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Annual Dues Billing & Membership Handbook

This handbook is intended to be a guideline only. This handbook is also available on the website (<http://SVAREaltors.com>).

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SECTION I - GENERAL POLICY - SVAR DUES

A. ANNUAL DUES AND FEES

Your Annual SVAR Membership dues (including State and National REALTOR® dues and fees), shall be payable no later than the last business day of September for each upcoming calendar year. **Please remember this was a bylaws change in 2009.** Any Member who has not remitted their dues by the last business day of December will need to reapply for membership after the first business day in January (including MLS access) if not paid in full by the last business day of the year in which billed. After the first business day in January, all applicable late fees, reinstatement fees, and any outstanding finance charges in addition to the annual dues will be required to become an active member in good standing.

B. DUES DEDUCTIBILITY

The breakdown of the 2012 dues and fees is as follows:

NAR DUES	\$ 120.00
NAR PUBLIC AWARENESS ASSESSMENT	\$ 35.00
VAR DUES	\$110.00
VAR ISSUES MOBILIZATION	\$ 10.00
SVAR DUES	\$150.00
RPAC CONTRIBUTION *	\$ 25.00
TOTAL	\$450.00

Compliance with the Tax Reform Act of 1993 requires that the portion of dues attributable to lobbying and political activities at the state and federal levels of government be considered non-deductible for income tax purposes.

C. RPAC CONTRIBUTIONS

***Each dues invoice contains a RPAC* contribution of Twenty-Five Dollars (\$25.00) for each agent and Ninety-Nine Dollars (\$99.00) for the primary broker in each office.** Contributions are not deductible for federal or state income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National Association of REALTORS® or any of its state associations or local boards will not favor or disfavor any member because of the amount contributed. Up to 100% of your contribution is sent to National RPAC and is charged against your limits under federal law (2 U.S.C. 441a); National RPAC returns up to 70% of your contribution to Virginia RPAC for use in connection with the election of state and local candidates in Virginia.

D. MEMBERS INVOICES

Invoices have been rendered for each agent and broker in accordance with their affiliation as of August 31st of each calendar year. Additional invoices for new agents joining between August 31st and December 31st will be sent to the broker at the time of application.

E. PAYMENT OF DUES INVOICES

Brokers may, but are no longer required, to remit one check for all of their agents' dues. Agents may pay their dues directly to the Association.

Invoices may be paid by money order, personal or company check, approved credit/debit card or online, or **cash in exact funds**.

F. REINSTATEMENT FEE

A reinstatement fee of \$150.00 shall be charged in addition to all outstanding dues and invoices prior to Active Status being rendered.

G. LATE FEE

Per the Bylaws Article X, Section 4, non-payment of annual dues will be assessed a late charge of \$50.00 if not paid in full by the due date.

H. RETURNED CHECK POLICY

All returned checks regardless of the reason for the return are subject to a \$50 returned check charge. Members who have two or more checks returned to the Association will be required to use an alternate method of payment for their dues, fees, and purchases.

I. BRANCH OFFICES

New Firm applications and fees are required to set up a branch office. There will be a 45-day grace period from date of application before transferring existing agents.

J. NON-MEMBER SALESPERSON REPORTING

A Non-Member salesperson is a licensed salesperson or licensed or certified appraiser employed by or affiliated with a REALTOR® firm who does not elect to be a REALTOR®. Such salespersons are not Members of VAR or NAR and are not entitled to receive any direct services from these organizations. Under the dues formula, the Designated REALTOR® firm's principal partner, corporate officer or branch managers must pay an amount equivalent to the REALTOR® dues times each affiliated Non-Member, including newly affiliated Non-Member salespersons. The Designated REALTOR® Broker for each office is required to report to the Association the total number of Non-Member Salespersons associated with their office (see Section V).

K. DESIGNATED REALTOR®

Each firm must designate a Broker to act as the Designated REALTOR® for each Member office. Please complete the Designated REALTOR® information on the Firm Reporting Form.

