

EASTERN THUMB ASSOCIATION OF REALTORS[®]
POLICIES & PROCEDURES
2026

OBJECTIVES

1. TO UNITE THOSE ENGAGED IN THE RECOGNIZED BRANCHES OF THE REAL ESTATE PROFESSION IN THIS COMMUNITY FOR THE PURPOSE OF EXERTING A BENEFICIAL INFLUENCE UPON THE PROFESSION AND RELATED INTERESTS.
2. TO PROMOTE AND MAINTAIN HIGH STANDARDS OF CONDUCT IN THE REAL ESTATE PROFESSION AS EXPRESSED IN THE CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF REALTORS[®].
3. TO PROVIDE A UNIFIED MEDIUM FOR REAL ESTATE OWNERS AND THOSE ENGAGED IN THE REAL ESTATE PROFESSION, WHEREBY, THEIR INTERESTS MAY BE SAFEGUARDED AND ADVANCED.
4. TO FURTHER THE INTEREST OF HOME AND OTHER REAL PROPERTY INTEREST.
5. TO UNITE THOSE ENGAGED IN THE REAL ESTATE PROFESSION IN THIS COMMUNITY WITH THE MICHIGAN ASSOCIATION OF REALTORS[®] AND THE NATIONAL ASSOCIATION OF REALTORS[®], THEREBY, FURTHERING THEIR OWN OBJECTIVES THROUGHOUT THE STATE AND NATION, AND OBTAINING THE BENEFITS AND PRIVILEGES OF MEMBERSHIP THEREIN.
6. TO DESIGNATE FOR THE BENEFIT OF THE PUBLIC, THOSE INDIVIDUALS WITHIN ITS JURISDICTION AUTHORIZED TO USE THE TERMS REALTOR[®] AS LICENSED, PRESCRIBED, AND CONTROLLED BY THE NATIONAL ASSOCIATION OF REALTORS[®].

SECTION 100 - ADMINISTRATION

101. A COPY OF POLICIES AND PROCEDURES ARE TO BE GIVEN TO ASSOCIATION LEADERSHIP AT THE BEGINNING OF TERMS. ALL ADDITIONS AND/OR CHANGES WILL BE INCORPORATED AS THEY OCCUR. UPDATED COPIES ARE TO BE DISTRIBUTED TO THE OFFICERS AND DIRECTORS AT THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING AFTER A POLICY OR PROCEDURE CHANGE HAS BEEN CHANGED OR RESCINDED. (B.O.D. 08/94)

102. NOTICE AND INVITATION TO ATTEND ALL BROKER/MANAGER MEETINGS ARE TO BE SENT TO ALL DIRECTORS AND OFFICERS OF THE EASTERN THUMB ASSOCIATION OF REALTORS[®]. (B.O.D. 08/94)

103. THE EASTERN THUMB ASSOCIATION OF REALTORS[®] WILL USE THE NATIONAL ASSOCIATION OF REALTORS[®] RECOMMENDED RECORD RETENTION SYSTEM. (B.O.D. 08/94)

104. THE MICHIGAN ASSOCIATION OF REALTORS[®] DISPUTE RESOLUTION SYSTEM SHALL BE ADOPTED FOR USE IN THE EASTERN THUMB ASSOCIATION OF REALTORS[®]. (B.O.D. 08/94)

105. THE ASSOCIATION OFFICE WILL VERIFY **BI-WEEKLY, MONTHLY OR QUARTERLY** (WITH LARA) THAT ALL 'REAL ESTATE' LICENSES; SALESPERSON, PRINCIPLE ASSOCIATE BROKER, INDIVIDUAL BROKER, BROKER COMPANY WITH BRANCH OFFICES, NON-PRINCIPLE ASSOCIATE BROKERS & 'APPRAISER' LICENSES ARE ACTIVE & NOT LAPSED.

