



**TUOLUMNE COUNTY
ASSOCIATION of REALTORS®**

14195 Tuolumne Road, Sonora, California 95370
Tel. (209) 532-3432 – FAX (209) 533-9418
www.tcrealtors.org



TUOLUMNE COUNTY ASSOCIATION OF REALTORS®
POLICY MANUAL

The following are the policies and procedures as approved by the Board of Directors for the Tuolumne County Association of REALTORS®:

MEMBERSHIP

1. All Principal Brokers must submit to the Association a list of licensees within their office by November 1st, showing current deletions or additions of all sales agents. (1/81)
2. Only TCAR members may disseminate information into the TCAR office mailboxes. (84)(09)
3. The Executive Officer will not submit an application for new membership for approval unless all fees have been paid. (6/84)
4. A REALTOR® Affiliate of the year Award will be bestowed upon one or more individuals whose occupation may not require a real estate license. Their activity must contribute services in support of the real estate industry. This award is intended for individual recognition. This award will be presented at the annual Installation Dinner. (2/92)(5/14)
5. TCAR will hold two or more Orientation Programs each year. Each new member must attend the first scheduled Orientation upon joining the Association. If they are unable to attend, their membership will be revoked. They will have the option to petition the Board of Directors with a valid reason why they could not attend that Orientation. If approved, they must attend the next scheduled Orientation. If they do not attend that Orientation, their membership in TCAR will automatically terminate, dues will be prorated from the date of application to the date of termination, and the remaining dues shall be returned to the terminated provisional member. Reinstatement will be as the Association Bylaws read. (12/87)(10/06)

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6. Property Management members are to be Realtor® members, not Affiliate members, even if they have their own business separate from a real estate office. (9/85)
7. The Designated Realtor is to notify the Association in writing, within five (5) days of change, when an agent is no longer associated with his/her office. (11/87)
8. The Affiliate "A" logo may be used by Affiliates in their advertising. (9/92) (08/09)
9. Ethics courses that qualify for CalBre credit will be deemed to satisfy the NAR quadrennial ethics requirement. (06/08)(5/14)

MEMBERSHIP DUES and FEES

1. TCAR will not accept partial payment of dues. (4/81)
2. If a member's check is returned from the Bank for insufficient funds or closed account they will be charged a \$25.00 service charge and the check must be replaced with cash, cashiers check or money order. (3/92) (Amended 4/95).
3. Region 7 Contributions will be \$3.50 per member. (11/93)
4. T.C.A.R. yearly dues for Realtor members is \$150.00. (10/96)(12/12)
5. Affiliate yearly dues is \$100. (08/09)
6. Broker REALTOR® application fee is \$250.00 (08/09)
7. Agent REALTOR® application fee is \$150.00. (10/91)
8. Affiliate application fee is \$75.00. (10/91)
9. (Office) Transfer fee is \$35.00. (10/91)
10. Reconnect fee is \$50.00. (08/09)(5/14)
11. Fees for Inactive Status is \$50.00. (08/09)
12. The Application Fee does not need to be repaid for a change of status if 1) the correct fee was paid previously and 2) the member's participation has been continuous and unbroken since payment of said fee.

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BOARD OF DIRECTORS

1. When a vote is not unanimous, the number of ayes and noes will be recorded in the minutes. (5/00)
2. Minutes of the Board of Directors will be direct and brief. (2/87)
3. The Consent Calendar and financial statements will not be sent with the agenda and minutes, but given at the Board Meeting. (5/00)
4. Members shall be solicited for nominations for REALTOR® of the Year. (94)
5. Board of Director Action Items may be published in the newsletter at the discretion of the Executive Officer. (11/91)
6. Board of Directors meetings will start with an "Open Forum" for those members who wish to express a concern or recommendation to the Board of Directors. The Board will not act on any matter brought up at this time, but may take the matter under further consideration. (12/91) (08/09)
7. Attendance at Board and MLS Committee meetings is critical to accomplishing the work of the Board. Therefore absence from three Board (or MLS) meetings in a calendar year constitutes an automatic resignation from the Board or MLS Committee. (10/06) (08/09)

MEETINGS

1. Speakers for General Membership meetings will be by invitation only. (09/10)
2. Membership meetings will be held at least 4 times a year, typically once a quarter in January, April, July and October. (02/12)

ACCOUNTING

1. A receipt is needed for reimbursement of monies spent and reviewed by an executive committee member. Petty Cash is to be balanced at the end of each month. (1/84) (08/09)(5/14)
2. There will be a 30% mark up on all store items to TCAR members and an additional 50% mark up to non-members. (11/99)

