

Missouri Association of REALTORS®  
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## DUES COLLECTION SERVICE FOR MEMBER BOARD/ASSOCIATIONS

MAR offers free voluntary dues collection service for local Board/Associations of REALTORS®. MAR is willing to handle all processing of local, state, and national association dues on your behalf. Any Member Board/Association that is interested in this service should contact Chad Hrdina, Director of Membership Records, 573-445-8400 ext. 121 or 1-800-403-0101 ext. 121, before June 1st for details.

### HOW TO SUBMIT DUES

#### DUES STATEMENT

The Dues billing statements, available from the State Association headquarters, are designed to simplify the dues collection process for the local Board/Association Secretary/Treasurer. The one statement is used to collect dues for the National Association, State Association and the Local Board/Association dues.

#### INSTRUCTIONS:

1. You will receive a billing statement for each member of your Board/Association.
2. Three copies of each member' billing statement will be provided. Retain one copy for your office.
3. The second & third copy should be mailed to the member at the earliest possible date. This is the member's dues statement. The member retains one copy for his or her records and returns the other copy to the Local Board/Association with the dues remittance.
4. When you receive the check for his or her total dues, you should deposit the money and then make a check payable to the Missouri Association of REALTORS® for all of the state dues collected. A separate check must be drafted payable to the National Association of REALTORS® for all dues and assessments collected. Send both checks along with a copy of the billing statement.
5. Be sure to then mark "paid" on the Local Board/Association copy of the billing statement and file as a record of payment of dues for the current year.
6. You may enter membership status or address changes on the "State Copy". When it's received in the State Association office, corrections will be made on MAR's computer and mailing lists.
7. Local Point of Entry Boards/Associations that do not use MAR billing statements, must submit a roster showing member ID, full name, company ID and dues amounts for each individual. Enclose the MAR check with roster. Send the National check to NAR.
8. Local Board/Associations on the NRDS program, that are using the MAR billing statements, can return the state portion of the billing statement along with MAR check. National check should be sent to NAR.
9. **Dues are not refundable.** Before submitting dues on a REALTOR-ASSOCIATE® be sure the firm and DR are paid members.

Assessments for new members may be prorated depending on the time of year the member joins.  
Please use the following table when submitting **2007 STATE ASSESSMENTS**.

| Membership Classification     | Date New Member Joined |          |          |          |          |          |
|-------------------------------|------------------------|----------|----------|----------|----------|----------|
|                               | Jan                    | Feb      | Mar      | Apr      | May      | Jun      |
| Designated REALTOR*           | \$108.00               | \$99.00  | \$90.00  | \$81.00  | \$72.00  | \$63.00  |
| REALTOR                       | \$93.00                | \$85.00  | \$78.00  | \$70.00  | \$62.00  | \$54.00  |
| REALTOR ASSOCIATE             | \$93.00                | \$85.00  | \$78.00  | \$70.00  | \$62.00  | \$54.00  |
| Affiliate                     | \$150.00               | \$138.00 | \$125.00 | \$113.00 | \$100.00 | \$88.00  |
| Institute Affiliate           | Dues collected by NAR  |          |          |          |          |          |
| MAR Application Fee           | Jan                    | Feb      | Mar      | Apr      | May      | Jun      |
| DR, R, RA, Aff (MAR)          | \$100.00               | \$100.00 | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| R, RA, AF, <i>to</i> DR (MAR) | \$50.00                | \$50.00  | \$50.00  | \$50.00  | \$50.00  | \$50.00  |

| Membership Classification     | Date New Member Joined |          |          |          |          |          |
|-------------------------------|------------------------|----------|----------|----------|----------|----------|
|                               | Jul                    | Aug      | Sep      | Oct      | Nov      | Dec      |
| Designated REALTOR*           | \$54.00                | \$45.00  | \$36.00  | \$27.00  | \$18.00  | \$9.00   |
| REALTOR                       | \$47.00                | \$39.00  | \$31.00  | \$23.00  | \$16.00  | \$8.00   |
| REALTOR ASSOCIATE             | \$47.00                | \$39.00  | \$31.00  | \$23.00  | \$16.00  | \$8.00   |
| Affiliate                     | \$75.00                | \$63.00  | \$50.00  | \$38.00  | \$25.00  | \$13.00  |
| Institute Affiliate           | Dues collected by NAR  |          |          |          |          |          |
| MAR Application Fee           | Jul                    | Aug      | Sep      | Oct      | Nov      | Dec      |
| DR, R, RA, Aff (MAR)          | \$100.00               | \$100.00 | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| R, RA, AF, <i>to</i> DR (MAR) | \$50.00                | \$50.00  | \$50.00  | \$50.00  | \$50.00  | \$50.00  |

**\*NOTES:**

- (1) The Designated REALTOR® assessment is as listed, plus an amount equal to REALTOR-ASSOCIATE® assessment times the number of salespersons or licensed or certified appraisers affiliated with his firm who are not REALTOR-ASSOCIATES®.
- (2) \$2.00 of your dues will be allocated to the MAR Issues Mobilization Fund.