(A) IF A MEMBERS LICENSE IS FOUND TO BE LAPSED, THE MEMBER WILL NO LONGER BE IN GOOD STANDING AND THE MLS WILL BE SUSPENDED IMMEDIATELY. ONCE THE LICENSE IS RENEWED AND PROOF IS PROVIDED, THE MEMBER WILL RETURN TO ACTIVE STATUS. IF THE LICENSE GOES BEYOND LARA'S 60 DAY GRACE PERIOD, THEN THE \$500.00 FINE IS APPLICABLE TO THE MEMBER. THE MEMBER WILL RETURN TO ACTIVE STATUS ONCE THE LICENSE IS RENEWED WITH PROOF PROVIDED, AND THE FINE IS PAID. (06/2024)

(B) IF A BROKERAGES LICENSE IS FOUND TO BE LAPSED, THAT BROKERAGE ALONG WITH THE BROKER AND ALL MEMBERS, WILL NO LONGER BE IN GOOD STANDING AND THE MLS WILL BE SUSPENDED IMMEDIATELY FOR ALL. ONCE THE LICENSE OF THE BROKERAGE IS RENEWED AND PROOF IS PROVIDED, THE BROKERAGE WITH ALL MEMBERS, WILL RETURN TO ACTIVE STATUS. IF THE LICENSE GOES BEYOND THE LARA'S 60 DAY GRACE PERIOD, THEN THE \$1000.00 FINE IS APPLICABLE.

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THE BROKERAGE, ALONG WITH THE BROKER AND ALL MEMBERS, WILL RETURN TO ACTIVE STATUS ONCE THE LICENSE IS RENEWED WITH PROOF PROVIDED, AND THE FINE IS PAID. (06/2024)

SECTION 200 - PERSONNEL

201. IT SHALL BE THE POLICY OF THE EASTERN THUMB ASSOCIATION OF REALTORS[®] THAT THEY DIVIDE EXECUTIVE OFFICER DUTIES AMONG THE PRESIDENT ELECT AND EX-OFFICIO PRESIDENT, OR OTHER PAST PRESIDENTS ON THE BOARD OF DIRECTORS. (01/2011)

202. THE EXECUTIVE BOARD IS TO BE RESPONSIBLE FOR ALL STAFF HIRING, DISMISSALS, COMPENSATION AND OVERSEE THE DAY TO DAY OPERATIONS OF THE ASSOCIATION OFFICE. (B.O.D. 0 1/2011)

203. THE FOLLOWING HOLIDAYS WILL BE OBSERVED: NEW YEAR'S DAY, MLK DAY (02/2022) GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, THANKSGIVING FRIDAY AND CHRISTMAS DAY. WHEN A HOLIDAY FALLS ON A SATURDAY THE PRECEDING FRIDAY WILL BE OBSERVED. IF A HOLIDAY FALLS ON A SUNDAY, THE FOLLOWING MONDAY WILL BE OBSERVED. (B.O.R. 08/94)

SECTION 300 - FINANCIAL

301. THERE SHALL BE A \$50.00 FEE FOR ALL CHECKS RETURNED TO THE ASSOCIATION FOR NON-SUFFICIENT FUNDS, ETC. (B.O.R. 08/94)

302. DUES BILLINGS WILL BE FURNISHED TO THE ASSOCIATION BY THE EASTERN THUMB ASSOCIATION OF REALTORS[®] AND WILL INCLUDE THE VOLUNTARY R.P.A.C. CONTRIBUTION LISTED ON THE BILLING. DIRECTORS ARE URGED TO DONATE TO R.P.A.C. AND TO ENCOURAGE THE MEMBERSHIP TO DONATE TO R.P.A.C. (B.O.R. 08/94, 03/2017)

303. A MONTHLY FINANCIAL STATEMENT WILL BE GIVEN TO THE BOARD OF DIRECTORS AT EACH MONTHLY DIRECTORS MEETING. (B.O.R. 08/94)

304. YEARLY FINANCIAL STATEMENTS/AUDIT WILL BE PREPARED BY THE ACCOUNTING FIRM OF FKB&R PC. THEY WILL ALSO PREPARE ALL YEAR-END ASSOCIATION AND. TAX RETURNS/FORMS. THIS CAN BE CHANGED BY VOTE OF THE BOARD OF DIRECTORS. (B.O.R. 0 1/2011)

