

Statement of Purpose: Previously established policies to assist the Association in its decision-making and daily operations.

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REALTOR® FAIR HOUSING DELCARATION:

Association members will observe the following REALTOR® Fair Housing Declaration:

Provide equal professional service without regard to the race, color, religion, gender, (sex) disability, (handicap), familial status, ~~or~~, national origin or gender orientation of any prospective client, customer or the residents of any community. Keep informed about fair housing law and practices, improving my clients' and customers' opportunities and my business. Develop advertising that indicated everyone is welcome and no one is excluded; expanding my clients' and customer's opportunities to see, buy or lease property. Inform my clients and customers about their right and responsibilities under the fair housing laws by providing brochures and other information. Document my efforts to provide professional service, which will assist me in becoming a more responsive and successful REALTOR®. Refuse to tolerate non-compliance. Learn about those who are different from me and celebrate those differences. Take a positive approach to fair housing practices and aspire to follow the spirit as well as the letter of the law. Develop and implement fair housing practices for my firm to carry out the spirit of this declaration.

MISSION STATEMENT: Our mission is to support Del Norte Association of Realtors (DNAOR) members to preserve individual property rights, succeed in business and achieve the highest standards of ethics and professionalism.

I. OFFICERS AND DIRECTORS:

The Board of Directors for the DNAOR shall be comprised of the following:

1. OFFICERS

Officers are President, President Elect and Secretary/Treasurer. The succession will be as follows: the Secretary/Treasurer will be become the President Elect; the President Elect will become President and the President will serve on the board as an unelected Director for one year.

2. DIRECTORS

Directors are three one-year term Directors, two two-year term Directors and two three-year term Directors. The succession will be as follows: The three-year Directors will become two-year Directors, then two-year Directors will become one-year Directors and the three one-year Directors' term will end.

3. NOMINATING AND ELECTIONS

The Elections Chairperson will be appointed by the current year President. The Chairperson will select two other committee members. The Election Committee will also act as the Nominating Committee. It will be the responsibility of the Elections Chairperson to facilitate article X section 5 of the California Association of Realtors (C.A.R.) Model Bylaws. Elections will be held the third week of November for the following year's Executive Board. The new Officers will attend the December Board of Directors meeting.

4. INSTALLATION OF OFFICERS AND DIRECTORS

The Installation of Officers and Directors shall be held during the first meeting of the year and recognized during the annual awards banquet.

5. MEETINGS

The Board of Directors shall meet on the third Tuesday of every month. This is in addition to and does not replace the provisions of article XI of the C.A.R. Model Bylaws. General membership meetings shall be held quarterly. The first quarterly meeting shall be the awards banquet.

6. DELEGATES

The delegates shall attend the C.A.R Directors meetings and bring back relevant information to the board and membership. The DNAOR has two seats with C.A.R.'s Board of Directors. The seats are held as follows: Seat one the President, seat two is appointed by the President.

7. COMMITTEES

The President shall appoint from among the Realtor members, subject to confirmation by the Board of Directors, the following required standing committees: Election/Nominating, Grievance, Multiple Listing Service (MLS). In addition, the discretionary committees are, Awards/Banquet, Professional Development, Political/Legislative, Scholarship, Caravan, Environmental Review Committee (ERC), Local Candidate Recommendation Committee (LCRC), Public Relations/Social-Media, Sunshine, Bylaws, and Community Advocacy. This is in addition to and does not replace the provisions of Article XII of the C.A.R. Model Bylaws.

- a. Election/Nominating: This committee will consist of three members. The Chair shall oversee the recruitment for open positions, following the California Model Bylaw's article X section 5.
- b. Grievance: This committee shall have no less than five members that have successfully completed a Grievance course within the last three years. The purpose of the committee is to process grievances based on a perceived Code of Ethics violation.
- c. MLS: The Chair will bring the California Model Bylaws to the Board of Directors for adoption. The Chair will work with the AE to process MLS violations.
- d. Awards/Banquet: This committee will facilitate the annual awards banquet.
- e. Professional Development: This committee shall bring education and training opportunities to the members for professional development.
- f. Political/Legislative: This committee shall keep the membership apprised of new legislation affecting the Real Estate industry.
- g. Scholarship: This committee shall process the annual scholarship applications. Precedence will be given to Realtor's family members.
- h. Caravan: This committee shall organize the caravan in accordance with Caravan Policy.
- i. ERC: The Chair shall attend the county ERC meetings. The agenda and pertinent information will be presented to the DNAOR Board of Directors.
- j. LCRC: This committee will recommend a candidate to the DNAOR Board of Directors to support in a local election. This candidate must support the Real Estate Industry.
- k. Public Relations/Social-Media: This committee will maintain the website and social media platforms.
- l. Sunshine: This committee shall provide flowers upon death of a spouse or child to any Realtor member. Any other death or sickness shall warrant a card from the membership. Upon the death of a Realtor who has been a member of the DNAOR for a minimum of twenty years shall have their name placed on a commemorative bench.
- m. Bylaws: The chair will bring the California Model Bylaws to the Board of Directors for adoption.