The **National Association** assessment schedule is as follows:

| Membership Classification | Date New Member Joined |         |         |         |         |         |
|---------------------------|------------------------|---------|---------|---------|---------|---------|
|                           | Jan                    | Feb     | Mar     | Apr     | May     | Jun     |
| Designated REALTOR*       | \$64.00                | \$58.67 | \$53.33 | \$48.00 | \$42.67 | \$37.33 |
| REALTOR                   | \$64.00                | \$58.67 | \$53.33 | \$48.00 | \$42.67 | \$37.33 |
| REALTOR-ASSOCIATE         | \$64.00                | \$58.67 | \$53.33 | \$48.00 | \$42.67 | \$37.33 |
| Institute Affiliate       | \$25.00                | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 |
| National Assessment**     | \$30.00                | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 |

| Membership Classification    | Date New Member Joined |         |         |         |         |         |
|------------------------------|------------------------|---------|---------|---------|---------|---------|
|                              | Jul                    | Aug     | Sep     | Oct     | Nov     | Dec     |
| Designated REALTOR*          | \$32.00                | \$26.67 | \$21.33 | \$16.00 | \$10.67 | \$5.33  |
| REALTOR                      | \$32.00                | \$26.67 | \$21.33 | \$16.00 | \$10.67 | \$5.33  |
| REALTOR-ASSOCIATE            | \$32.00                | \$26.67 | \$21.33 | \$16.00 | \$10.67 | \$5.33  |
| Institute Affiliate          | \$25.00                | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 |
| <b>National Assessment**</b> | \$30.00                | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 |

**NOTE:** Your 2007 dues includes a \$30.00 mandatory assessment by the NATIONAL ASSOCIATION OF REALTORS® of all REALTOR®, REALTOR-ASSOCIATE® members to fund a nationwide public awareness campaign that includes TV network and cable ads highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®.

All new members are added as of the first day of a quarter. Even though the start date may not be the first day of the quarter, the National Association on a quarterly basis prorates dues. The assessments amount must be prorated from the first day of the quarter, regardless of when in the quarter the member actually joins. Board/Association Bylaws might provide that assessments may be collected monthly. However, the National Association collects quarterly, as is stated in the Constitution and Bylaws (Article II, Sec. 2A).

### APPLICATION FOR MEMBERSHIP

**MEMBERSHIP APPLICATION AND NEW MEMBER FORM:** This is now a two-page, two-part NCR form that can be used to submit both National and State Association dues. Submit the yellow copy to the State Association headquarters and retain the white copy for the local Board/Association files.

When submitting a new member, you must provide the Social Security Number and the new License number in the appropriate space. If the REALTOR® (DR) member has a partner or corporate license number, submit that number also. When submitting a new Designated REALTOR®, please indicate the firm's telephone number and fax number and e-mail address.

The name of the member submitted on this form will be used in mailings, on certificates, etc. Be sure to indicate the name that the member prefers to use (i.e. nickname, etc.). Always refer to the member by that name when you correspond to the State Association headquarters regarding that member.

This form is provided by, the State Association. Please write or call Chad Hrdina at 800/403-0101, ext. 121, when your supply is low.

**MEMBERSHIP CHANGES:** Please use the Member Change forms provided by the Missouri Association of REALTORS® to submit member changes. You can obtain these forms from the State Association headquarters. After completing a Membership Change Form, submit a copy to the State Association. Please remember to provide the members NRDS number or Social Security Number and the firm's telephone number on the form when changing a REALTOR-ASSOCIATE® to a REALTOR®.

When a company change is submitted on a member, be sure to fill in the correct new address if the member uses the company address instead of his home address. Proper zip codes must be included in the address.

NOTE: If a company name has more than 30 letters, it should be abbreviated to a maximum of 30 letters, because 30 is the maximum character space available in this field on MAR's computer.

If a member transfers from a Board/Association to your Board/Association, that member is not considered a new member. If a member has paid his annual state dues in the Board/Association from which he or she is transferring, that member is not required to pay additional state dues. This does not apply, however, to a member transferring from a local Board/Association from another state. Please make note on the membership change form indicating the name of the Board/Association from which the member is transferring. Example: "Transferring from the Columbia Board/Association."