305. THE ACCOUNTING FIRM WILL PREPARE ALL MONTHLY PAYROLL TAXES/REPORTS/DEPOSITS AND ALL QUARTERLY PAYROLL TAX/REPORTS/DEPOSITS. (B.O.R. 01/2011)

306. ALL ASSOCIATION EXPENSES ARE TO BE PAID THRU FKB&R PC. \$100.00 PETTY CASH WHICH IS USED FOR MISCELLANEOUS GENERAL OFFICE MAINTENANCE SUPPLIES AND EXPENSES IS TO BE KEPT ON HAND AT THE ETAR OFFICE (B.O.R. 01/2011)

307. THE EXECUTIVE OFFICER AND PRESIDENT HAVE THE AUTHORITY TO AUTHORIZE EXPENDITURES UP TO \$500.00. (B.O.R. 01/2011)

308. ANY MEMBER WHO APPEALS A DECISION OF THE PRO STANDARDS COMMITTEE IN AN ETHICS PROCEEDING SHALL PAY AN APPEAL FEE OF \$500.00.

309. MEMBERSHIP DUES (INCLUDING ADVERTISING DUES) FOR NEW OR FIRST TIME AFFILIATE MEMBERS WILL BE PRORATED ACCORDING TO THE LOCAL DUES PAYMENT SCHEDULE BASED ON WHEN THEY JOIN THE ASSOCIATION. ANNUAL AND RENEWAL DUES SHALL NOT BE PRORATED FOR ANY AFFILIATE MEMBER WHO HAS HELD MEMBERSHIP AT ANY TIME IN THE PAST. (B.O.D. 08/2021)

310. IF A LICENSEE IS DROPPED FROM THE ASSOCIATION FOR NON PAYMENT OF DUES, WITHIN 10 DAYS THE BROKER WITH WHOM THE LICENSEE IS LICENSED SHALL PROVIDE WRITTEN PROOF TO THE ASSOCIATION OFFICE THAT THE MEMBER HAS BEEN DROPPED FROM THAT OFFICE. (B.O.D. 08/94)

A. IF A LICENSEE IS **TERMINATED** FROM THE ASSOCIATION FOR NON-PAYMENT OF DUES, A 'REINSTATEMENT FEE' OF \$100.00 WILL BE ADDED TO THE AMOUNT OWED (AMOUNT=DUES AND LATE FEE). THE NEW ADJUSTED FULL AMOUNT SHALL

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BE PAID PRIOR TO THE MEMBER BECOMING ACTIVE. DUES, LATE FEE & REINSTATEMENT FEE \$588 + \$50 + \$100=\$728 OR \$774 W/RPAC (\$36) (B.O.D. 09/2022)

B. IF A LICENSEE IS **TERMINATED** FROM THE ASSOCIATION FOR NON-COMPLETION OF THE CYCLICAL REQUIRED CODE OF ETHICS COURSE, A 'REINSTATEMENT FEE' OF \$100.00 WILL BE ASSESSED TO THE MEMBER. VERIFICATION OF THE CODE OF ETHICS COURSE WITH A SATISFACTORY SCORE, ALONG WITH THE FEE, MUST BE SUBMITTED TO THE OFFICE TO RETURN TO ACTIVE STATUS. (B.O.D. 09/2022)

311. ANY MEMBER, WHO HAS GONE THROUGH AN ARBITRATION & THEN SUBMITS FOR AN ARBITRATION PROCEDURE REVIEW, WILL BE ASSESSED A FEE OF \$250.00. (B.O.D. 10/2018)

312. AN ETAR SCHOLARSHIP AWARD SHALL BE GRANTED ANNUALLY TO UP TO 5 (FIVE) RECIPIENTS FOR \$1000.00 EACH, WITH THE OPTION TO EXCEED THE 5 RECIPIENTS, BASED ON QUALIFIED APPLICANTS. (B.O.D. 06/2022) THIS SCHOLARSHIP WILL BE AWARDED ONE TIME ONLY PER CHOSEN RECIPIENT. (06/14/2023)