- n. **Community Advocacy:** This committee shall facilitate Realtor participation in local functions and work with the Public Relations committee to disseminate the Realtor's contribution to the community.

8. STAFF ORGANIZATION

Staff organization shall be such that the AE shall oversee all operations relating to the day-to-day operation of the Association. The AE shall report to the Board of Directors.

9. BUDGET

At the beginning of each fiscal year the Executive Board will establish the operating budget for the upcoming year. A fiscal year shall be defined as a calendar year from Jan 1st through Dec 31st.

10. FINANCE

The Association will hold five bank accounts. They are the General Funds Checking, Community Outreach Action Team (C.O.A.T) Checking, Lockbox Checking, Scholarship Savings, and Reserve Savings.

II. MEMBERSHIP:

Any licensed Realtors® who has been accepted for membership by DNAOR.

1. NEW MEMBER ORIENTATION

New members will be required to complete the on-line National Association of Realtors (N.A.R.) Code of Ethics class and the new member's orientation class within 30 days of becoming a member of the DNAOR. New members will be recognized quarterly during the General Membership Meeting.

- 2. All Brokers who are located within the county of Del Norte shall have all licensed agents join the DNAOR.

If a broker does not have a presence in Del Norte County, they are exempt from having all their agents join the local board; however, every agent in the broker's employment must be a member of the N.A.R. and C.A.R.

3. AFFILIATE MEMBERS

The Affiliates agree to represent themselves according to standards set in the Business and Professions Code of Ethics. The Affiliate irrevocably waives all claims against the Board or any of its Officers, Directors, or members in connection with the business of the Board. Affiliate acknowledges that if accepted for membership and the Affiliate resigns or is expelled from membership of the Board, the membership is non-transferrable, and no refunds will be dispersed for early membership cancellation. The Affiliate also agrees to accept all forms of communications from the DNAOR.

Fees are assessed on an annual basis and may be prorated. For annual fees see exhibit I. This entitles the Affiliate Members to have their name and contact information included in the Affiliate Roster, Membership Directory and on the DNAOR website.

4. LIMITED FUNCTION REFERRAL ONLY MEMBER (LFRO)

Those agents who are not actively participating in Real Estate sales are exempt from joining N.A.R & C.A.R and paying DNAOR annual dues. Each Broker will fill out and sign a LFRO form for each member who has their license with said broker for the sole purpose of referrals.

III. FEES & DUES:

The Executive Board of Directors establishes the fees to be charged to apply for membership and reinstatement with the DNAOR. These fees shall be adopted annually prior to November 1st. There will be a separate fee charged to those members who want to be a member of the MLS only and not join the DNAOR. See attached exhibit I. DNAOR fee schedule.

1. MLS FEES

MLS Invoices will be emailed to the Brokers by the third business day of each month. Invoices are due upon receipt and late on the 10th. Delinquent notices shall be sent out by the 15th with a 10% late fee assessment. See C.A.R MLS service rules section 17.

2. MEMBERSHIP DUES

All Brokers who are located within the county of Del Norte shall be responsible for the membership dues for all agents licensed with them. Membership dues are to include all N.A.R., C.A.R., Local Dues and Assessments.

During the first week of December invoices for annual Realtor dues will be emailed to each member. Payment is due by January 1st and late on January 31st. Failure to pay by February 28th results in inactivation by C.A.R.

3. SCHOLARSHIP ASSESSMENT

The DNAOR donates to the Del Norte Scholarship fund. Each member is subject to an assessment of \$25 per year.

IV. PUBLIC RELATIONS:

The only person authorized to speak to local media on behalf of the DNAOR is the year's current President. The President may, at his/her discretion appoint a spokesperson.

1. WEBSITE/ SOCIAL MEDIA

The DNAOR will maintain a website and social media platforms for its members and affiliates.