L. DISCONTINUING ASSOCIATION MEMBERSHIP

Brokers are required to notify SVAR when an agent's license is returned to DPOR. In order to remove a licensee and their invoice from the firm's bill, a copy of the cover letter sent to DPOR with the returned license and the original invoice for that agent marked VOID should be mailed or faxed to SVAR.

M. REFUND OF DUES

A refund of dues shall not be made by SVAR to any Member in the event of discontinuation of membership for any reason.

SECTION II - GENERAL POLICY – NEW MEMBERS

A. LICENSEE REPORTING

Member Firm Designated REALTORS® are required to notify SVAR of all new licensees associated with their firm or office within 30 days of license receipt. This policy applies to transferred licensees as well as new agents. Firms are subject to a \$100.00 per month fine per agent for each unreported licensee found to have been associated with a Member firm for more than 30 days.

B. NEW MEMBER APPLICATIONS

Within 30 days of associating with a Member firm, new licensees must complete a Membership Application and pay all required dues and fees. Membership applications must be signed by both the applicant and the Designated REALTOR® for their firm and submitted with all required fees. If transferring from another association, you will be considered a new member. **Note: Association Membership cannot be processed until DPOR has issued a license number to the applicant.**

C. TRANSFER APPLICATION

Member Firm Designated REALTORS® must complete a Member Transfer Form for transferring licensees. This form should be sent to SVAR along with the \$100.00 transfer fee within 30 days of the transfer effective date.

D. NEW MEMBER DUES AND FEES

SVAR and VAR New Member dues and fees are prorated quarterly; NAR is prorated monthly and due in full at the time of application. Applicants are granted membership subject to a majority approval by the Board of Directors.

Copies of all forms to use throughout the year dealing with new members may be found on the website at <http://SVAREaltors.com>.

ALL forms must be signed by the Broker/Designated REALTOR® for processing.

E. **QUARTERLY DUES BREAKDOWN - 2012**

1st Quarter (January-March)		2nd Quarter (April-June)	
SVAR Dues	\$ 150.00	SVAR Dues	\$ 120.00
SVAR Application Fee*	\$ 150.00	SVAR Application Fee*	\$ 150.00
SVAR Special Assessment Fee*	\$ 40.00	SVAR Special Assessment Fee*	\$ 40.00
SVAR New Member Orientation	\$ 25.00	SVAR New Member Orientation	\$ 25.00
NAR Dues	\$ 120.00	NAR Dues	\$ 90.00
NAR Public Awareness Campaign	\$ 35.00	NAR Public Awareness Campaign	\$ 35.00
VAR Dues	\$ 110.00	VAR Dues	\$ 82.50
VAR Issues Mobilization	\$ 10.00	VAR Issues Mobilization	\$ 10.00
VAR New Member Fee*	\$ 100.00	VAR New Member Fee*	\$ 100.00
Voluntary RPAC Contribution**	\$ 25.00	Voluntary RPAC Contribution**	\$ 25.00
Total	\$ 765.00	Total	\$ 677.50
3rd Quarter (July-September)		4th Quarter (October-December)	
SVAR Dues	\$ 90.00	SVAR Dues	\$ 60.00
SVAR Application Fee*	\$ 150.00	SVAR Application Fee*	\$ 150.00
SVAR Special Assessment Fee*	\$ 40.00	SVAR Special Assessment Fee*	\$ 40.00
SVAR New Member Orientation	\$ 25.00	SVAR New Member Orientation	\$ 25.00
NAR Dues	\$ 60.00	NAR Dues	\$ 30.00
NAR Public Awareness Campaign	\$ 35.00	NAR Public Awareness Campaign	\$ 35.00
VAR Dues	\$ 55.00	VAR Dues	\$ 27.50
VAR Issues Mobilization	\$ 10.00	VAR Issues Mobilization	\$ 10.00
VAR New Member Fee*	\$ 100.00	VAR New Member Fee*	\$ 100.00
Voluntary RPAC Contribution**	\$ 25.00	Voluntary RPAC Contribution**	\$ 25.00
Total	\$ 590.00	Total	\$ 502.50

