



GREATER NASHVILLE REALTORS® MEMBERSHIP POLICY

For membership information contact:

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APPLICATION & DUES

- The membership application process for REALTOR® members as established by the Directors is as follows:
 - Application filed and application fee paid. All application fees are non-refundable
 - Attend the Greater Nashville REALTORS® New Member Orientation course
 - Complete an approved Code of Ethics course; provide proof of completion to the association
 - Complete an approved Fair Housing course; provide proof of completion to the association
- Processing the application of a designated REALTOR® is as follows:
 - A valid real estate license and actively engaged in the real estate business or its recognized branches
 - A place of business in compliance with local zoning regulations
 - A favorable business reputation in the community
 - No recent or pending bankruptcy
 - Completed the Association's indoctrination course
 - Signed his/her intention to abide by the Constitution, Bylaws, Policy and Rules and Regulations of the Local Board, the State Association and the National Association of REALTORS®

- In processing the application of a REALTOR® affiliated with a Designated REALTOR®, applicants must complete, or have the following:
 - A valid real estate license and actively engaged in the real estate business or its recognized branches
 - Be employed by a REALTOR® or affiliated with him/her as an independent contractor
 - Make written application for REALTOR® membership in the Association
 - Signify his/her intention to abide by the National Association of REALTORS® Code of Ethics
 - Signify his/her intention to abide by the Constitution, Bylaws, Policy, and Rules and Regulations of the Local Board, the State Association, and the National Association of REALTORS®
 - Complete the Board indoctrination courses

- Within the first three (3) months of filing the application and non-refundable application fee, the Applicant shall be required to complete, in any order, three new member requirements. New member requirements are (1) take the Greater Nashville REALTORS® New Member Orientation course in the Greater Nashville REALTORS® classroom or virtually, (2) complete an approved Code of Ethics class, either in the Greater Nashville REALTORS® classroom, virtually or online at the National Association of REALTORS® website and (3) complete an approved Fair Housing course either in the Greater Nashville REALTORS® classroom, virtually or online at the National Association of REALTORS® website. If the Applicant fails to meet these requirements, the application will be terminated. If the agent wishes to affiliate with the Association at a later date, he or she will be required to begin the process again, by paying the application fee to reapply for membership.

- Requested local dues refund will be given if a new member is ineligible for membership with Greater Nashville REALTORS® and has held membership with Greater Nashville REALTORS® for 10 business days or less. Proof of ineligibility required. Documentation must be submitted to the Membership Department. After 10 business days no refunds will be given.

- If a REALTOR® is simply transferring his/her primary membership from another Association and has previously been through that Association's Orientation course, has been a continuous member in good standing, and can furnish a letter of good standing from their previous Association, then the application fee and orientation course will be waived. If a REALTOR® is transferring from another Association due to a change of office or broker, the transfer must be made within 30 days of the change in order to retain REALTOR® membership and receive the waiver of application fee and orientation course.

- An applicant who previously held membership with Greater Nashville REALTORS® for at least three consecutive years, left in good standing, and is reactivating their license may rejoin within five years of inactivation without paying the application or reinstatement fee. However, members who placed their license with a referral or holding company are not eligible for the Alumni Rule. All standard new-member requirements remain in place.
- If a REALTOR® transfers from one member company to another, Greater Nashville REALTORS® has the option to charge a transfer fee of \$10.00.
- If a Designated REALTOR® closes his/her firm, the agents affiliated with the firm will not be charged a transfer fee if they transfer to a firm within the Association's membership within thirty (30) days after the date the firm closed.
- If a REALTOR® must leave a firm because of circumstances beyond his/her control (illness, death in the immediate family, etc.) he/she will not be charged a transfer fee if he/she affiliates himself/herself with a Designated REALTOR® within thirty (30) days after leaving the firm.
- If a Designated REALTOR® merges his/her firm with a firm of another Designated REALTOR®, the agents affiliated with the firms will not be charged a transfer fee. Any agents who elect to affiliate with a firm other than the merging firms will not be charged a transfer fee if they notify the Association within thirty (30) days of the date of the merger that their license has been placed in a firm within the Greater Nashville REALTORS® membership.
- The membership application process for affiliate members as established by the Directors is as follows, based on three separate levels of membership:
 - **Level 1 – Corporate Membership (0-9 employees)**
At this level, the membership is held by the company. The company will pay a **\$200 application fee**, and one point of contact will be named. Employees of the company will be able to join by paying the appropriate annual dues (no application fee for individual members, only the company). If an employee leaves the company, that membership stays with the company. If the position is replaced, the membership is transferred to the new affiliate.
 - **Level 2 – Corporate Membership (10+ employees)**
At this level, the membership is held by the company. The company will pay a **\$500 application fee**, and one point of contact will be named. Employees of the company will be able to join by paying the

