

POLICY MANUAL OF THE CENTRAL PASCO ASSOCIATION OF REALTORS® (CPAR)

MISSION STATEMENT

The Central Pasco Association of REALTORS® was created as a trade association to provide information, education and service to REALTORS® and affiliated members. We are pledged to a strict code of ethics and standards of practice. CPAR members work with America's property owners and act as a voice and a facility for professional development, research and exchange of information among its members and to the public, other professional organizations and government for the purpose of preserving the free enterprise system and the right to own real property.

DISCLAIMER

Nothing in this manual is intended to conflict with the Charter and Bylaws of the CPAR, the Florida Association of REALTORS®, the National Association of REALTORS®, or with any local, state or federal law or regulation. In the event any policy does conflict, the higher authority shall prevail.

INTRODUCTION

This Policy and Procedure/Rules and Regulations may be changed from time to time as directed by the Board of Directors. Passed motions of the Board of Directors shall make said changes.

Each year, a new, updated Policy and Procedure/Rules and Regulations shall be published.

Each month, any changes made in the manual by the Board of Directors shall be made immediately and a master copy maintained by the Secretary.

The last page shall then be dated at the bottom with the date of the last change.

Each year-end (December 31), the Policy and Procedure/Rules and Regulations shall be filed and then kept for seven (7) years. This will provide a continuous record of changes.

LEADERSHIP RESPONSIBILITIES

President

Serves as chief elected officer, representing the entire membership and the best interests of the organization. Exercises personal leadership in the motivation of other officers, board members, committee members, and membership. Assures the accomplishments of goals and objectives of the Board during term of office. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organization performance and effectiveness. The President may designate the President-elect or any other individual to communicate to the public on a specific matter.

President (continued)

1. Presides at and attends all meetings of the Board of Directors and general membership meetings. Coordinates agenda material with the Administrative secretary
2. Appoints Chairman and members of Association committees and task forces. Outlines the purpose and duties of these committees and monitors their progress.
3. Supports and defends policies and programs adopted by the Board of Directors.
4. Promotes interest and active participation in the Association on the part of the membership.
5. Acts as spokesperson for the Association to the press, the public, legislative bodies and related organizations.
6. Helps develop, recommend, and upon approval, operates within an annual budget in cooperation with the treasurer and auditor.
7. Participates in District Conference and District Corporation meetings.
8. Attends meeting of allied Associations or groups as deemed necessary for the benefit of the Association and profession.
9. Serves as official host of the Association at its social events.
10. Is appointed as an FAR Director (unless with the Board's permission another REALTOR® member is appointed) to attend FAR meetings as a Central Pasco Association Representative and FAR Director.
11. Attends NAR meetings when possible.
12. Serves on the Executive committee.

President-elect

In the event of the absence or disability of the President, the President-elect shall perform the duties of the President. Exercises personal leadership in promoting programs approved by the Association.

1. Assists the President when requested or assigned.
2. Keeps informed of services and programs of the Association.
3. Becomes the Association spokesperson at the President's request.
4. Assists in planning the Leadership conference.
5. Assumes such other duties as the President and Board of Directors may determine.

President-elect (continued)

6. Attends FAR President-elect Leadership conference.
7. Attends District 6 meetings.
8. Is appointed as an FAR Director (unless with the Board's permission another REALTOR® member is appointed) to attend both FAR meetings as a Central Pasco Association Representative and FAR Director.
9. Chairs the Executive and Long Range Planning Committees.
10. Appoints the Vice-Chairs of Committees that may be the Chairmen for his/her Presidential year, with the advice of appropriate officers and past chairmen.

Vice President

1. Serves on the Board of Directors.
2. Takes over for President and President-elect when requested to do so.
3. Works with President-elect on Programs.
4. Serves on the Executive Committee.
5. In charge of obtaining speakers for meetings.

Secretary

Assures the keeping of records of the proceedings and meetings of the Association.