***ONE TIME ONLY FEES FOR NEW MEMBERS**

**** RPAC contributions are voluntary and used for political purposes. Members may refuse to contribute without reprisal.**

Southside Virginia Association of REALTORS® New Firm Fee: \$500.00

NAR DUES FOR ANY REALTOR® MEMBER ENROLLED DURING THE YEAR WILL BE PRO-RATED

MONTHLY AS FOLLOWS:

JANUARY – \$120.00	FEBRUARY - \$110.00	MARCH - \$100.00	APRIL - \$90.00
MAY - \$80.00	JUNE - \$70.00	JULY - \$60.00	AUGUST - \$50.00
SEPTEMBER - \$40.00	OCTOBER - \$30.00	NOVEMBER - \$20.00	DECEMBER - \$10.00

F. **NEW MEMBER ORIENTATION**

Per Article V, Section 4 of SVAR’s Bylaws, new REALTOR® members are required to complete an orientation program about SVAR as well as a Code of Ethics seminar within a specified timeframe. There is a \$25.00 fee for this program.

SECTION III. GENERAL POLICY - VAR DUES*

A. ANNUAL DUES & FEES

The annual dues for all VAR REALTOR® membership are \$110.00. Annual dues and assessments shall be due and payable on or before January 1, 2012. If annual dues are not paid on or before February 28, 2012, the association shall incur a late fee in the amount of 10 percent of the balance due, based on the association's primary membership count in the National REALTOR® Database System (NRDS) on February 1. All associations must submit an excel spreadsheet with their list of members that they are paying for. Any member delinquent in payment of dues and assessments by more than 90 days may be required to show cause as to why the VAR Board of Directors, at its discretion, should not revoke the membership of such member.

B. ISSUES MOBILIZATION FEE

All Members are required to pay a \$10.00 (non pro-ratable) Issues Mobilization Fee, which will continue each year until the Issues Mobilization Fund reaches \$5 million. The fee is administered by the VAR Public Policy Advocacy Group and the VAR Board of Directors. The fund is to be used by Local Associations and VAR to advocate critical public policy issues on behalf of members and private property rights.

\$110.00 VAR Membership Dues

\$10.00 Issues Mobilization Fee

\$120.00 Total Dues & Fees

C. NEW MEMBERS

A new member is defined as any individual who has not paid dues to any REALTOR® Association for the previous calendar year. In other words, if dues were not paid to any REALTOR® Association in 2011 or if dues have never been paid, the individual is considered a new member. All new members are required to remit a new member assessment fee totaling \$100.00 (in addition to annual dues and issues mobilization fee).

D. NEW MEMBER DUES PRORATION

VAR dues are pro-rated on a quarterly basis for new REALTORS® only. The New Member Fee and Issues Mobilization Fund and are not subject to pro-ration. The following shows the pro-rated dues amounts for 2012:

January 1 - March 31 \$110.00

April 1 - June 30 \$82.50

July 1 - September 30 \$55.00

October 1 - December 31 \$27.50

(Please include issues mobilization fee and new member fee applicable to prorated amounts when billing new members). New member dues and fees are due the 30th of each month for the previous months new members along with an excel spreadsheet in a VAR specified format showing the names of the members for which dues are being paid for. Please make sure you submit the spreadsheet as boardnumber_Dues_datesubmitting. Ex. 0892_Dues_20110627

E. NON-MEMBER SALESPERSONS

A non-member salesperson is a licensed salesperson or licensed or certified appraiser employed by or affiliated as an independent contractor with a REALTOR® firm who does not elect to be a REALTOR®. Such salespersons are not members of VAR or NAR and are not entitled to receive any direct services. Under the dues formula for the Designated REALTOR® firm's principal, partner, corporate officer or branch manager pays an amount equal to the REALTOR® dues/fees times each affiliated non-member salesperson (\$110.00 VAR dues.) Designated REALTORS® are also responsible for paying the new member fees for any "newly affiliated" non-member salespersons.

