



CAPE COD & ISLANDS
ASSOCIATION *of* REALTORS®, INC.
&
MULTIPLE LISTING SERVICE, INC.

MEMBERSHIP POLICIES

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CCIAOR Membership Policies

CCIAOR Membership Categories

- **Designated REALTOR®** - individuals who hold an active real estate or appraiser license in the Commonwealth of Massachusetts and have been designated the 'Broker in Charge' of their office (i.e. sole proprietors, partners, corporate officers or branch office managers acting on behalf of the firm principal(s)). This individual shall be responsible for all duties and obligations of membership including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Association dues as established in the Bylaws and must meet all other qualifications for REALTOR® membership established in the Bylaws.
- **REALTOR®** - individuals who hold an active real estate or appraiser license in the Commonwealth of Massachusetts and are affiliated with a Designated REALTOR®.
- **REALTOR® Emeritus** - A REALTOR® Member who has held membership in the National Association of REALTORS® for a cumulative period of 40 years and has completed at least one year of service at the National level is eligible for REALTOR® Emeritus status. Certified REALTOR® Emeritus members do not pay dues to the National Association and are exempt from the Code of Ethics Training requirement.

CCIAOR Membership Statuses

- **Primary Member** - members who pay their state and national dues through CCIAOR. A REALTOR® can join as a primary member with CCIAOR if their Designated REALTOR® is a member of CCIAOR (either primary or secondary).
- **Secondary Member** - members who pay their national and/or state dues through another local Association of REALTORS® and just pay local dues to CCIAOR.
- **Provisional Member** - CCIAOR operates on a provisional membership basis where Provisional Membership is granted upon submission of completed application with application fee and pro-rated annual dues. Provisional Members immediately receive the privileges and obligations of membership. Upon completion of new member requirements, the provisional status will be removed.

Requirements to Join CCIAOR

- Must hold an active Massachusetts salesperson, broker or appraiser license;
- Must either hold your license under a broker who is a Designated REALTOR® or must be the Broker-In-Charge of a firm;
- If a REALTOR® previously, must provide a letter of good standing from prior Association;
- Must complete New Member Orientation and Code of Ethics training within 180 days of joining.

Dues & Fees

The application fee for REALTOR® Membership is \$100. For those who are also joining CCIMLS, the joint

application fee is \$500 for Designated REALTORS®/MLS Participants and \$250 for REALTORS®/MLS Subscribers. Application fees are non-refundable.

2019 REALTOR® Dues for primary CCIAOR members are \$576.00. Annual dues pay for REALTOR® membership at the local, state and national levels and are allocated as follows: \$230 for CCIAOR dues, \$161 for MAR dues, \$185 for NAR dues for a total of \$576.00. For new members, dues are prorated based on the month you join and must be paid as part of the application process. Once an application has been processed and approved, prorated dues are non-refundable. For renewing members, dues are payable by January 1st each year. Annual dues are non-refundable after December 15th, (2 weeks prior to the due date) . Payment will be accepted in the form of cash, check, VISA, MasterCard, American Express or Discover. Dues payment plans are available if you sign up before January 1st.

Past Due Policy

A past due fee of \$25 will be applied to all accounts not paid by January 1st. Members with account balances on February 15th will have their REALTOR® membership suspended and if applicable, MLS membership, and the member's Designated REALTOR® will be issued a non-member assessment for that individual (see section on *Designated REALTOR® Dues Formula*). Members with account balances on March 15th will be inactivated from REALTOR® membership and if applicable, MLS membership. Designated REALTORS® with account balances as of March 15th will have their entire offices' REALTOR® Membership inactivated and if applicable, MLS Membership. After March 15th, a reinstatement fee of \$35 will be charged per member plus any late fees will have to be paid to reactivate membership.

Reinstatement Policy

If an individual held REALTOR® membership in the prior year, they are responsible for the full current year dues plus any late fees and a \$35 reinstatement fee. If an individual did not hold REALTOR® membership in the prior year, they do not need to pay past fees but must submit a new application and pay the application fee as well as prorated dues to rejoin. Additionally, individuals who are reinstating after being inactive for two (2) or more years will be required to attend New Member Orientation.

Expired / Inactive License Policy

Members who have an expired or inactive Massachusetts real estate license will have their REALTOR® membership suspended and if applicable, MLS membership suspended, until their license has been reactivated by the state. Any listings in CCIMLS will be transferred to the member's MLS Participant/Designated REALTOR® until the license has been reactivated.

