

# VICTORIA AREA ASSOCIATION OF REALTORS, INC.

## POLICIES PERTAINING TO MEMBERSHIP APPLICATION PROCEDURES

IN ORDER TO BE ACCEPTABLE BY THE VAAR, A COMPLETED APPLICATION FORM SHOULD BE ACCOMPANIED BY:

1. Initial Payment of dues and fees; Check, Cash or Credit Card
2. Photocopy of license
3. Applicant's Completed Profile Sheet
4. Letter of Good Standing from Primary Board (if applicable)

VAAR ORIENTATION COURSE IS AN OBLIGATION OF MEMBERSHIP. The Victoria Area Association of REALTORS® will offer multiple orientation courses throughout the year and is required for all new primary members. New members will have 180 days to complete the course. Failure to complete the course may result in suspension until course is completed.

All new and existing REALTOR® members including Appraisers even if grandfathered from CE are required to complete a REALTOR® Code of Ethics Quadrennial course as mandated by NAR. REALTOR® Emeritus members are exempt from the Quadrennial Ethics requirement.

In event of withdrawal of an application, \$50.00 will be retained by VAAR as a membership application-processing fee.

Membership application held for 60 days will be considered withdrawn and will be returned to the applicant and re-application required.

All membership initiation fees, NAR and Texas REALTOR® dues shall be payable up front, with the membership application. Local Board and MLS dues are payable annually, semi-annually or quarterly.

Designated REALTORS® are reminded of their obligation to report newly affiliated licensee or termination of affiliation of any licensee, within thirty (30) days of the date of affiliation, (issuance or transfer of a license) or termination of affiliation, whichever the case may be. The Policies and Procedures provide a \$100 penalty for failure to meet this requirement.

The Broker with who the applicant is affiliating, shall be responsible for seeing that the applicant returns everything, in a timely manner, to the VAAR office.

## Qualifications

(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 satisfactory evidence that he/she:

1. Is actively engaged in the real estate profession, and
2. Maintains a current, valid real estate broker's or salesman's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property,
3. Has a place of business within the state (unless a secondary member),
4. Has no record of official or pending bankruptcy,\*
5. Has no record of official sanctions involving unprofessional conduct,\*\*
6. Agrees to take the online orientation course which includes the VAAR Bylaws, Policies and Procedures, CTXMLS Rules and Regulations, and the NAR Code of Ethics.
7. Shall agree that if elected to membership, he/she will abide by the VAAR Bylaws, Policies and Procedures, CTXMLS Rules and Regulations, and the NAR Code of Ethics.

\* NO RECENT OR PENDING BANKRUPTCY is intended to mean that the applicant or any real estate firm in which applicant is a sole proprietor, general partner, or corporate officer, or branch office manager is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three (3) years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the Board establishes that its interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharge from bankruptcy (whichever is later). In the event that an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date that the member has been discharged from bankruptcy.

\*\* NO RECORD OF OFFICIAL SANCTIONS INVOLVING UNPROFESSIONAL CONDUCT is intended to mean that the Association may only consider judgments within the past three (3) years of violations of;

1. Civil rights laws;
2. Real estate license laws;
3. Or, other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities, and
4. Findings of violations of the REALTORS® Code of Ethics resulting in suspension or expulsion from any Member Board/Association in which the applicant is or was a member.

(b) Individuals who are actively engaged in the real estate profession other than as a sole proprietors, partners, corporate officers, or branch office managers in order to qualify for REALTOR® Membership:

1. Shall at the time of application, be associated either as an employee or as an independent contractor with a Designated REALTOR® member of the Board or a Designated REALTOR® member of another Board (if a secondary member) and
2. Must maintain a current, valid real estate broker's or salesperson's license or be licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property,
3. Shall complete a course on instruction covering the Bylaws and Policies and Procedures of the Board, the Bylaws of the State Association and Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and
4. Shall complete in writing that if elected to membership he/she will abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and by the Constitution, Bylaws, and Rules and Regulations of the local Board, State Association and the National Association.