appropriate annual dues (no application fee for individual members, only the company). If an employee leaves the company, that membership stays with the company. If the position is replaced, the membership is transferred to the new affiliate.

- **Level 3 - Individual Membership**

This membership option is available for those who recognize the value of Greater Nashville REALTORS® affiliate membership, but whose companies may not belong. The membership is held by the individual and must be paid by the individual. The individual pays the **\$200 application fee and applicable annual dues**. Should the individual move to a new firm, the affiliate membership travels with the individual to the new firm.

- Reinstatement Policy is as follows for both REALTOR® and affiliate members:
 - For a person who has not been a member of the Association for less than one (1) year:
 - Pay \$100.00 reinstatement fee
 - Not required to complete new member training requirements. An approved Code of Ethics class and an approved Fair Housing class will be required within 90 days if not in compliance with NAR.
 - For a person who has not been a member for one (1) year or more:
 - Must apply as a new member, including appropriate dues, application fee and new member training requirements (New Member Orientation, an approved Code of Ethics class, and an approved Fair Housing class).
- Brokers are required to notify the Association in writing regarding any changes in the company or in the status of their agents. This includes new agents joining the company, agents leaving the company, and any broker changes. If the broker does not notify the Association within thirty (30) days of an agent's status change, the broker is subject to a fine of \$100.
- After National Association of REALTORS®, Tennessee REALTORS® and Greater Nashville REALTORS® dues are paid for the calendar year; there will be no refund of dues. Members may appeal this decision to the Membership Committee. The Membership Committee will review these appeals on an individual basis and make a recommendation to the Board of Directors, who will make the final decision about any appeal submitted.

- Requested local dues refund will be granted to existing members who become ineligible for membership with Greater Nashville REALTORS® after paying the upcoming year's annual dues. Proof of ineligibility must be submitted to the Membership Department prior to December 31. No refunds will be issued after December 31.
- In the case of a member's death, Greater Nashville REALTORS® will issue a pro-rated refund of unused dues for the current year. Documentation noting member's death is required.
- Billing for annual membership dues begins in the month of July for the upcoming calendar year. Renewal notices are sent by email. To be considered timely, membership dues must be either paid online by December 31 or received in the Greater Nashville REALTORS® office by the close of business on December 31. There will be a five-day grace period beginning January 1. Beginning January 6, all unpaid accounts will be assessed a \$100 late fee.
- Payment for delinquent dues and late fees must be paid online by January 31 or received in the Greater Nashville REALTORS® office by close of business on January 31. Members owing delinquent dues or late fees are terminated from membership on February 1. Any agents paying dues after January 31, will be assessed a \$200 late/reinstatement fee.
- Beginning February 1, offices with delinquent accounts will be automatically suspended from Greater Nashville REALTORS® membership and reported to Realtracs MLS.
- All late fees and reinstatement fees must be paid or appealed by February 28 (29 in a Leap Year).
- The Tennessee Real Estate Commission requires all agents to use the name as it appears on their license for advertising and educational reporting. As such, Greater Nashville REALTORS® will only list members by their formal license name in the membership database.
- No provision will be made for the use of nicknames, initials or other forms of recognition. Using this standard for all REALTOR® Association (local, state and national) and TREC records and communication makes data consistent and eliminates duplication and inaccuracy.
- Affiliate members may serve on committees within the Association with some exception. Only REALTOR® members are approved for service on the Government Affairs & Policy Committee, Membership Committee, and MLS Realtracs Advisory Committee.