When you submit a name change resulting from the marriage of a member, please indicate that member's maiden name so that we may locate that member's file and make appropriate changes.

Names are important. We must rely on you to give us the correct names of our members and their firm's names. The terms "Realty", "Real Estate" and REALTOR® are **NOT** the same. When submitting company names, please be sure they are correct.

**DELETION FORMS:** Use the forms provided by the Missouri Association of REALTORS® to submit any membership drops. You can obtain these forms from the State Association headquarters. If a member is transferring and you are aware which Board/Association the member is transferring to, please indicate this information on the form.

### **DUES DEADLINE**

All Member Board/Association and individual member dues for the current year shall be due on March 15 of each year so that the State Association may transmit dues to the NATIONAL ASSOCIATION OF REALTORS® by March 31. Any Member Board/Association or other member delinquent in payment of dues by more than thirty (30) days may be dropped from membership in the Association by action of the Executive Committee.

Member Board/Associations processing their own Board/Association dues billings shall be eligible for a dues processing fee equal to two percent (2%) of the total amount of State Association dues paid by the Member Board/Association which were postmarked no later than March 15th. The Dues Processing Fee shall be paid to the Member Board/Association by May 15th. Member Board/Associations for which Missouri Association of REALTORS® processes the dues billings will not receive the two percent (2%) dues processing fee.

Member Board/Associations shall be liable for a Late Payment Penalty for willfully withholding payment of State Association dues for longer than thirty (30) calendar days after March 1st. Article XII, Section 10, of the MAR Bylaws provides the procedural steps to be taken if a Board/Association is allegedly delinquent in payment of these dues. (See MAR Bylaws)

## **DUES CATEGORIES**

Designated REALTOR® - \$108.00 annually  
REALTOR® (Second Broker) - \$93.00 annually  
REALTOR-ASSOCIATE® - \$93.00 annually  
Retired Members - \$93.00 annually  
Affiliate Members - \$150 annually

Although the Bylaws explain the various membership classifications and the dues, sometimes it is difficult to understand. Therefore, listed below is an explanation of each membership category and the dues structure for each.

**Designated REALTOR®:** Each real estate firm must designate one REALTOR® in that firm as its Designated REALTOR®. This person must be a sole proprietor, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s). In firms where there is only one REALTOR®, that REALTOR® is automatically considered the Designated REALTOR®. The Designated REALTOR® is responsible for all duties and obligations of membership, including the obligation to arbitrate.

The state dues for Designated REALTOR® members are \$108.00 per year. \*National dues are \$64.00 per year, plus a \$30.00 assessment.

**REALTOR®:** These members used to be known as second brokers, second actives, A2's, etc. REALTOR® membership is for all brokers in a firm other than the Designated REALTOR®. If a firm has five brokers, one of the five would be the Designated REALTOR®, and the other four would be REALTOR® members.

The state dues for REALTOR® members are \$93.00 per year. \*National dues are \$64.00 per year, plus a \$30.00 assessment.

**REALTOR-ASSOCIATE®:** All salespeople with a REALTOR® firm can join the Association as REALTOR-ASSOCIATE®s. This includes both those who have an inactive broker's license and those who have a salesperson's license.

The state dues for salespersons are \$93.00 per year. \*National dues are \$64.00 per year, plus a \$30.00 assessment.

**Affiliate Members:** Title Companies, lending institutions, homebuilders, lumber companies, abstract companies and the many other firms and individuals who have an ongoing interest in the real estate business may join as Affiliate Members. This membership category does not include membership in the National Association of REALTORS®, nor does it include the right to vote or hold office in the Association.

The state dues for Affiliate members are \$150.00 per year.

It should be noted that of the above four types of membership--Designated REALTOR®, REALTOR®, REALTOR-ASSOCIATE® are the only types of members on which Member Board/Associations will normally submit dues to state and national. Affiliate Members, if they choose join the State Association and pay state dues, pay no national dues.

\*Your 2007 dues includes a \$30.00 mandatory assessment by the NATIONAL ASSOCIATION OF REALTORS® of all REALTOR®, REALTOR-ASSOCIATE® members to fund a nationwide public awareness campaign that includes TV network and cable ads highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®. The campaign and the assessment will continue for 2008.

**Institute Affiliate Members:** Based on actions by the National Association of REALTORS® Board of Directors at the 2000 Annual Meeting, beginning with 2002 dues billing, local Associations will no longer be responsible for collecting the Institute Affiliate dues. Therefore, please be sure to not include the IA dues on your 2007 dues billing.