1. Serves on the Board of Directors.
2. Presents minutes and resolutions as required.
3. Represents the President or the Association when requested to do so.
4. Attends called meetings as requested by the President.
5. Keeps informed of all Association services and programs.
6. Serves on the Executive Committee.

Treasurer

General supervision of the financial affairs of the Association. Provides reports on the financial condition of the Association as required or as needed.

1. Serves as Chairman of the Finance Committee.

Treasurer (continued)

2. Works with Finance Committee to oversee financial status of Association.
3. Reviews monthly financial statements.
4. Serves on the Board of Directors.
5. Keeps records in an account book showing all receipts and disbursements.
6. Reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
7. Gives receipts for collection of cash, keeps copy of transaction for Association's permanent records.
8. Signs checks up to \$200. Any check over \$200 requires 2 signatures in combination of treasurer, past president, and or current president.
9. Represents the Association when asked to do so by the President.
10. Assumes other duties as the President and Board of Directors may determine.
11. Helps conduct year-end audit with CPA.
12. Serves on the Executive committee.
13. Begins being mentored (as newly elected Treasurer) by current Treasurer and is actively involved in creating new budget, effective as of the September meeting.
14. The budget for the following year will be presented to the Board of Directors at the October meeting and any adjustments, corrections or additions will be presented and voted on at the November Board meeting. The budget will be ratified and voted in January by new leadership to be effective for that year.
15. Any budgeted category that is 10% over it's actual budgeted amount must be reported and approved by the Board of Directors before being paid.
16. Treasurer or any other officer of the Executive Committee may make all board deposits. A copy of all checks and deposit slips to be retained for Association records.

Past President

1. Serves as Nominating Chair.
2. Serves as voting Member on Board of Directors.
3. Serves on Executive Committee.

Past President (con't)

4. In the event the Immediate past President is unable to serve in any of the above capacities, the proceeding Past President will be asked to serve.

Board of Directors (Governing Board of the Association):

1. Have general supervision over its policies, activities, and business affairs, subject to Corporate Charter, Bylaws and Policy. Therefore it is mandatory that all Directors attend the Directors meeting or be subject to removal from office as provided for in the Board Bylaws. The purpose of a Director is to ensure that the members are aware of the Board actions, and the Board member interacts with the members so they are aware of member concerns and interests.
2. Oversee the financial reports. Makes certain that committees stay within their budget and/or make requests on behalf of a committee for additional funding when necessary. The Board of Directors shall establish an effective date any time changes are made in fees, fines, assessments and dues. The Board of Directors shall adopt an operating budget for the Board no later than its October meeting, which will be applicable for the next year. The Board of Directors shall establish an effective date anytime changes are made in fees, fines, assessments and dues. A balanced budget will be maintained at all times.
3. Approve new members.
4. The President will assign each Director to a Committee(s) as liaison. The duties are as follows:
 - a. To serve as an ex-officio member of committee without voting privileges.
 - b. To report committee activity and request to the Board of Directors at their regularly scheduled meetings.
 - c. To oversee committee expenditures to make certain they stay within their budget and/or make requests on behalf of the committee for additional funding when necessary.
 - d. Assist with recommendations for the selection of committee members.
5. Ensure that goals established for the year are being met.
6. Assist with recommendations for the selection of committee members.
7. For the purpose of maintaining and increasing Association membership, it is important for each Director to keep abreast of the Association's accomplishments, particularly in the areas of Legislation, Education and Professional Standards.

CPAR FAR/NAR Liaison:

Shall report to the Board of Directors. The purpose of the position is to administer policies of the board as established and approved by the Board of Directors.

CPAR FAR/NAR Liaison (continued)

1. Establish and maintain the necessary communications with appropriate persons to remain conversant with the National and State organization's requirements and objectives. Convey to the appropriate officers, directors and committee chairs and general membership all pertinent information. Each report to the Board of Directors and other appropriate entities shall be in writing and clearly delineate requirements that are mandatory to maintain National and State membership, and those that are optional.
2. Assist in implementation of strategies and objectives as established by the Board of Directors.
3. Perform any other functions relating to the Board which may be assigned by the Board of Directors and President.
4. Attend District, State and National meetings, if possible, and report to the Board of Directors.
5. The Liaison shall be nominated by the President and voted on by the Board of Directors.