SECTION 400 - DELEGATES AND AUTHORIZED ATTENDEES

401. THE OFFICIAL VOTING DELEGATES FOR THE EASTERN THUMB ASSOCIATION OF REALTORS* TO THE **MICHIGAN ASSOCIATION OF REALTORS*** SHALL BE THE CURRENT YEAR PRESIDENT AND PRESIDENT ELECT. *THE ALTERNATE VOTING DELEGATE SHALL BE THE CURRENT YEAR'S SECRETARY/TREASURER. (B.O.D. 08/97) THE EXECUTIVE BOARD IS AUTHORIZED TO PRE-PAY THE INITIAL **MR** REGISTRATION FEE AND FIRST NIGHT HOTEL DEPOSIT FOR THE 2 AUTHORIZED DELEGATES ATTENDING **MR** MEETINGS AND CONVENTIONS. DELEGATES WILL RECEIVE \$100.00 FOR EACH FULL DAY FOR EXPENSES AND \$50.00 FOR EACH 1/2 DAY FOR EXPENSES, PLUS THE COST OF ROOM FOR ADDITIONAL NIGHTS REQUIRED TO COMPLETE BUSINESS ON BEHALF OF THE ASSOCIATION OF REALTORS*. (B.O.D. 08/94) *MILEAGE TO THE CONVENTION WILL BE PAID AT THE CURRENT RATE, FOR ASSOCIATION AUTHORIZED REPRESENTATIVES THAT ATTEND. (06/2020)

ASSOCIATION AUTHORIZED REPRESENTATIVE ATTENDEES FOR MR EVENTS-

MR WINTER MEETINGS - ACHIEVE

2 DELEGATES AND EXECUTIVE OFFICER

*ALL BOARD MEMBERS WILL HAVE THE OPTION TO ATTEND THE ACHIEVE CONFERENCE IN 2022 AND BEYOND, COST COVERED BY THE ASSOCIATION. (B.O.D. 11/03/2021) BOARD MEMBERS THAT ATTEND WILL BE ALLOWED A \$50 PER DAY PER DIEM FOR MEALS. REIMBURSEMENT WILL OCCUR AFTER RECEIPT SUBMISSION. (B.O.D. 02/2023)

MR SUMMER MEETINGS -

2 DELEGATES AND EXECUTIVE OFFICER

MR ANNUAL CONVENTION -

2 DELEGATES AND AN EXECUTIVE OFFICER

*ALL EXECUTIVE BOARD MEMBERS WILL HAVE THE OPTION TO ATTEND THE ANNUAL CONVENTION WITH THE COST COVERED BY THE ASSOCIATION. (B.O.D. 9/2022) THE COSTS COVERED INCLUDE THE FULL REGISTRATION, 2 TO 3 NIGHTS LODGING AND THE DAILY MONETARY AMOUNT PROVISIONS. (B.O.D. 10/2023)

*ALL BOARD DIRECTORS CHOOSING TO ATTEND THE MR CONVENTION WILL HAVE THE FULL REGISTRATION COST COVERED BY THE ASSOCIATION. NO TRAVELING EXPENSES WILL BE REIMBURSED. (B.O.D. 10/2023)

MR RPAC/GOVERNMENTAL AFFAIRS SEMINAR -

PRESIDENT, PRESIDENT ELECT, EXECUTIVE OFFICER, RPAC--CHAIRMAN/GOVERNMENT AFFAIRS CHAIRMAN AND LEGISLATIVE/POLITICAL AFFAIRS CHAIRMAN.

MR LEGAL UPDATE - PRESIDENT, PRES.ELECT, SECRETARY/TREASURER, EX.OFFICER & ASSOCIATION LEGAL COUNSEL.

MR LEADERSHIP DAY - PRESIDENT, PRESIDENT ELECT, AND EXECUTIVE OFFICER.