The Commercial Affiliates (IREM, CIREI, RLI, CRE and SIOR) will now be responsible for the billing and collection of Institute dues. As they invoice their members for their designee dues, the member will be obligated to pay the IA dues at the same time. The Local Association will no longer have to track down these designees and make sure they join the Association as an Institute Affiliate and pay the dues. As the member pays their designee dues to their affiliate, they will also be paying an extra \$75.00 at the same time for the Institute Affiliate dues.

This affects only those designees who are Institute Affiliates. The commercial designees who are already REALTORS® or REALTOR-ASSOCIATES® will continue to pay their REALTOR® dues to their primary Association as normal.

As with NAR dues, the IA dues will be due and owing from the Affiliates by January 1. Once NAR has received the dues, the \$75.00 dues from each IA will be distributed as follows: \$25.00 to NAR, \$25.00 to the State, and \$25.00 to Local. The Primary Local will receive a check on a monthly schedule along with a payment report, which will also list any new Institute Affiliate that the local POE will need to enter into NRDS. The POE process, will not change-the local POE will continue to have the only security to enter these members into NRDS. The Affiliates will continue to have the security to award and remove a designation from a member's record.

You can read further information as well as the exact Bylaw wording for this change on [realtor.org](http://realtor.org). You can also contact the Commercial division at NAR for more information on this bylaw change at 888-648-8321.

**Honorary Members:** Honorary Membership is available to individuals not associated with the real estate industry, but who have made notable contributions to the real estate profession. For example, a government official who sponsored important legislation in behalf of the real estate industry could be awarded Honorary Membership in the State Association. It takes 2/3 vote of the State Association Board/Association of Directors to award an Honorary Membership and there are no dues for Honorary Members.

**Life Members:** After thirty years of membership in the Missouri Association of REALTORS® and upon achieving the criteria set forth for Life Members in Article II, Section 10 of the MAR Bylaws, a Member Board/Association having a Life Member category permitted under the local Board/Association Bylaws may submit an individual for Life Membership in the State Association. Life Membership Applications are available through the State Association. Past Presidents are automatically life members. There are no State dues for this category.

NOTE: Local Board/Associations can have different requirements for Honorary Membership and Life Membership and can award Honorary or Life Memberships within their local Board/Association. The above requirements must be met for individuals to acquire Honorary or Life Membership status in the State Association.

**Retired Members:** When members retire from the active practice of real estate, they might wish to remain in the Association. Certification of retired status by affidavit, together with an Application for Retired Membership Status, shall be submitted to the MAR Executive committee for approval. The dues for Retired Members are the same as for REALTOR-ASSOCIATE®.

**REALTOR® Emeritus members:** The National Association will grant REALTOR® Emeritus membership to anyone who has been a member of the Association for 50 years. When the National Association grants REALTOR® Emeritus membership, the State Association automatically grants REALTOR® Emeritus membership in the State Association. There are no dues for this classification.

*(The following is a sample letter for use in enforcing the Designated REALTOR® dues formula)*

Date

Dear Designated REALTOR®:

A review of our dues paid file indicates that your file is incomplete. The Designated REALTOR® (DR) dues formula, as provided for in the Bylaws of the [name] Board/Association of REALTORS® which stipulates that:

The annual dues of each Designated REALTOR® Member is equal to his/her personal dues plus an amount equal to either the REALTOR® or REALTOR-ASSOCIATE® dues for each broker and/or salesperson licensee and licensed or certified appraiser affiliated with the DR. The DR's dues are then reduced in amounts equal to each affiliated licensee (including a licensed or certified appraiser) who is a REALTOR® or REALTOR-ASSOCIATE® member of the Board/Association.

A match-up of our membership records and a listing from the Missouri Real Estate Commission indicates that the following licensees(s) are affiliated with you and do not reflect as members on our records:

Therefore, you owe additional dues of \$\_\_\_\_\_. You may elect to handle this additional dues amount in one of the following ways:

- Remit your check in the full amount. (This does not make this/these licensees(s) members).
- Submit an application for membership with dues amount of this/these licensee(s).
- Reply to us indicating the status of those licensees as either:
  1. On inactive status with MREC.
  2. No longer affiliated with your firm. (Indicate where they presently are.)
  3. You do not know who the licensee is.
  4. Deceased.
  5. Transferred to another company (and which company).

For any of the above circumstances you should also complete and mail the proper forms to the **Missouri Real Estate Commission** in order to effect the appropriate change.

This matter must be handled within ten (10) days of receipt of this letter. At that time, as per the bylaws, the dues will be considered delinquent; and if not handled, you and all members affiliated with you will be dropped for non-payment.

If you have any questions, please feel free to contact me. Thank you for your attention to this important matter.

Sincerely,