COMMITTEE CHAIRMAN

All these duties are applicable to any organized work groups, committees, such as ad hoc, Task Force, etc.

1. Committee Chairman shall submit a proposed budget to the Finance Committee prior to August 1. The Board of Directors shall have approval over all budgets.
2. Schedule and hold meetings. Ensure that adequate committee meeting notice is provided to all committee members that a minimum of ten (10) working days should be provided.
3. Prepare agendas and take and keep minutes of all meetings, turn in copies to Secretary and Central Pasco Association of REALTORS® Liaison FAR/NAR to keep in records.
4. Appoint members to their committee with the approval of the Board of Directors and President.
5. Operate within their respective budget. Expenditures over budget shall not be paid except with the prior approval of the Board of Directors.

Certified Public Accountant

The Board shall retain a Certified Public Accountant (CPA) for purpose of audit, internal control and filing Federal Income Tax Statements, if they are necessary. The selection of the CPA is by majority vote of the Board of Directors. The CPA selected shall serve until resignation or replacement. The credentials, service and cost shall be reviewed annually by the Board of Directors.

Finance Policy

Processing cash, checks and credit cards

- (1) Handling of cash, checks and credit card information shall be limited to Committee chairman responsible for event or sale that generates money, Treasurer, President or other signatory on checking account.
- (2) Any monies received by any other member must be turned over immediately to one of these designees.
- (3) Upon receipt of money, a paper trail is generated. The designee will create a receipt stating amount of money received, the date and signed by both parties.
- (4) Money and documentation shall be turned into Treasurer within forty-eight (48) hours of receipt.
- (5) Treasurer will sign the receipt and make copy for the designee as proof of delivery.
- (6) Treasurer shall make a deposit within twenty-four (24) hours of receipt or, in case of non-business days, on the next available banking business day.

Audit

An audit of the Association finances shall be made by an audit committee of three active non-signatory members, or by an independent audit agency by April 1. Either entity to be selected by the Board of Directors. Audit to be completed prior to May 1 and results presented at the May Board of Directors Meeting. The Treasurer shall arrange a time to meet either entity within five (5) business days of their selection so that the records can be audited.

Audit procedure shall be as follows:

1. Treasurer to maintain all original invoices and receipts at the designated CPAR office or repository.
2. Compare actual checks with checkbook register and accounting software.
3. Expenses must comply with reimbursement forms and receipts
4. Deposits made and checks disbursed in a timely manner.
5. Bank statements reconciled accurately.
6. Two signatures on any check over \$200.
7. Confirm that Federal Income Tax Return has been completed and filed by May 15th and the Annual State Corporate Filing has been completed and filed by February 1st of each year.

Guidelines For Reimbursement Of Meeting Expenses for Members

Any and all reimbursements and request for such must be accompanied by a reimbursement form, original receipts and a written report the format to be determined.

Policy on Business Meetings

It is recommended that the following Board members attend the business meetings indicated. The Board at its discretion may approve other Board members to attend meetings. All business meetings attended are to be reimbursed based on budgeted funds available and with the approval of the Board:

- FAR Mid-Winter Meeting recommended attendees: President, President-Elect, MLS Chairman, Treasurer & AE.

- FAR Convention & Meeting recommended attendees: President, President-Elect, MLS Chairman, Treasurer & AE.
- FAR Leadership Training for President-Elect
- FAR Spokesperson Training for President-Elect
- FAR Great American REALTOR Days
- NAR Washington DC recommended attendees: President, President-Elect
- NAR Convention November recommended attendees: President, President-Elect

Reimbursement for business meetings include registration fees where applicable, and should be paid in advance by the Association whenever possible. Reimbursement includes customary expenses such as hotel room, travel, meals, events, etc up to allocated amount.