F. INSTITUTE AFFILIATE MEMBERS

An Institute Affiliate Member is an individual who holds a professional designation awarded by an Institute, Society or Council affiliated with the National Association of REALTORS® that addresses a specialty area other than residential brokerage, or individuals who hold a class of membership in such Institute, Society or Council that confers the right to vote or hold office. Those individuals who are designees of a qualifying Affiliate may elect to hold Institute Affiliate membership. NAR is responsible for billing and disseminating dues for these individuals with local Associations receiving \$25.00, VAR receiving \$25.00 and NAR receiving \$25.00.

G. NONDEDUCTIBLE DUES

VAR: Dues of \$110 per member, VAR computes 14.7% or \$16.17 to be nondeductible for the member's income taxes due to VAR lobbying efforts. Note that the entire VAR Issues Mobilization - \$10 and New Member - \$100 fees qualify as deductible expenses. Membership dues are not deductible as charitable contributions, but may be deductible as ordinary and necessary business expenses subject to restrictions imposed as a result of association lobbying activities.

H. REFUND OF DUES

A refund of dues shall not be made by the Virginia Association of REALTORS® to any member in the event of termination of membership for any reason.

I. REALTOR® LIFE MEMBERS

Article IV, Section 1. "Membership; Classes" of the VAR bylaws were amended, by the Delegate Body on September 22, 2006, to delete the "Life Members" class of membership. This change became effective immediately upon its adoption.

The motion also specified that any VAR Members classified as Life Members prior to September 22, 2006 will continue to hold this class of membership with all of its privileges.

J. RPAC CONTRIBUTIONS

The disclosure language is included below; please feel free to contact Meredith Cox (meredith@varealtor.com) with any questions.

Contributions are not deductible for federal or state income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National

Association of REALTORS® or any of its state associations or local boards will not favor or disfavor any member because of the amount contributed. Up to 100% of your contribution is sent to National RPAC and is charged against your limits under federal law (2 U.S.C. 441a); National RPAC returns up to 70% of your contribution to Virginia RPAC for use in connection with the election of state and local candidates in Virginia.

SECTION IV. GENERAL POLICY - NAR DUES**

A. ANNUAL DUES

Annual dues for the National Association of REALTORS® are to be paid by or on January 1, 2012 and will be considered delinquent after March 30, 2012. The annual dues for all REALTOR® membership classifications total \$155.00. The breakdown is as follows.

\$120.00 NAR Membership Dues

\$35.00 Public Awareness Campaign Assessment

The assessment which a Designated REALTOR® pays for each non-member salesperson is \$120.00.

B. REALTOR® EMERITUS MEMBERS

Any person who has held membership in the National Association as a REALTOR®, REALTOR-ASSOCIATE®, or a combination of both, for a cumulative period of 40 years in one or more Associations of REALTORS® is eligible for REALTOR® Emeritus status, any member designated a REALTOR® Emeritus by the National Association of REALTORS® will be exempt from paying dues to NAR. A Designated REALTOR® who is a REALTOR® Emeritus is still responsible for assessments of non-member salespersons affiliated with the firm.

C. NONDEDUCTIBLE DUES (TBA)

NAR: Dues of \$120 per member, NAR computes 31 percent or \$37 to be nondeductible for the member's income tax purposes due to NAR lobbying efforts. This percentage is somewhat higher than in past years due to increased lobbying, advocacy and grassroots efforts across the country as well as new programming approved by the Board of Directors as part of NAR's Second Century Initiatives. Please note that the entire \$35 Public Awareness Campaign special assessment qualifies as fully deductible.”

D. NATIONAL DUES PRORATION

Dues for any REALTOR® member enrolled during the year will be pro-rated monthly. The pro-rata amounts for 2012 are as follows:

January \$120.00	February \$110.00
March \$100.00	April \$90.00
May \$80.00	June \$70.00
July \$60.00	August \$50.00
September \$40.00	October \$30.00
November \$20.00	December \$10.00

Please note that the Public Awareness Campaign assessment fee of \$35.00 is not subject to pro-ration.