer or tenant representatives or brokers, shall disclose that relationship to the seller/landlord's representative or broker at first contact and shall provide written confirmation of that disclosure to the seller/landlord's representative or broker not later than execution of a purchase agreement or lease. *(Amended 1/04)*

• **Standard of Practice 16-11**

On unlisted property, REALTORS® acting as buyer/tenant representatives or brokers shall disclose that relationship to the seller/landlord at first contact for that buyer/tenant and shall provide written confirmation of such disclosure to the seller/landlord not later than execution of any purchase or lease agreement. *(Amended 1/04)*

REALTORS® shall make any request for anticipated compensation from the seller/landlord at first contact. *(Amended 1/98)*

• **Standard of Practice 16-12**

REALTORS®, acting as representatives or brokers of sellers/landlords or as subagents of listing brokers, shall disclose that relationship to buyers/tenants as soon as practicable and shall provide written confirmation of such disclosure to buyers/tenants not later than execution of any purchase or lease agreement. *(Amended 1/04)*

• **Standard of Practice 16-13**

All dealings concerning property exclusively listed, or with buyer/tenants who are subject to an exclusive agreement shall be carried on with the client's representative or broker, and not with the client, except with the consent of the client's representative or broker or except where such dealings are initiated by the client.

Before providing substantive services (such as writing a purchase offer or presenting a CMA) to prospects, REALTORS® shall ask prospects whether they are a party to any exclusive representation agreement. REALTORS® shall not knowingly provide substantive services concerning a prospective transaction to prospects who are parties to exclusive representation agreements, except with the consent of the prospects' exclusive representatives or at the direction of prospects. *(Adopted 1/93, Amended 1/04)*

• **Standard of Practice 16-14**

REALTORS® are free to enter into contractual relationships or to negotiate with sellers/landlords, buyers/tenants or others who are not subject to an exclusive agreement but shall not knowingly obligate them to pay more than one commission except with their informed consent. *(Amended 1/98)*

• **Standard of Practice 16-15**

In cooperative transactions REALTORS® shall compensate cooperating REALTORS® (principal brokers) and shall not compensate nor offer to compensate, directly or indirectly, any of the sales licensees employed by or affiliated with other REALTORS® without the prior express knowledge and consent of the cooperating broker.

• **Standard of Practice 16-16**

REALTORS®, acting as subagents or buyer/tenant representatives or brokers, shall not use the terms of an offer to purchase/lease to attempt to modify the listing broker's offer of compensation to subagents or buyer/tenant representatives or brokers nor make the submission of an executed offer to purchase/lease contingent on the listing broker's agreement to modify the offer of compensation. *(Amended 1/04)*

• **Standard of Practice 16-17**

REALTORS®, acting as subagents or as buyer/tenant representatives or brokers, shall not attempt to extend a listing broker's offer of cooperation and/or compensation to other brokers without the consent of the listing broker. *(Amended 1/04)*

• **Standard of Practice 16-18**

REALTORS® shall not use information obtained from listing brokers through offers to cooperate made through multiple listing services or through other offers of cooperation to refer listing brokers' clients to other brokers or to create buyer/tenant relationships with listing brokers' clients, unless such use is authorized by listing brokers. *(Amended 1/02)*

• **Standard of Practice 16-19**

Signs giving notice of property for sale, rent, lease, or exchange shall not be placed on property without consent of the seller/landlord. *(Amended 1/93)*

• **Standard of Practice 16-20**

REALTORS®, prior to or after their relationship with their current firm is terminated, shall not induce clients of their current firm to cancel exclusive contractual agreements between the client and that firm. This does not preclude REALTORS® (principals) from establishing agreements with their associated licensees governing assignability of exclusive agreements. *(Adopted 1/98, Amended 1/10)*

## Article 17

In the event of contractual disputes or specific non-contractual disputes as defined in Standard of Practice 17-4 between REALTORS® (principals) associated with different firms, arising out of their relationship as REALTORS®, the REALTORS® shall mediate the dispute if the Board requires its members to mediate. If the dispute is not resolved through mediation, or if mediation is not required, REALTORS® shall submit the dispute to arbitration in accordance with the policies of the Board rather than litigate the matter.

In the event clients of REALTORS® wish to mediate or arbitrate contractual disputes arising out of real estate transactions, REALTORS® shall mediate or arbitrate those disputes in accordance with the policies of the Board, provided the clients agree to be bound by any resulting agreement or award.

The obligation to participate in mediation and arbitration contemplated by this Article includes the obligation of REALTORS® (principals) to cause their firms to mediate and arbitrate and be bound by any resulting agreement or award. *(Amended 1/12)*

• **Standard of Practice 17-1**

The filing of litigation and refusal to withdraw from it by REALTORS® in an arbitrable matter constitutes a refusal to arbitrate. *(Adopted 2/86)*



#### • Standard of Practice 17-2

Article 17 does not require REALTORS® to mediate in those circumstances when all parties to the dispute advise the Board in writing that they choose not to mediate through the Board's facilities. The fact that all parties decline to participate in mediation does not relieve REALTORS® of the duty to arbitrate.