*UNDER FULL AGREEMENT OF THE EXECUTIVE COMMITTEE, THE ABOVE DESIGNATED ATTENDEES MAY BE CHANGED TO EXCLUDE OR INCLUDE OTHER ASSOCIATION MEMBERS. (B.O.D. 08/94)

402. THE OFFICIAL VOTING DELEGATE FOR THE EASTERN THUMB ASSOCIATION OF REALTORS* TO THE **NATIONAL ASSOCIATION OF REALTORS*** SHALL BE THE CURRENT YEAR PRESIDENT, UNLESS OTHERWISE DECIDED BY THE BOARD OF DIRECTORS. THE DELEGATE ATTENDING THESE CONVENTIONS WILL RETURN WITH A WRITTEN REPORT TO BE SUBMITTED TO THE BOARD OF DIRECTORS TO BRING THEM UP TO DATE ON NATIONAL EVENTS. THE EXECUTIVE BOARD IS AUTHORIZED TO PRE-PAY THE INITIAL **NAR** REGISTRATION FEE AND FIRST NIGHT HOTEL DEPOSIT FOR THE AUTHORIZED REPRESENTATIVES ATTENDING THE **NAR** MEETING & CONVENTION. REPRESENTATIVES WILL RECEIVE \$100.00 FOR EACH FULL DAY FOR EXPENSES

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AND \$50.00 FOR EACH 1/2 DAY FOR EXPENSES, PLUS THE COST OF LODGING FOR THE ADDITIONAL NIGHTS REQUIRED TO COMPLETE BUSINESS ON BEHALF OF THE ASSOCIATION OF REALTORS*. (B.O.D. 08/94) *MILEAGE FOR TRANSPORTATION (FOR OUT-OF-STATE CONVENTIONS) TO THE AIRPORT WILL BE PAID, AT THE CURRENT RATE FOR ASSOCIATION AUTHORIZED ATTENDEES THAT ATTEND. (06/2020)

ASSOCIATION AUTHORIZED REPRESENTATIVE ATTENDEES FOR NAR EVENTS-

-NAR ANNUAL CONVENTION—PRESIDENT (DELEGATE), PRESIDENT-ELECT & THE ASSOCIATION LEGAL COUNSEL

-NAR LEADERSHIP SUMMIT—PRESIDENT ELECT-MILEAGE REIMBURSEMENT (NAR* EVENT IS FREE)

*UNDER FULL AGREEMENT OF THE EXECUTIVE COMMITTEE, THE ABOVE DESIGNATED ATTENDEES MAY BE CHANGED TO EXCLUDE OR INCLUDE OTHER ASSOCIATION MEMBERS. (B.O.D. 08/94)

403. DISTRICT REPRESENTATIVES SHALL BE THE CURRENT YEAR PRESIDENT, PRESIDENT ELECT AND THE EXECUTIVE OFFICER. (06/2020)

404. REALTOR*-OF-THE-YEAR: THE EXPENSES FOR ETAR'S CHOSEN REALTOR-OF-THE-YEAR TO ATTEND THE ANNUAL **MR** CONVENTION SHALL BE PAID BY THE EASTERN THUMB ASSOCIATION OF REALTORS*. MILEAGE TO THE CONVENTION WILL BE REIMBURSED AT THE CURRENT RATE FOR THE CHOSEN REALTOR-OF-THE-YEAR THAT ATTENDS. (06/2020) *THE EXPENSES COVERED INCLUDE THE COST OF THE FULL REGISTRATION, 2 TO 3 NIGHTS LODGING, ALONG WITH THE DAILY MONETARY AMOUNT PROVISIONS. (B.O.D. 10/2023)

SECTION 500 - BOARD OF DIRECTORS

501. THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF REALTORS* SHALL BE THE PRESIDENT, PRESIDENT-ELECT AND SECRETARY/TREASURER OF THE ASSOCIATION. THE EXECUTIVE OFFICER SHALL BE A NON-VOTING MEMBER OF THE COMMITTEE. (B.O.D. 08/94)

502. ANY MEMBER OF THE BOARD OF DIRECTORS BELONGING TO ANY COMPANY UNDER DISCUSSION REGARDING PROFESSIONAL STANDARDS, GRIEVANCE OR ANY HEARINGS, WILL BE EXCUSED FROM THE MEETING ROOM DURING ANY DISCUSSION OR ACTION BY THE BOARD OF DIRECTORS. (B.O.D. 08/94)