If a Designated REALTOR®/MLS Participant has an expired or inactive license they will be granted ten (10) days to renew their license with the state or their entire office will be suspended from REALTOR® membership and if applicable, MLS Membership. Additionally, any listings in CCIMLS will be removed until the Designated REALTOR®/MLS Participant's license has been renewed.

CCIAOR REALTOR® Responsibilities

New Member Requirements

New REALTORS® who hold primary membership with CCIAOR must attend New Member Orientation and Code of Ethics Training within six (6) months of joining the Association. New Designated REALTORS® who hold primary

membership with CCIAOR must attend a Designated REALTOR® Orientation and if applicable, Code of Ethics training, within 180 days of joining the Association.

Upon application, all REALTORS® agree to meet the new member requirements listed above. Failure to complete new member requirements within the timeframe allowed will result in membership termination and no refunds will be provided. Additionally, submission of a new application and application fee will be required to reapply for membership and current year dues, if not already remitted, will be due and payable.

New Member Requirements apply to all REALTOR® members including those who hold appraiser or attorney licenses.

Status and Affiliation Changes

A REALTOR® Member whose employment status or brokerage affiliation changes must provide written notification of such change to the CCIAOR within thirty (30) days.

Continuing REALTOR® Code of Ethics Training

Effective January 1, 2017, through December 31, 2018, and for successive two-year periods thereafter, each REALTOR® member of the Association (with the exception of REALTOR® members granted REALTOR® Emeritus status by the National Association) shall be required to complete ethics training of not less than two (2) hours and thirty (30) minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another Association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® and updated from time to time. REALTOR® members who have completed training as a requirement of membership in another Association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any two (2) year cycle shall not be required to complete additional ethics training until a new two (2) year cycle commences.

Failure to satisfy the required periodic ethics training shall be considered a violation of a membership duty. Failure to meet the requirement in any two (2) year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any two (2) year cycle or until the requirement is met, whichever occurs sooner. Additionally, as of January 1st, members who have not completed the Code of Ethics for the prior two (2) year cycle will be subject to a \$250 reinstatement fee. On March 1st of that year, the membership of a member who is still suspended as of that date will be automatically terminated until the requirement is met and all fees have been paid.

CCIAOR Designated REALTOR® Responsibilities

Designated REALTOR® Dues Formula

Per the National Association of REALTORS® Designated REALTOR® Dues Formula, the Designated REALTOR® of a firm is responsible for a dues assessment equal to the number of individuals licensed with that Designated REALTOR®. In other words, all active real estate licensees working under a Designated REALTOR® must also be REALTORS® (and pay dues) or the Designated REALTOR® is required to pay a non-member assessment per licensee which is equivalent to the cost of REALTOR® membership. Note that all active licensees, including

licensed assistants, are included in the Designated REALTOR® Dues Formula. The only exception to the NAR Designated REALTOR® Dues Formula is for agents who are Licensed for Referral Only Companies and qualified Mortgage Loan Originators. Please refer to the [Designated REALTOR® Dues Formula FAQ](#) for more information.

Designated REALTOR® Orientation (Legal Liability Training)

Within six (6) months of the date of membership approval, each new Designated REALTOR® shall be required to attend CCIAOR Designation REALTOR® Orientation or to demonstrate that they have completed six (6) hours of instruction geared exclusively to Brokerage ownership and management issues related to risk reduction and any policies or laws that might result in a significant legal vulnerability or liability to the organization and its members. This requirement will be considered satisfied upon presentation of evidence that the member has completed an educational program conducted by this Association or any other recognized educational institution which, subject to the opinion of the Board of Directors, is an adequate substitute for the training programs conducted by the Association. Any member who fails to meet this requirement will be suspended until this requirement is fulfilled.

Firm Certifications

Designated REALTOR® Members of the CCIAOR shall annually certify, on a form provided by CCIAOR, a complete listing of all individuals licensed or certified with the REALTOR®'s office and shall designate a primary Association/Board for each individual who holds membership. Designated REALTORS® shall also identify any non-member licensees in the REALTOR®'s office(s) and if Designated REALTOR® dues have been paid to another Association/Board based on said non-member licensees, the Designated REALTOR® shall identify the Association/Board to which dues have been remitted. These declarations shall be used for purposes of calculating dues under Article X, Section 2 (a) of the NAR Bylaws.