All of the above reimbursements pertain only to those individuals actually attending the stated function and who are not otherwise reimbursed by the state or national association or any other association affiliate. If they are eligible for reimbursement from any other source such as FAR, NAR then they should seek reimbursement from that source first.

Business Meeting Drawings

All winners of monthly drawings for educational enhancement and lunches, lockbox or educational funding must bring receipts, fill out a reimbursement form and collect within 12 months of winning such drawing.

Winner of a lockbox may use equal funds for educational programs in lieu of lock box purchase. Same rules apply. Winners must be a current member of CPAR.

Member Sickness/Death Notification

In the event a member or immediate family member is ill or injured a card may be sent up to Four Dollars (\$4.00) by the Association Executive or staff. In the event of the loss of a member by death, in respect and recognition, one of the procedures listed below shall be followed:

1. A floral arrangement sent to the funeral;
2. A floral arrangement sent to the family of the deceased;
3. A monetary contribution made to a charitable organization as requested by the family;
4. A monetary contribution sent to the family of the deceased.

The amount to be spent for #1, #2, or #3 shall not exceed fifty dollars (\$50). The amount allowed for #4 shall be at the discretion and vote of the Board of Directors.

Resource Center Rules and Regulations

Real estate resource center materials and books may only be checked out to members of CPAR. Resource center materials may be check out for two weeks. Members may check out a maximum of two items. Members must pay the replacement cost, including handling fee, of any lost or stolen materials. If items are not returned on time, members are

required to pay \$1.00 per item per day up to the replacement cost of the items including handling fee. If CPAR office is closed, call the office and make special arrangements for return of checked out item(s) to avoid a fine.

In-office equipment usage requires sign in.	
Fax Machine charges: To receive copies	\$ 1.00 per page
To send copies	\$.50 per page plus any toll charge
Copy Machine charges:	\$.20 per page
Computer printed sheets	\$.20 per page
Color copies	\$.50 per side

There will be **no** lending or rental of CPAR equipment.

STANDING COMMITTEES

Bylaws/Policy	Nominating
Finance	Professional Standards
Legislative/RPAC	Professional Development
Membership	Communications
MLS	

SPECIAL COMMITTEES:

Business Partners	Ways and Means
Affordable Housing	Technology
Awards	Long Range Planning
Installation	

Task Forces

In addition to the Committees, additional temporary committees may be appointed by the President after approval of the Board of Directors.

STANDING COMMITTEES

Bylaws & Policy

Responsible for reviewing the Bylaws and Policy and recommending any changes to the Board of Directors. They are also responsible for the wording of any recommended changes that are submitted. Every 18 months, or anytime changes are made, the Bylaws must be sent to NAR for their approval. Any changes made by NAR are automatically accepted and added to CPAR Bylaws without any approval needed by leadership or membership. If this process is not adhered to, E & O Insurance provided NAR may not cover claims.

Communications

Gather real estate related topics and write articles or secure authors to write on real estate issues to create a newsletter. Write or forward articles and information on positive actions of our membership to local and county newspapers. Create a brand for the Association and establish media relationships. Create unique methods of communicating with members and disseminate information in all formats.

Finance Committee

Chaired by the Treasurer and includes the Immediate Past Treasurer, President-elect, one (1) member of the Board of Directors not inclusive of those previously specified, and two (2) members at large appointed annually by the incoming President. Encourage committees to submit a budget prior to September so any impact on finances can be addressed. Initial first draft of next year budget must be presented to Board by October meeting. Any funds requested over 10% of the budget, must be approved by the Board of Directors.

Legislative/ RPAC

Responsible for the solicitation of funds to carry on the work of RPAC and actively engage in political campaigns on a nonpartisan basis to ensure election of candidates who are favorable to real estate interests. Be involved in candidate screening (should have contributed to RPAC through CPAR) or join other Boards in District 6 in their screening of local and state candidates. Designs a plan of action and a budget on the local funding amount that has been made available for the Board from the Florida Association of REALTORS®. Informs and educates the members of legislation pertaining to private property rights and also any legislation that affects the real estate profession by writing quarterly article updates for the CPAR Newsletter.