503. THE BOARD OF DIRECTORS SCHEDULED MONTHLY MEETINGS WILL BE THE 2ND WEDNESDAY OF EACH MONTH EXCEPT JULY AND AUGUST, UNLESS DESIGNATED OTHERWISE BY THE PRESIDENT. THE PRESIDENT HAS THE AUTHORITY TO CALL SPECIAL MEETINGS WHEN HE/SHE DEEMS IT NECESSARY. (B.O.D. 09/2021)

504. ALL DIRECTORS AND OFFICERS ARE INDEMNIFIED ACCORDING TO THE ARTICLES OF INCORPORATION AND SHALL RECEIVE A COPY OF THE INDEMNIFICATION LETTER WRITTEN BY THE ASSOCIATION COUNSEL. (B.O.D. 08/94)

505. UPON EXPIRATION OF THE TERM OF ELECTED OFFICERS, DIRECTORS AND COMMITTEE CHAIRMEN, THEIR FILES AND BINDERS ARE TO BE TURNED OVER WITH ALL INFORMATION INTACT TO THE EXECUTIVE OFFICER. THESE FILES AND BINDERS ARE TO BE EXAMINED BY THE EXECUTIVE OFFICER, ALL UNNECESSARY OR UNOFFICIAL MATERIAL WILL BE DISCARDED AND FILES AND BINDERS TURNED OVER TO THE OFFICER, DIRECTOR OR COMMITTEE CHAIRMAN SUCCESSOR. (B.O.D. 08/94)

506. THE PRESIDENT AND THE EXECUTIVE OFFICER ARE THE ONLY AUTHORIZED PARTIES TO CONTACT THE ASSOCIATION ATTORNEY REGARDING ANY ASSOCIATION BUSINESS. (B.O.D. 08/94)

507. A MEMBER OF THE BOARD OF DIRECTORS AFTER 3 UNEXCUSED ABSENCES WITHIN A ONE (1) YEAR PERIOD SHALL BE CONSIDERED AS AN AUTOMATIC RESIGNATION FROM THE BOARD OF DIRECTORS. (B.O.D. 08/94)

508. VACANCIES TO COMPLETE UNEXPIRED TERMS AMONG THE BOARD OF DIRECTORS BY RESIGNATION OR OTHERWISE SHALL BE FILLED BY THE PRESIDENT WITH APPROVAL OF THE BOARD OF DIRECTORS. (B.O.D. 08/94)

509. THERE SHALL BE AN EXECUTIVE COMMITTEE MADE UP OF THE PRESIDENT, PRESIDENT-ELECT, SECRETARY/TREASURER AND THE EXECUTIVE OFFICER. THE EXECUTIVE OFFICER SHALL BE A NON-VOTING MEMBER OF THIS COMMITTEE. THIS COMMITTEE HAS THE AUTHORITY TO ACT ON BEHALF OF THE BOARD OF DIRECTORS UNDER CERTAIN CIRCUMSTANCES AND CANNOT SPEND MORE THAN TWO THOUSAND DOLLARS (\$2000) OF THE ASSOCIATION FUNDS WITHOUT THE APPROVAL OF THE BOARD OF DIRECTORS. (B.O.D. 08/94)

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510. THE COST OF THE EASTERN THUMB ASSOCIATION OF REALTORS* DIRECTOR MEETINGS WILL BE PAID BY THE EASTERN THUMB ASSOCIATION OF REALTORS*(B.O.D. 08/94)

SECTION 600 - COMMITTEES AND MISCELLANEOUS

601. THE **REALTOR-OF-THE-YEAR** WILL BE SELECTED IN AUGUST. THE RECIPIENT WILL BE NAMED AT THE SEPTEMBER MEETING. (B.O.D. 08/94) *THE ROTY WILL NOW BE CHOSEN BY THE ASSOCIATION MEMBERSHIP, NOT THE BOD. *THE ANNUAL PROCESS WILL REMAIN THE SAME, MEMBERS WILL SUBMIT NOMINEES. THE BOD WILL REVIEW THOSE NOMINEES, PER THE QUALIFICATIONS SET FORTH BY MI*, THEN UP TO 3 MAXIMUM NOMINEES WILL BE SHARED ASSOCIATION WIDE. THE VOTE WILL TAKE PLACE ANNUALLY AT THE APRIL GENERAL MEMBERSHIP MEETING. (BOD 10/15/25)