V. CARAVAN:

Caravan will be organized by the caravan Chair who has been appointed by the President. Caravan and the tour area will be determined ~~on an~~ as needed. ~~basis.~~

To be eligible for caravan, the property must be in the MLS. It must not have been on caravan during the last 6 months. Exceptions are if there have been major changes to the property.

Only MLS participants and subscribers can attend the caravan tours. It is the responsibility of the listing agent to be present during tour or arrange for their listing to be shown. It is a requirement of caravan to stay for the whole tour. No solicitation in any form is allowed.

VI. MULTIPLE LISTING SERVICE:

The MLS is a database established by cooperating Real Estate Brokers to provide data about properties for sale. The MLS allows Brokers to see one another's listings of properties for sale with the goal of connecting homebuyers to sellers. The DNAOR's service provider is Black Night Paragon.

1. **CORRECTIONS TO THE MLS:** All requests for corrections must be submitted to the AE in writing.
2. **AGENT TRANSFERS:** Agents transferring between offices must submit C.A.R form Transfer of Listing Agreement (TOL) to the board office for each listing transferring to the new brokerage. No listing will be transferred without submitting this form signed by all parties.
3. **COMPLAINTS:** Complaints shall be submitted to the Board office in writing for review by the AE or MLS chair. All complaints the AE and MLS Chair cannot rectify will be forwarded on to the Board of Directors.
4. **PHOTOS:** All listing photos are to be taken of, from, or on the subject property. For house plan or virtual drawings, put label of "virtual photo" or "virtual representation" on the photo. Area and community photos not taken from, of, or on the property are only allowed when the photo is labeled as not taken from, of, or on the property on the photo itself.

VII. LOCKBOX:


Lockboxes can be obtained from the Board office for a deposit of \$50.00. This deposit will be refunded within 5 business days upon return of the lockbox to the Board office. If the lockbox is not returned when a member leaves the Association, the member will be charged a replacement fee of \$106. Each member may only have 3 reserve lockboxes not in use. Any additional lockboxes should be returned to the Board office. If lockboxes are not returned within 5 business days, when requested by the Board office, agent will be charged \$106.00. Board issued lockboxes are the only approved lockboxes.

Exceptions are when there are no Board office lockboxes available or when contractually required by REO listing agreement.

VIII. ANNUAL AWARDS:

The DNAOR will recognize Broker/Agent achievements.

1. **BRONZE CLUB:** Any Realtor who has generated 1% in sales, based off total volume in MLS.
2. **SILVER CLUB:** Any Realtor who has generated 2% in sales, based off total volume in MLS.
3. **GOLD CLUB:** Any Realtor who has generated 3-4% in sales based off total volume in MLS.
4. **PLATINUM CLUB:** Any Realtor who has generated greater than 5% in sales based off total volume in MLS.
5. **PROPERTY MANAGEMENT TOP PRODUCER CLUB:** Broker to report property management income greater than \$80,000, not to include gross rents.



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6. **NUMBER 1 TOP PRODUCER:** Awarded to the number one ranked Realtor based off total sales volume in MLS. This person will receive a special plaque.
7. **ROOKIE OF THE YEAR:** Given to a Realtor after the first year of their membership with DNAOR who produced the highest sales volume within MLS during their first 12 months of new membership. In certain circumstances they may be awarded the following award year. This person will receive a special plaque.
8. **THE REALTOR'S CHOICE:** The Realtors Choice award will be the member with the most votes from the membership. This person should deserve special recognition by their peers and will receive a special plaque.
9. **REALTOR OF THE YEAR:** The Realtor of the Year award may go to any Realtor member of the DNAOR who has excelled in service to the Board and the community in which the Board serves. All nominations must be in writing. The Association shall buy and present a plaque to the recipient of this award during the annual Awards Banquet.

Nominations may be submitted by all members of the DNAOR This award is earned and, in some occasions, may not be awarded every year. The awards chair will compile a selection committee. The committee will consist of the previous year's award recipients, the awards committee and any other persons from the membership to make up a list of 12 people. Once the nominations are received by the AE, the AE will do a random selection of 7 people to make up the final selection committee. Making sure that no person on the final selection committee has been nominated. The final selections committee shall make sure that all criteria must be met, in order, to give the award.

10. **RISING STAR:** The Rising Star Award may go to a member of the DNAOR who has excelled in sales volume, professionalism, community service and 4 years or less as an agent. All nominations must in writing. The Association shall buy and present a plaque to the recipient of this award during the annual Awards Banquet.

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