Membership and Retention

Writes articles and promotes the REALTOR® image. Encourages non-members to join and has flyer printed to tell advantages of belonging to the organization. Helps Finance committee to send out late notices to brokers who haven't paid for their salespersons and Business Partners that have to be re-billed.

MLS

Oversees the operation of the Multiple Listing Service and recommends changes when needed. Keeps the membership updated on the product available to make better use of their time and resources as needed.

Nominating Committee

Consists of a total of three (3) members, two of whom shall be appointed by the President with the approval of the Board of Directors. The committee shall consist of the Immediate Past President (as Chair) and two (2) REALTOR® Members in good standing prior to the July meeting. If the Past President is unavailable the previous Past President shall serve as Chair. Any member of the Nominating Committee may not be considered for recommendation by the Nominating Committee for an officer or director office or be nominated from the floor. There shall be one candidate per office chosen to be on the slate which is presented at the August meeting. Other qualified members may be nominated for office at the August meeting from the floor. All voting will be by mail in ballot, voting in person at a time and place designated, or by electronic means, including but not limited to, e-mail or all methods of voting, allowed by the State of Florida. Voting shall take place by the September meeting and the slate of officers will be reported to FAR and NAR by the end of October. All candidates running for office must fill out and sign a "Consent to Serve Form" before being considered for candidacy. The form will state their qualifications and agreement to serve.

Orientation Facilitators

Oversees the New Member Orientation program and introduces speakers. To qualify as an

Orientation Facilitator, you must attend a minimum of two New Member Orientations as an Observer.

Professional Standards

Whenever there is a complaint against a member whether for Grievance or Ethics, the Greater Tampa Association of REALTORS® has agreed to put a Hearing Panel of peers together to hear the case for a \$200.00 administrative fee per complaint which shall be passed on and charged to the member that has been charged. The Panel hears the matter and makes findings of fact and renders a decision, recommending appropriate penalty to the Board of Directors, if violation of the Code is determined. Whenever a violation of the Code of Ethics is determined, the Board of Directors upon final acceptance and confirmation shall order an implementation of the penalty. If the member does not pay the \$200 administrative fee along with any other penalty decided by the Board of Directors within a 60 day period after notification, the Board of Directors may suspend their membership. The penalty or sanction recommended becomes effective only upon first acceptance and confirmation by the Board of Directors, which orders the implementation of the sanction. The Board of Directors is also responsible for making sure that the rules of National Association of REALTORS® guidelines are followed. Arbitrations will be handled as per the Inter Board Arbitration procedures which are already in place and there is no fee for this.

Professional Development Committee

Plans, promotes and conducts all educational programs for members.

SPECIAL COMMITTEES

Business Partners: Create mutually beneficial interaction with members and assist by becoming a resource for sponsoring funds, speakers, etc., and promote the identity of Business Partner members. Also, bring forth the latest updates to their particular industry. Promote the identity of the Business Partner members to the members and encourage loyalty toward their service. Increase Business Partner membership with participation and promote the high standards of conduct as set forth in the Code of Ethics.

Affordable Housing: Promotes programs and educates our membership on new and ongoing affordable housing bond and subsidy programs as well as educating the public on them for a positive REALTOR® image. Encourage members to be involved in the Habitat For Humanity.

Awards

Reviews Boards' records and decides who is eligible to receive local, state and/or national awards. Promotes recognition of outstanding member contributions.

Long Range Planning

Conceives develops and recommends strategies for the Board to consider in positioning itself for the future. This committee is chaired by the President-elect and vice chaired by the Immediate Past President, and shall include two Directors or the Vice President and one Director.