602. A COMMITTEE MEMBER AFTER 3 CONSECUTIVE ABSENCES, SHALL BE REMOVED FROM THE COMMITTEE. TO BE EXCUSED THE MEMBER MUST CALL THE CHAIRMAN OR THE ASSOCIATION OFFICE PRIOR TO THE COMMENCEMENT OF THE MEETING. (B.O.D. 08/94)

603. MEMBERS SHOULD BE ENCOURAGED TO USE THE REALTOR® "R"™ LOGO IN ADVERTISEMENTS AND ON BUSINESS CARDS. (B.O.D. 08/94)

604. ALL NEW LICENSEE MEMBERS ARE REQUIRED TO ATTEND THE ETAR NEW MEMBER LOCAL ORIENTATION. THE ORIENTATION MUST BE ATTENDED WITHIN 180 DAYS OF ACTIVE MEMBERSHIP. ALL NEW LICENSEE MEMBERS WILL HAVE THE OPTION TO TAKE AN ONLINE ORIENTATION AT A COST OF \$50.00. AFFILIATES, INSTITUTE AFFILIATES AND NON-RESIDENT MEMBERS ARE NOT REQUIRED TO TAKE ORIENTATION. (B.O.D. 08/94, 02/2017, 09/2024)

IF A NEW LICENSEE FAILS TO ATTEND AN ORIENTATION WITHIN THE 180 DAYS OF ACTIVE MEMBERSHIP, SAID MEMBER WILL BE CONSIDERED NOT IN GOOD STANDING AND LOSE MLS ACCESS. THE MEMBER MUST NOW COMPLETE THE ONLINE ORIENTATION AT A COST OF \$100.00. THE ORIENTATION MUST BE COMPLETED & THE FEE PAID IN FULL TO THE ETAR OFFICE BEFORE THE MLS ACCESS IS REINSTATED. **TRANSFER MEMBERS FROM ANOTHER ASSOCIATION WILL NOT BE REQUIRED TO ATTEND A NEW MEMBER LOCAL ORIENTATION.

605. NOTICE OF GRIEVANCE COMMITTEE MEETINGS WILL NOT BE SENT TO ANY MEMBER OF AN OFFICE WHEN A COMPLAINT INVOLVING THAT OFFICE IS BEING DISCUSSED. (B.O.D. 08/94)

606. ATTENDANCE AT THE MAR PROFESSIONAL STANDARDS TRAINING SEMINAR OR THE LOCAL ASSOCIATION PROFESSIONAL STANDARDS TRAINING SEMINAR IS MANDATORY FOR ALL PROFESSIONAL STANDARDS AND GRIEVANCE COMMITTEE MEMBERS AND MUST BE ATTENDED EVERY YEAR BY THE MEMBERS THAT SERVE ON THOSE COMMITTEES. (B.O.D. 02/2017)

*AMENDMENT-EACH NEW INCOMING MEMBER TO THE BOARD OF DIRECTORS, GRIEVANCE COMMITTEE AND PROFESSIONAL STANDARDS COMMITTEE WILL BE REQUIRED TO ATTEND THE MAR PROFESSIONAL STANDARDS TRAINING SEMINAR DURING THEIR FIRST YEAR OF SERVICE. ALL VOLUNTEER MEMBERS IN ABOVE LISTED GROUPS WILL BE REQUIRED TO ATTEND THIS TRAINING EVERY 2 YEARS. (B.O.D. 03/2019)

607. REAL ESTATE OFFICES IN HOMES ARE ACCEPTABLE IF THE STATE OF MICHIGAN ISSUES A LICENSE. (B.O.D. 08/94)

608. THE ASSOCIATION SHALL ESTABLISH A POLICY THAT ANY PARTY REQUESTING A DONATION TO ANY CAUSE BE ADVISED THAT THE ASSOCIATION WILL NOT BECOME INVOLVED IN DONATIONS SINCE INDIVIDUAL MEMBERS GENERALLY MAKE CONTRIBUTIONS ON THEIR OWN BEHALF. THE BOARD OF DIRECTORS MAY MAKE EXCEPTIONS IF ALL ARE IN AGREEMENT. (B.O.D. 08/94)

