



Association Executive Institute

Innovate ~ Educate ~ Celebrate

NAR Dues Policies and Procedures



Introducing.....

- **Tricia Grace**
Membership
Director,
Kansas City
Regional
Association of
REALTORS®

- **John Pierpoint**
VP of Finance
and
Comptroller,
National
Association of
REALTORS®



Session Objectives

- Help EO's (particularly those "new" to the REALTOR family) better understand the NAR dues remittance process and offer some "how to's".
- Answer specific questions on policies and procedure.



Basic Principles

- NAR dues governed by the NAR Bylaws, Article II. Bylaws can be found on the website (realtor.org). Go to the "Law and Policy" section, and click on "NAR Governing Documents".
- Dues are payable to NAR on January 1 of each year.
- The NAR Bylaws allow a 90-day grace period.
- No refund of dues



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NAR: Real Estate Education



NAR is The Voice for Real Estate

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Law

- [The Letter of the Law Newsletter](#)
- [REALTOR® Trademark/Logo Rules](#)
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Policy

- [Association Formation/ Name/ Jurisdiction](#)
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- [Code of Ethics/](#)

Law and Po

WHAT'S NEW

Court Enforce Settlement

Massachusetts co... contained in an er... parties.
[Read more >](#)

No Liability fo

MLS Informati

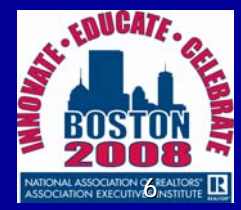
North Carolina co... verdict against bro... incorrectly listed in... property was conr... sewer.
[Read more >](#)

[Letter of the Law /](#)

FEATURED CO

Code of Ethic

The fastest and n... about the NAR Co... videos focus on w... as a REALTOR®,





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NAR Governing Documents

NATIONAL ASSOCIATION OF REALTORS®

This information is intended for NAR members who are registered as users at REALTOR.org.

If you are a member of the National Association of REALTORS® and are registered at REALTOR.org, please [Login](#) to the web site to view this page.

If you are a member of the National Association of REALTORS® but have not yet registered for REALTOR.org, you can [register here](#).





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NAR Governing Documents

[2008 Constitution, Bylaws and Interpretations](#)

[2008 Official Interpretations](#)

[2008 Code of Ethics](#)



Basic Principles

- Final due date for all renewing members' dues is March 31 of each year.
- Consequences for non-compliance are governed by the Bylaws and Finance Committee policy and can ultimately result in revocation of the Board's charter.
- Member records in NRDS are the responsibility of the local board.



Preparing for Dues Collection

- **CREATE A TIMELINE - Sample Timeline**
 - August – Member verification (see sample)
 - September – Broker verification (see sample)
 - October
 - Determine information to be included on the dues statement and any other material to be sent with invoice.
 - Layout of invoice with dues and assessments, RPAC with official verbiage (see attached invoice).
 - Establish deadlines, late fees, suspension and termination dates.
 - Run invoices in late October.



Preparing for Dues Collection

- November 1 – Send invoices to members' home, with due date of December 28.
 - December 1 – Send 2nd invoice to members' office with due date of December 28.
 - January 1 – Send 3rd invoice with due date of February 1 and assess the 1st late fee and suspend services mid January.
 - February 1 – Send 4th invoice, due date February 28, assess 2nd late fee and terminate services to office thru DR.
 - March 1 – Assess 3rd late fee and invoice. Send broker the non-member assessment/dues formula letter
- Keep entire staff informed!!
 - Have a script prepared to explain any dues increases and list benefits of Local, State and National Association



Collecting & Processing Dues

- Post payment to members' accounts
- Uploads to NRDS (this includes National and State dues)
- Cut checks to NAR & State Association
- Complete NAR Transmittal Form (see sample)
 - What to include with payment
 - Where to send it
 - Deadlines for NAR & State Association
 - Each month send RPAC money