Ways and Means

Plan, promote and conduct events to provide non-dues income, such as golf tournament, dances, Chinese auctions, etc. Under the directions of the President this committee looks for projects and functions for the membership which produces non-dues revenue. All fundraisers

or events are to be budgeted, show itemized income and expenses outlined with all the original receipts to match bank records and submitted for official record within 14 days of event.

Technology: Explores new products and services to keep Association members abreast of the latest technology. The committee oversees the website and encourages membership use of it.

Task Forces

In addition to the committees, additional temporary committees may be appointed by the President with the approval of the Board of Directors.

MEETINGS

All normal membership and Board of Directors' meetings are to be held at a time and place as designated by the Board of Directors.

Any special meeting or seminar that involves a vote of the membership on important issues such as the Bylaws and the budget shall be held at a time and place convenient for the membership and shall not require a fee for a meal or seminar.

ELECTRONIC RECORDING OF MEETINGS

Electronic meeting recording is defined as the electronic audio-only or video-with-audio recordings made of CPAR meetings where written minutes are being taken or will be taken based upon the electronic recordings.

The CPAR Secretary is authorized to create and process electronic recordings of meetings and authorize any CPAR board member to create the electronic recordings on his/her behalf.

The purpose for creating electronic meeting recordings is solely for the use of the CPAR Secretary for the creation of accurate written meeting minutes that will be reviewed, edited and approved by the Board of Directors. All electronic recordings of meetings shall be turned over the CPAR Secretary for his/her use and proper secure storage.

No CPAR board member or staff personnel are authorized to create or possess copies of electronic recordings of meetings unless previously authorized by the Board of Directors.

No CPAR board member or staff personnel are authorized to distribute electronic meeting recordings outside of the Board of Directors.

The CPAR Secretary shall keep all electronic meeting recordings secure on the CPAR office computer or a portable storage medium and shall ensure that no copies are made of the electronic recordings.

Unless otherwise directed by the CPAR Board of Directors, the CPAR Secretary shall ensure that electronic meeting recordings and all copies of these electronic meeting recordings are properly deleted or destroyed within 72 hours after the written minutes are approved by the CPAR Board of Directors.

If questions regarding the content of a meeting arise within 72 hours following the approval of the written minutes from that meeting, any CPAR board member may request that the recording of that meeting be maintained until clarification is obtained. To obtain clarification,

the CPAR Secretary will review the electronic meeting recording, write verbatim what was stated and by whom during the portion of the meeting being questioned, and then present this information to all interested board members.

BOARD AWARDS DESCRIPTIONS

The awards ballots should reflect the descriptions from CPAR policy. The ballots should include the past three (3) years recipients for each award. The awards will be given out at the annual Installation/Christmas Party

REALTOR® OF THE YEAR

This award recognizes the Association member who exemplifies what it means to be a REALTOR®. They have been active in the Association contributing freely of themselves and their talents, promoting the REALTOR® image in the community on behalf of the Association. They volunteer because they know each person can make a difference. They are ongoing examples of the professionalism exemplified by the Code of Ethics to which they are committed. Winners are honored for their great individual lifetime contributions to their local board, community, FAR and the National Association of REALTORS® (NAR). Current officers are not eligible for this award.

BUSINESS PARTNER COMPANY OF THE YEAR

REALTORS® and Business Partners work hand-in-hand toward smooth real estate transactions. But their strategic partnership transcends business and blends into countless facets that benefit this distinctive liaison. Our Board honors an BUSINESS PARTNER COMPANY OF THE YEAR who has gone beyond the call of duty to work for the Board and its members. They display unselfish teamwork as they volunteer their time and energy for our Board.

BILL MOORER AWARD

Bill Moorer was a president of the Land o' Lakes Board many years ago, and he passed away in the 1980s. Bill presided over this Board with such distinction that this award was named for him. Its purpose is to honor a non-REALTOR® in our community who has made a difference in the lives of others, and who has selflessly served our community by contributing their time, energy and talents to the benefit of all.

AWARD OF EXCELLENCE – COMMITTEE CHAIRMAN (Juanita Dennis Award)

This award goes to the Committee Chairman who has exhibited outstanding leadership and service to the committee. It is named in honor of the late Juanita Dennis, 1996 Board President.