609. UPON THE DEATH OF AN ETAR MEMBER, A MEMBER'S SPOUSE OR A MEMBER'S CHILD, THE ASSOCIATION SHALL SEND A CARD AND MAKE A MEMORIAL CONTRIBUTION OF \$75.00 TO THE ETAR SENIOR SCHOLARSHIP FUND IN THE NAME OF THE FAMILY MEMBER THAT PASSED AWAY. (B.O.D. 02-2025)

610. A CARD WILL BE SENT TO A MEMBER IN GOOD STANDING WHO IS ILL OR HOSPITALIZED. (B.O.D. 08/94)

611. AN ANNUAL AWARD WILL BE MADE REGARDING THE OFFICE THAT HAS THE GREATEST WEIGHTED AVERAGE OF RPAC CONTRIBUTION. (B.O.D. 01/18)

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612. A CHARGE OF \$35 WILL BE ASSESSED TO ANY NON-MEMBER FOR CONED THAT HAS NOT PAID DUES DURING THE CURRENT YEAR PROVIDING THERE IS AN AVAILABLE SPOT. (B.O.D. 04/18)

613. DELETED IN 10/2024

614. AN **AFFILIATE-OF-THE-YEAR** WILL BE SELECTED BY THE CURRENT BOARD OF DIRECTORS IN NOVEMBER. THE RECIPIENT WILL BE NAMED AT THE HOLIDAY SOCIAL AND OR THE JANUARY MEMBERSHIP MEETING. A CERTIFICATE WILL BE PRESENTED TO THEM AS WELL. (B.O.D. 12/2019)

615. A **THUMBS UP** (GOOD NEIGHBOR) AWARD RECIPIENT WILL BE SELECTED & ANNOUNCED ANNUALLY IN APRIL STARTING 2022. THE ASSOCIATION MEMBERSHIP WILL BE ASKED TO NOMINATE MEMBERS DURING JANUARY, THEN THE MEMBERSHIP WILL VOTE ON THE FINAL NOMINEES THAT HAVE BEEN REVIEWED BY THE BOD, AT THE APRIL GENERAL MEMBERSHIP MEETING. AN AWARD WILL BE PROVIDED TO THE CHOSEN RECIPIENT AND A \$500 CHECK WILL BE PROVIDED TO THE RECIPIENTS ORGANIZATION FROM ETAR. THE CHOSEN WINNER WILL ALSO BE SHARED WITH MI REALTOR® AND INCLUDED FOR ANNUAL RECOGNITION AT THE CONVENTION. (BOD 12/08/2021)

616. AN ANNUAL MEETING OF THE ASSOCIATION MEMBERSHIP WILL BE HELD DURING OCTOBER ALONG WITH AN ASSOCIATION MEMBERSHIP MEETING IN APRIL TO VOTE ON THE ANNUAL ROTY AND THUMBS UP NOMINEES. THIS P&P REFLECTS THE ETAR BYLAW OF ARTICLE XII, SECTION I. (BOD 10/15/25)

UPDATED 03/2019
UPDATED 08/2019
UPDATED 09/2019- #402, #403, ADDED #613
UPDATED 12/2019-#614
UPDATED/RESTRUCTURED-SECTION 400 (06/2020)
UPDATED 08/2021-#309
UPDATED 09/2021-#503 (FROM FIRST FRIDAY)
ADDED 12/08/2021-#615
UPDATED 12/08/2021-#601
UPDATED 01/12/2022-#615
UPDATED 02/04/2022-#203
ADDED 06/13/2022-#312
ADDED #105-09/2022, UPDATED #310 09/2022
MR & ACHIEVE UPDATED 02/2023
REVISION OF MR & ACHIEVE 10/2023
REVISION TO #105 (06/2024)
REVISION TO #604 (09/2024)
REMOVAL OF #613 (10/2024)
REVISION TO #601, #615 & #616 (10/2025)