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3. TCAR surplus funds will be managed according to the T.C.A.R. Financial Policy. (8/85) (08/09)(5/14)
4. Any account that is 30 days past due will not be allowed any further charges until the account is brought current. (8/88)
5. A CPA review with approval of the Board of Directors is to be completed annually. (6/11)(6/14)
6. Two signatures are required on all TCAR checks \$5000.00 or over and which are not consistent with the current approved budget, or any item not included on the approved budget. (5/14)
7. Association budget is not to leave the Association Office. If a member would like to review the annual budget they are to schedule a meeting with the Executive Officer. (11/91) (08/09)
8. The signers on our accounts are to be the President, President-Elect, Treasurer and Association Executive. It takes two (2) signatures to withdraw funds on all (CD) accounts. (05/07)
9. TCAR shall maintain insurance coverage as necessary for a commercial policy with adequate business liability and building replacement cost. (5/04)(8/09)
10. TCAR may accept credit cards for purchases and MLS fees. -(12/08)(08/09)(5/14)
11. As part of the monthly consent agenda a list of items paid during the previous month is to be included and accepted by the Board of Directors. (6/11)
12. The prior month's balance sheet, Profit & Loss, prior year comparison and budget comparison will be presented as an agenda item each month for the Board of directors to accept. (6/11)
13. An internal control assessment shall be conducted periodically, at the Board of Director's discretion. (6/11)

MEMBERSHIP SERVICES

1. TCAR will sell membership labels to TCAR members only. (6/86) (8/09) Rosters will not be sold to non-members. (5/00)

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2. The Association Office copier/fax machines are exclusively for use by Association staff. (10/92).

EDUCATION

1. Registrants for educational offerings must cancel 72 hours prior to the seminar date to receive a refund. Those who have not paid and do not cancel will be billed for full registration amount. (3/96)

EMPLOYEES

1. TCAR shall conform with the N.A.R. employer/employee guidelines. (2/88) (5/14)
2. The Association Office is not to be closed for more than 3 consecutive business days (5/94)

SCHOLARSHIP

1. TCAR will award two or more scholarships annually of at least \$500 each. The first two shall be named The TCAR Jennie Evans Memorial Scholarship and the TCAR Linda Duff Memorial Scholarship. (5/90) (2/06) (08/09)

PROFESSIONAL STANDARDS

1. To file an arbitration complaint with TCAR for a hearing, the complainant must submit a \$250.00 filing fee. (5/95)
2. Mediation filing fee is to be determined by the Mediator. The money is to be given to the mediator. (5/95) (5/14)
3. Anyone requesting a continuance for an Arbitration or Ethics Hearing if granted the first one at no charge, however, they will be required to pay a continuance fee of \$50.00 for the second continuance and any additional continuance thereafter. (5/91)
4. Audio copies of hearings to be available to either party, complainant or respondent at \$50.00 per copy. (5/14)
5. The Board of Directors at the request of the complainant or respondent will review decisions on hearings for due process (procedural review) and will charge 10% of

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the award with a minimum of \$100.00 not to exceed \$500.00, in the event the review doesn't; overturn the original decisions made by the committee. (5/14)

6. It is mandatory for all members of the Grievance and Professional Standards Committees attend the CAR Training every 2 years. TCAR will pay the cost for committee members to attend. (8/90) (5/14)
7. TCAR may cooperate on interboard professional standards with any board belonging to Region 7. (1/99) (08/09) (5/14)

C.A.R. MEETINGS

1. Directors attending CAR Meetings will be paid per diem as determined by the annual TCAR budget and the current IRS mileage allowance per mile for mileage. Mileage will be paid for travel to and from meetings, or to and from the airport. Cost of plane travel and lodging will be paid for by the Association in full. Additional reimbursement may include other business expenses as approved by the executive committee. (1/90) (Amended 94) (Amended 10/00) (08/09) (5/14)
2. All Directors are to give a verbal report of the CAR Meetings attended at the next General Membership Meeting. (5/91) (5/14)
3. TCAR will send the C.A.R. Directors to all C.A.R. meetings of the year. The President and President-Elect are automatically C.A.R. Directors, the third Director will be voted on a two year basis. (7/16)
4. CAR Directors & Executive Officer are required to attend Thursday & Friday caucus meetings. Directors are also required to attend Friday afternoon and Saturday morning Board of Directors meetings. (5/91)

CANDIDATES FOR OFFICE

1. Any candidate who wishes to be placed on the election ballot for President, President-Elect must have served on a past or the current Board of Directors. Any candidate who wishes to be placed on the election ballot for a director position must be a T.C.A.R. REALTOR® member in good standing. (Amended 6/03)(09/09) (5/14)

IMPAC TRUSTEES

1. The TCAR Board of Directors shall be appointed as the IMPAC trustees. (4-00)

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CREPAC/LCRC COMMITTEE

1. CREPAC/LCRC committee is and will operate as a committee of the Board. The Board of directors will appoint five committee members, including one chair, who are all REALTOR® members of TCAR and CREPAC/LCRC contributors. At the Board's option, they may also appoint non-voting members such as the AE, GAD, LGR Chair, etc. The committee's purpose will be to recommend to the Board of Directors Expenditures from its CREPAC/LCRC account. (4/08)

Revised 06/11

Revised 5/2014-Approved by NAR December 19, 2014

Revised January 2016 for Format & Letterhead Updates Only

Revised 7/16