Transmitting Dues to NAR

- **Dues transmittal format:**
 - key data elements include breakout of dues and assessments amounts, by dues year, accurate board names and NRDS numbers and accurate totaling of dollar amounts.
- **NRDS Help: 1-800-868-3225**



Frequently Asked Questions (FAQs)



- Secondary Members
- Refunds
- Prorations
- Military waivers
- Emeritus and Distinguished Service (DSA's)
- Public Awareness Campaign



Institute Affiliate members

- NAR Bylaws, Article II, sections 8 and 11
- Brief history
- Current process: ISC's as POE's, NAR as service bureau
- Board responsibility for IA's
- Problems



Nonmember Licensees

- NAR Bylaws, Article II, Section 2(a)
- NO PRORATION
- “dues shall be adjusted each month to reflect any net increase in the number of individuals licensed with REALTOR members.....”



Payment Options



- Check, with three mailing options:

1. Lockbox:

NAR

PO Box 92251

Chicago, IL 60675-2251

2. NAR

430 North Michigan Avenue

Chicago, IL 60611

3. NAR

PO Box 10958

Chicago, IL 60610-0958



Payment options



- Ecommerce: contact Chris DeRosa for additional information at 312-329-8226.
- Note that the Ecommerce option is available even if your invoicing is not done through the Ecommerce process. Simply use the electronic funds transfer option.



NAR dues collection

- Key dates:
 - Grace period ends March 31
 - Letters to state EO's listing all boards delinquent in their state on April 15
 - Letters to individual boards still delinquent as of May 1
 - Final letters to boards on May 15
 - Interest accrues retroactive to April 1.
 - Finance Committee involvement



General web information

- Transmittal Form can be found on realtor.org. Search the website for “dues transmittal form” and the document is available in Excel format.



National Association of REALTORS®
 Attention: Accounts Receivable Department
 430 N. Michigan Avenue Chicago, Illinois 60611

NAR Use Only			
Month	Day	Year	Batch#

State Number:

State Name:

DUES TRANSMITTAL FORM

	BOARD #	BOARD NAME	Membership Dues			Assessments			Total (Check Amount)
			Current (2008)	Prior (2007)	Future (2009)	Current (2008)	Prior (2007)	Future (2009)	
1									0.00
2									0.00
3									0.00
4									0.00
5									0.00
6									0.00
7									0.00
8									0.00
9									0.00
10									0.00
11									0.00
12									0.00
13									0.00
14									0.00
15									0.00
16									0.00
17									0.00
18									0.00
19									0.00
20									0.00
		Total =	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

A18...A25



1	NAR Dues Transmittal Form			
2				
3				
4	Date:	<input type="text"/>	Billing Year:	<input type="text"/>
5				
6	Assoc ID:	<input type="text"/>		
7				
8	Assoc Name:	<input type="text"/>		
9				
10				
11				
12				
13	Join Date	Counts		
14		R/RRA	NM Slsp	Total (automatic Calculation; do not enter)
15	JAN			\$0.00
16	FEB			\$0.00
17	MARCH			\$0.00
18	APRIL			\$0.00
19	MAY			\$0.00
20	JUNE			\$0.00
21	JULY			\$0.00
22	AUGUST			\$0.00
23	SEPT			\$0.00
24	OCT			\$0.00
25	NOV			\$0.00
26	DEC			\$0.00
27				
28				(Automatic Calculations)
29				Total Dues <input type="text" value="\$0.00"/>
30				Assessments <input type="text" value="\$0.00"/>
31				Total Payment <input type="text" value="\$0.00"/>
32				
33				
34				
35				
36				
37				
38	Enclose form with check and mail to:			
39				
40	National Association of REALTORS®			
41	P O Box 92251			
42	Chicago, IL 60675-2251			
43	ATT: Accounts Receivable			
44				
45				
46				
47				
48				
49	<i>NAR Internal Use Only:</i>			
50	Batch Date:	<input type="text"/>	<input type="text"/>	
51	Batch#	<input type="text"/>	<input type="text"/>	
52	Validation:	<input type="text"/>	<input type="text"/>	
53				



Questions:



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