Licensee Affiliation Changes

Designated REALTOR® Members shall notify CCIAOR of any additional individual(s) licensed or certified with the firm(s) within thirty (30) days of the date of affiliation or severance of the individual.

REALTORS® transferring from one company to another shall notify the Association in writing. All notifications must be provided by the new Designated REALTOR® or their authorized representative. The transfer of listings is at the sole discretion of the original listing Designated REALTOR® and shall only be transferred when the request is submitted in writing by the original listing Designated REALTOR® to the CCIMLS office.

Affiliate Membership

Individuals that conduct business in a field related to real estate and are in sympathy with the objectives of the Association may join CCIAOR as Affiliate Members. Affiliate dues are \$250 annually. Additional information about membership and benefits can be found on our website (www.cciaor.com).

CCIMLS Membership Policies

CCIMLS Membership Categories

- **Participant** - individuals who hold an active real estate license in the Commonwealth of Massachusetts and have been designated the 'Broker in Charge' of their office (i.e. sole proprietors, partners, corporate officers or branch office managers acting on behalf of the firm principal(s)). This individual shall have all rights, benefits, and privileges of the CCIMLS, and shall accept all obligations to the CCIMLS for the Participant's firm, partnership, or corporation, for compliance with the Bylaws and Rules and Regulations of the CCIMLS by all persons affiliated with the Participant who utilize the CCIMLS.
- **Subscriber**- Subscribers (or users) of the CCIMLS include non-principal real estate brokers, sales associates, and licensed real estate appraisers affiliated with CCIMLS Participants.
- **Administrative Users** - Affiliated licensed or unlicensed administrative and clerical staff or personal assistants who are under the direct supervision of a CCIMLS Participant or the Participant's licensed designee. Administrative users do not have access to list and sell in CCIMLS and if unlicensed, are not required to hold REALTOR® membership.

Requirements to Join CCIMLS

- Must hold an active Massachusetts salesperson, broker or appraiser license.
- Must be a REALTOR® in good standing. If you are not a member with CCIAOR, you will have to provide a letter of good standing from your local Association.
- Designated REALTOR® (Broker-In-Charge) must join CCIMLS as your firm's Participant. Additionally, all active real estate licensees at the office location must also join CCIMLS as Subscribers or must be approved as fee waived licensees
- Applicants will need to complete an online orientation on the rules and regulations of CCIMLS prior to accessing the MLS suite of tools

2019 Dues & Fees

The application fee for CCIMLS membership is \$500 for Participants and \$250 for Subscribers. There is no application fee for Administrative memberships. Application fees are non-refundable.

The CCIMLS access fee for both Participants and Subscribers is \$324 annually and is billed and due on a quarterly basis. Each office location receives one (1) complementary administrative membership and additional administrative memberships are \$33 per quarter. For new members, fees are prorated based on the month you join and must be paid as part of the application process. Once an application has been processed and approved, prorated dues are non-refundable. For renewing members, fees are payable quarterly on the first of January, April, July and October. CCIMLS fees are non-refundable. Payment will be accepted in the form of cash, check, VISA, MasterCard, American Express or Discover. Auto Pay is also available.

Past Due Policy

Membership will be suspended and a past due fee of \$75 for Participants and \$25 for Subscribers will be applied to all accounts not paid 30 days after the quarterly due date. If a Subscriber's fees are not paid 60 days after the quarterly due date, the fees will be transferred to the office. Participant and due within 30 days. Failure to pay within 30 days of invoicing will result in the suspension of MLS access for the MLS Participant and any affiliated Subscribers until full payment is made.

Reinstatement Policy

Individuals who voluntarily end their membership or individuals who are suspended for nonpayment and wish to rejoin within a 12-month period must pay past fees from the date their membership ended as well as any applicable late fees. Accounts that have been inactive for more than 12 months do not need to pay past fees but must pay the application fee of \$500 for Participants and \$250 for Subscribers to rejoin.

MLS Participant Responsibilities for Fees

The Participant (Designated REALTOR®) will be assessed a yearly fee for each salesperson and licensed or certified appraiser in the office, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant, except that this fee shall be waived for licensees subject to a fee waiver under Section 6.6 of the Rules and Regulations. Payment of such fees shall be made on or before the first day of each quarter. Fees shall be prorated on a monthly basis. Administrative (whether licensed or unlicensed) clerical staff and personal assistants are eligible for MLS access for a reduced fee.