DUES AND FEES

APPLICATION FEES

Ref: Bylaws-Article X, Sec. 1.

Each applicant for REALTOR® Membership shall accompany his/her application with the application fee plus required dues of said applicant.

1. Application fee for REALTOR® applicants is \$75, which is non-refundable. The office set up fee, including each Branch Office, is \$100. Application fees waived for secondary memberships.

2. New members must attend Orientation within 30 days of acceptance of membership. There is no additional fee.
3. Business Partner application fee is \$50 for the principle Business Partner member. There is no application fee for any secondary Business Partner members from the same office

DUES

1. Dues for applicants are prorated on a monthly basis for State and National and quarterly for Local Board Dues. The pro-ration for State and National Dues shall include the month in which membership is applied for.
2. Dues shall be computed from the first day of the month in which a member is notified of election and shall be prorated monthly, for state and national and quarterly for local dues, for the remainder of the year.
 - a. Annual dues (including local state and national) for REALTOR® members are \$356 which includes FAR, NAR dues and/or special assessments. A voluntary RPAC contribution of \$25.00 is to be included on dues bills.
 - b. The base annual dues of each secondary member shall be \$75 (REF: Article X, Sec II.)
 - c. Annual dues of the principle Business Partner member shall be \$90 plus \$35 for each additional member of that office. Business Partner memberships are from July 1 to June 30. Annual dues are payable in advance no later than June 1.
 - d. Dues received prior to January 1 from REALTOR® members, may be returned if requested. NO dues shall be refunded after January 1 regardless of the reason.
 - e. Dues (Local, State and National) shall be waived for a REALTOR® EMERITUS Member. A member who has held membership in the Central Pasco Board of REALTORS® or has been a member of National Association of REALTORS® for a cumulative period of forty (40) years, upon certification by the Board of Directors.
3. Any further increase or decrease by the State and National Associations in the dues charged to the Board and payable per member shall automatically be reflected as an increase or decrease of Board dues.
4. Annual dues are payable in advance on December 1.

Notices shall be sent to the Designated REALTOR® for all members of his/her office(s) whose dues have not been received by the Board. An additional local dues late fee of \$30 plus FAR late fee shall be charged to members whose dues are delinquent. If dues have not been paid

by December 31, membership is automatically terminated. A reinstatement fee of \$50.00 shall be applicable.

MEMBERSHIP PROCEDURES

Adding a Licensee

1. To add a new licensee, the Designated REALTORS® shall send a copy of the appropriate DBPR Form(s) with the membership application to the Board office within 10 days after execution of the appropriate DBPR Form(s).
2. All dues are payable as of the date indicated on the appropriate DBPR Form(s)
3. Applicant's name and license number will be added to the membership roster upon receipt of his/her membership application, a check and the appropriate DBPR Form(s). Orientation will be scheduled at GTAR and shall be completed within 60 days from application date.
4. If a licensee does not choose to become a primary member of the Board and does not comply with Paragraph 2 above, all appropriate fees shall be assessed the Designated REALTOR®, as of the date indicated on the appropriate DBPR Form(s) unless the Designated Broker shows proof of their salesperson having a primary membership in another Board.

Deleting a Licensee:

A Designated REALTOR® may delete a licensee by sending a copy of the appropriate DBPR Form(s) to the Board office within 10 days after execution of the appropriate DBPR Form(s).

Transferring a Licensee

A copy of the appropriate DBPR Form(s) must be filled out by the new Designated REALTOR® and CPAR Form 99 shall be sent to the Board office within 10 days after execution of the appropriate DBPR Form(s) and the CPAR Form 99.

Licensees changing to another office within the Board must pay a Transfer Fee of \$25. There is no fee for a licensee changing from one office to another office with the same firm.

Terminating a Member

A licensee leaving the Central Pasco Association of REALTORS® or changing to Inactive Status, must notify the Board within 10 calendar days.