Article 17 does not require REALTORS® to arbitrate in those circumstances when all parties to the dispute advise the Board in writing that they choose not to arbitrate before the Board. *(Amended 1/12)*

#### • Standard of Practice 17-3

REALTORS®, when acting solely as principals in a real estate transaction, are not obligated to arbitrate disputes with other REALTORS® absent a specific written agreement to the contrary. *(Adopted 1/96)*

#### • Standard of Practice 17-4

Specific non-contractual disputes that are subject to arbitration pursuant to Article 17 are:

- 1) Where a listing broker has compensated a cooperating broker and another cooperating broker subsequently claims to be the procuring cause of the sale or lease. In such cases the complainant may name the first cooperating broker as respondent and arbitration may proceed without the listing broker being named as a respondent. When arbitration occurs between two (or more) cooperating brokers and where the listing broker is not a party, the amount in dispute and the amount of any potential resulting award is limited to the amount paid to the respondent by the listing broker and any amount credited or paid to a party to the transaction at the direction of the respondent. Alternatively, if the complaint is brought against the listing broker, the listing broker may name the first cooperating broker as a third-party respondent. In either instance the decision of the hearing panel as to procuring cause shall be conclusive with respect to all current or subsequent claims of the parties for compensation arising out of the underlying cooperative transaction. *(Adopted 1/97, Amended 1/07)*
- 2) Where a buyer or tenant representative is compensated by the seller or landlord, and not by the listing broker, and the listing broker, as a result, reduces the commission owed by the seller or landlord and, subsequent to such actions, another cooperating broker claims to be the procuring cause of sale or lease. In such cases the complainant may name the first cooperating broker as respondent and arbitration may proceed without the listing broker being named as a respondent. When arbitration occurs between two (or more) cooperating brokers and where the listing broker is not a party, the amount in dispute and the amount of any potential resulting award is limited to the amount paid to the respondent by the seller or landlord and any amount credited or paid to a party to the transaction at the direction of the respondent. Alternatively, if the complaint is brought against the listing broker, the listing broker may name the first cooperating broker as a third-party respondent. In either instance the decision of the hearing panel as to procuring cause shall be conclusive with respect to all current or subsequent claims of the parties for compensation arising out of the underlying cooperative transaction. *(Adopted 1/97, Amended 1/07)*
- 3) Where a buyer or tenant representative is compensated by the buyer or tenant and, as a result, the listing broker reduces the commission owed by the seller or landlord and, subsequent to such actions, another cooperating broker claims to be the procuring cause of sale or

lease. In such cases the complainant may name the first cooperating broker as respondent and arbitration may proceed without the listing broker being named as a respondent. Alternatively, if the complaint is brought against the listing broker, the listing broker may name the first cooperating broker as a third-party respondent. In either instance the decision of the hearing panel as to procuring cause shall be conclusive with respect to all current or subsequent claims of the parties for compensation arising out of the underlying cooperative transaction. *(Adopted 1/97)*

- 4) Where two or more listing brokers claim entitlement to compensation pursuant to open listings with a seller or landlord who agrees to participate in arbitration (or who requests arbitration) and who agrees to be bound by the decision. In cases where one of the listing brokers has been compensated by the seller or landlord, the other listing broker, as complainant, may name the first listing broker as respondent and arbitration may proceed between the brokers. *(Adopted 1/97)*
- 5) Where a buyer or tenant representative is compensated by the seller or landlord, and not by the listing broker, and the listing broker, as a result, reduces the commission owed by the seller or landlord and, subsequent to such actions, claims to be the procuring cause of sale or lease. In such cases arbitration shall be between the listing broker and the buyer or tenant representative and the amount in dispute is limited to the amount of the reduction of commission to which the listing broker agreed. *(Adopted 1/05)*

#### • Standard of Practice 17-5

The obligation to arbitrate established in Article 17 includes disputes between REALTORS® (principals) in different states in instances where, absent an established inter-association arbitration agreement, the REALTOR® (principal) requesting arbitration agrees to submit to the jurisdiction of, travel to, participate in, and be bound by any resulting award rendered in arbitration conducted by the respondent(s) REALTOR®'s association, in instances where the respondent(s) REALTOR®'s association determines that an arbitrable issue exists. *(Adopted 1/07)*

### Explanatory Notes

The reader should be aware of the following policies which have been approved by the Board of Directors of the National Association:

In filing a charge of an alleged violation of the Code of Ethics by a REALTOR®, the charge must read as an alleged violation of one or more Articles of the Code. Standards of Practice may be cited in support of the charge.

The Standards of Practice serve to clarify the ethical obligations imposed by the various Articles and supplement, and do not substitute for, the Case Interpretations in *Interpretations of the Code of Ethics*.

Modifications to existing Standards of Practice and additional new Standards of Practice are approved from time to time. Readers are cautioned to ensure that the most recent publications are utilized.