Subscriber Fee Waivers

MLS provides participants the option of a no-cost waiver of MLS fees, dues, and charges for any licensee or licensed or certified appraiser in a participating office who can demonstrate (i) subscription to a different MLS where the principal broker for the office also participates or (ii) that they work exclusively with rentals. MLS requires Participants to sign a certification for nonuse of MLS services, which includes penalties and termination of the waiver if violated. Normally, under Section 6.2 of the Rules and Regulations, any per-subscriber fee is calculated based on each salesperson and licensed or certified appraiser affiliated with a participating office. The effect of fee waiver is that the number of subscribers in a participating office for purposes of any recurring per-subscriber fees paid by a participant under Section 6.2 shall be reduced by the number of licensees and certified appraisers who are subject to waiver under Section 6.6 of the Rules and Regulations.

Medical & Military Waiver for CCIMLS Fees

A CCIMLS member may request a temporary waiver (maximum of 1 year) of MLS Participant or Subscriber fees due to:

- Significant medical illness that prevents member from providing real estate services to any individual (a copy of the doctor's note is required); or
- Military deployment (a copy of the deployment papers is required)

The waiver must be signed and dated by both the individual requesting the waiver and their MLS Participant (if applicable) and approved by CCIMLS. Note that a CCIMLS Participant is not eligible for the waiver if they have affiliated CCIMLS Subscribers. To request a waiver, members can contact support@cciaor.com

New Member Orientation

Upon application acceptance, CCIMLS Participants and Subscribers must complete an online orientation on the rules and regulations of CCIMLS prior to accessing the MLS Suite of Tools.

CCIMLS Participant & Subscriber Agreements

Upon application, Participants must agree to the Cape Cod & Islands Multiple Listing Service, Inc. Participant Agreement.

Upon accessing the MLS for the first time, Subscribers must agree to the Cape Cod & Islands Multiple Listing Service, Inc. Subscriber Agreement.

Licensee Affiliation Changes

Each Participant shall provide the MLS with a list of real estate licensees or licensed Appraisers employed by or affiliated as independent contractors with such Participant or with such Participant's firm and shall immediately notify the MLS of any changes, additions, or deletions from the list. This list shall include any licensees under any Broker associate affiliated with the Participant.

The Participant must at all times provide to MLS up-to-date information on all licensees, whether they are subscribers or fee-waived licensees, in each participating office. Participants shall notify the MLS within five (5) business days of any change in status for Subscribers and any change in qualifications of fee-waiver licensees.

Office Policies

Referral Only Offices

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the CCIAOR, on a form approved by the CCIAOR, a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this Section and shall not be included in calculating the annual dues of the Designated REALTOR®. Designated REALTORS® shall notify the Association within three (3) days of any change in status of licensees in a referral firm.

The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property) other than referrals, and dues for the current fiscal year shall be payable.

Contact support@cciaor.com to request a Limited Referral Only Office Certification Form.

Office Acquisition Policy

In the case where a company or office is acquired by another company or office, statistical history in CCIMLS will not be transferred to the new company. If a current company or office has a name change, whereas the license number of the brokerage remains, or a broker who is a sole proprietor incorporates and receives a new license number, the statistical office history in CCIMLS may be updated to reflect the new name or a new office may be created.

Events & Programs Policies

Cancellation & No-Show Policy

For CCIAOR and CCIMLS programs and events which have a fee to attend, a full refund will be provided if registration is cancelled three (3) business days prior to the date of the event. Refunds will not be available if registration is cancelled less than three (3) business days before the date of the event. This policy applies to programs such as Summer Soiree, the Installation & Holiday Party, the Real Estate Conference, as well as educational or professional development events that have a fee for attendance.

For events and programs that are offered free to members but that CCIAOR/CCIMLS may incur costs per person registered (i.e. for food, beverages, staff time or space rental), a no-show fee will be charged to members who register to attend but do not show up or notify us in advance that they cannot attend. The no-show fee amount and the latest date to notify us that you cannot attend will be determined on an event by event basis and will be indicated during the registration process.

Non-members who register for Continuing Education classes can cancel up to twenty-four (24) hours before the start of the class for full reimbursement. Cancellation less than twenty-four (24) hours before the start of class will result in a \$10 cancellation fee.