Reinstating a Licensee

1. A former member of the Board who has not paid Board dues during the calendar year or who has been terminated for outstanding obligations may be reinstated as a member by paying all outstanding debt to the Board and paying a Reinstatement Fee of \$50 plus a local late fee of \$30 and a \$30 processing fee for the Florida Association of REALTORS®. (They have to pay dues for the entire year even though they are coming in late in the year.)
2. If the former member has been out of the Board beyond December 31 of the year terminated, he/she must apply for membership in the same manner as a new applicant and pay appropriate fees as well as satisfy all outstanding debt to the Board.

3. The Designated REALTOR® shall use the appropriate DBPR Form(s) to notify the Board so licensee may be added to the membership roll.

Member Information

All members are required to keep CPAR informed of their current contact information including physical mailing address, email address and telephone numbers.

Conflict of Interest

A potential conflict of interest occurs when any related party (e.g. a company, a partnership, Business Partners, management or members of immediate family) is in a position to profit directly or indirectly because of a position with CPAR.

A conflict can exist even if actions do not adversely affect the Association. Instances in which there might be a conflict of interest include but are not limited:

- (1) Purchasing equipment, supplies, or services for the Association
- (2) Purchasing, selling or leasing property for the Association
- (3) Gifts and entertainment exceeding significant value. A given situation may or may not present a conflict of interest, depending upon the facts and circumstances.

Each member shall disclose in writing any situation that may present a possible conflict of interest to the Board of Directors. The Board of Directors shall advise the member in writing as to whether or not a conflict exists and if not, authorize the member to proceed in the matter.

One may not give an unfair advantage to members of his/her immediate or extended family or to other related parties. If a related party offers the best products or service with the best value for the Association, he/she may be used as a vendor. He/she should not receive any preferential treatment.

Association members, members of the Board of Directors and the Association Executive are responsible for reporting all actual and potential conflicts to the President of the Association. The President is responsible for reporting all actual and potential conflicts to the Board of Directors. The Board of Directors shall automatically refer possible violations of the conflict of interest policy to the Professional Standards Committee for a hearing.

FINANCIAL OBLIGATIONS OF MEMBERS

1. Checks- Any check returned to the Board for any reason, the member will be charged a \$25 handling fee each time that a check is returned. Any check marked “NSF” or Insufficient Funds” are re-deposited. If a check is returned a second time, it will be considered nonpayment.
2. Any account (monies owed the Board) reflecting an over 90 days balances notified by certified mail, Return Receipt Requested, with a specified date (10 days from receipt of letter). The Designated REALTOR® will be notified that if the monies are not paid in full by date specified, his/her membership will be terminated, including all REALTORS® affiliated with his/her firm, without any further notice, written or otherwise. If there is a dispute over monies owed, no action will be taken until the Board of Directors has confirmed the accuracy of the amount owed. Failure to pay will cause membership to be terminated.

MLS Fees and Obligations

MLS Fees for Realtors® Subject to change yearly

New Broker Application Fee	\$ 215.00	
New Agent Application Fee	90.00	
Office Transfer Fee	25.00	
Subscription Fee	339.00	Annual 6/1-5/31

Fines		
1 st Offense	0.00	Warning Letter
2 nd Offense	50.00	Required Class
3 rd Offense	100.00	Required Class
4 th Offense	500.00	Required Class & appearance before MLS Committee

Supra Lockboxes

Regular price \$100, plus sales tax. Board of Directors can from time to time decide to offer special pricing on lockboxes. Lockbox costs are subject to change at any time.

Policy Revisions

Revised September 1999
Revised April 2000
Revised September 2000
Revised August 2002
Revised November 2003
Revised December 2003
Revised February 4, 2004
Revised May 4, 2004
Revised September 2004
Revised April 2005
Revised August 2005
Revised November 15, 2006
Revised August 2008
Revised December 2008
Revised October 2009
Revised July 2010
Revised January, 2012
Revised September, 2012