ANTITRUST COMPLIANCE

Greater Nashville REALTORS® does not fix, control, recommend, suggest or maintain commission rates or fees for services to be rendered by members or any percentage of division of commissions or fees between cooperating members or non-members. Therefore, there shall be no discussion at any time by the Board of Directors, committees or staff of Greater Nashville REALTORS® concerning these matters as described. It is recommended to Association members that no discussion of these matters take place in any group meetings of Association members even when such a meeting is not connected, in any manner, with the Greater Nashville REALTORS®. Antitrust information shall be shared at the first meeting of the Board of Directors annually, each committee meeting and new member orientations.

Harassment

Introduction

Greater Nashville REALTORS® (Association) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment, and other forms of behavior defined below. This zero tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace, jobsites, and/or events will be tolerated. Intimidating, threatening or excessively rude communication and actions toward Association staff is also specifically prohibited. The Association is committed to enforcing its policy at all levels within the Association. Any officer, director, appointed committee chair, manager, supervisor, member or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or removal from leadership or membership for a first offense.

Conduct Covered

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, the Association absolutely prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, gender identity, race, color, religion, national origin, veteran status or any other legally protected characteristic. Intimidating, threatening or excessively rude communication and actions toward Association staff is also specifically prohibited.

Sexual Harassment

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. The following applies to employees, volunteer leaders as well as all members of the association. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Offensive and unwelcome conduct of a sexual nature, including sexually graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Computer Messaging and Information Systems

Employees, association volunteer members and members are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment.

Employees, association volunteer members and members may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive "humor" which contains offensive terms.

Employees receiving offensive messages over the Association's computer equipment, or receiving other unlawfully offensive messages or graphics over the Association's computer equipment, should report those messages to their supervisor or other appropriate manager. Employees are reminded that the Association's computers and the data generated on, stored in, or transmitted to or from the Association's computers remain the property of the Association for all purposes. The Association retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

Association volunteers and members receiving offensive messages over the Association's computer equipment, or receiving other unlawfully offensive messages or graphics over the Association's computer equipment, should report those messages to the CEO, Board President and/or association general counsel. Association volunteers and members are reminded that the Association's computers and the data generated on, stored in, or transmitted to or from the Association's computers remain the property of the Association for all purposes. The Association retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

Reporting Procedures

Any Association employee who believes that she or he has been subjected to unlawful harassment, discrimination or sexual harassment of any kind has the responsibility to report the prohibited behavior immediately to her or his supervisor. If the employee is uncomfortable reporting the harassment to her or his immediate supervisor (whether because the supervisor has committed the

harassment, or for any other reason whatsoever), the employee must report the harassment to the next higher level of management above the immediate supervisor or, if the employee prefers, to the CEO or Board President.

Any Association volunteer member or member who believes that she or he has been subjected to unlawful harassment, discrimination or sexual harassment of any kind during volunteer work or attending sponsored events with Greater Nashville REALTORS® has the responsibility to report the harassment immediately to the Board President or CEO. If it is the Board President or CEO who is being reported for the prohibited behavior, they should report the harassment, discrimination or sexual harassment to the next highest ranking volunteer member or the association general counsel.

The Association is committed to taking all reasonable steps to prevent harassment, discrimination or sexual harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, the Association cannot take prompt and effective remedial action unless each employee or volunteer member assumes the responsibility of reporting any incident of harassment immediately to an appropriate supervisory employee or appropriate person within the association. The Association will provide training on no less than an annual basis to staff, officers and directors, and volunteer members on this issue.

Every report of harassment, discrimination or sexual harassment will be investigated promptly and impartially, with every effort to maintain employee and volunteer or member confidentiality. The complainant and the accused will be informed of the results of the investigation. If the Association finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending officers or employees, and/or similarly appropriate action towards offending vendors, contractors, or members. Action against members may include discipline up to expulsion from membership. The Executive Committee of the Board of Directors, in conjunction with the General Counsel, will make the final determination concerning the imposition of discipline.

Reporting Without Fear of Retaliation

No Association employee will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

No Association officer, director, manager, supervisor or member is authorized, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice in the workplace.