

## **DUES COLLECTION POLICY**

This policy establishes the procedure and deadline for membership dues that must be remitted to the Association.

Cash cannot be used for dues payments.

### **FINANCIAL OBLIGATIONS POLICY**

As per the Association Bylaws, Section 4. Non-Payment of Financial Obligations, if dues, fees, fines, or other assessments including amounts owed to the Association are not paid within one month after the due date, the nonpaying member is subject to suspension at the discretion of the Board of Directors. Two months after the due date, membership of the nonpaying member may be terminated at the discretion of the Board of Directors. Three months after the due date, membership of the nonpaying member shall automatically terminate unless within that time the amount due is paid. However, no action shall be taken to suspend or expel a member for nonpayment of disputed amounts until the accuracy of the amount owed has been confirmed by the Board of Directors. A former member who has had their membership terminated for nonpayment of dues, fees, fines, or other assessments duly levied in accordance with the provisions of these Bylaws or the provisions of other Rules and Regulations of the Association or any of its services, departments, divisions, or subsidiaries may apply for reinstatement in a manner prescribed for new applicants for membership, after making payment in full of all accounts due as of the date of termination.

### **THREE-WAY AGREEMENT**

The three-way agreement is where a member belongs to a local, state and national association. The Association collects local (Association), state (New Jersey REALTORS®) and national (National Association of REALTORS® - NAR) dues from its primary members.

### **2024 MEMBERSHIP DUES AMOUNTS**

Primary REALTOR® member dues for 2024 are \$486 for renewing members and \$491 for new or reinstated members. The breakdown is as follows:

Association	\$150
NJ REALTORS®	\$135 for renewals. \$140 for new and reinstated members (includes \$5 legal action fund assessment)
NAR	\$201 (includes \$45 consumer advertising campaign assessment)

There is a late dues fee of 20%. The CEO of the Association may waive the late fee if the delay is the result of a staff error.

### **SECONDARY MEMBERS**

Secondary members either pay only state and local dues to the Association if they pay their NAR dues to another Association outside of New Jersey or they pay only local dues if they pay their NAR and NJ REALTORS® dues to another Association located within New Jersey. Dues are waived for licensees with an Association member office who paid their dues to a contiguous state.

### **PRORATED DUES FOR NEW MEMBERS**

Dues are prorated monthly for new members and are due 14 days from date of notice. The New Jersey REALTORS® legal action fund and the National Association of REALTORS® consumer advertising campaign assessment are not prorated. New Jersey REALTORS® prorates their dues quarterly.

## **REINSTATED MEMBERS**

Any member whose status is changed to inactive, suspended or terminated between January 1 and the third week in March or anytime during that year for nonpayment of dues, and is reinstated at a later date during the current dues billing year, will be responsible for a full year's dues plus the late fee.

## **REFUND POLICY**

We do not refund dues. The only exception is if the Association receives membership dues for the same member more than once in one dues cycle.

### **Military Dues Waiver/Refund Policy**

A member of the Association who is a member of the National Guard or Reserve and who is called to active duty is granted a waiver for the Association local dues and special assessments during the year of active duty. This waiver also applies when a member's spouse is called to active duty. To request the waiver, members should send an email to the Association's Director of Membership (or to [membership@njrealtors.com](mailto:membership@njrealtors.com)) requesting the waiver and include a copy of the active-duty orders. The Association members called to active military duty are entitled to a refund of local Association dues, based upon the quarter in which they are called to active duty.

For information purposes, as of 2023, 1) The National Association of REALTORS® and New Jersey REALTORS® also provide dues waivers for active military duty for individuals and their spouses during the year of active duty; 2) New Jersey REALTORS® provides dues refunds for NJ REALTORS® members called to active military duty, based upon the quarter in which they are called to active duty; and, 3) The New Jersey Real Estate Commission offers a Continuing Education Waiver for active duty military. The Association member is solely responsible for obtaining any of these waivers.

## **SUSPENSION AND TERMINATION OF UNPAID MEMBERS DURING ANNUAL DUES BILLING**

If dues or assessments owed to the Association are not paid within one month after the due date, the nonpaying member and DESIGNATED-REALTOR® are subject to suspension at the discretion of the Board of Directors. If dues or assessments owed to the Association are not paid within two months after the due date, the nonpaying member and DESIGNATED-REALTOR® are subject to termination at the discretion of the Board of Directors. If dues or assessments owed to the Association are not paid by March 1st, the nonpaying member and DESIGNATED-REALTOR® are automatically terminated.

## **DESIGNATED-REALTOR® RESPONSIBILITY**

The DESIGNATED-REALTOR® (Broker/Manager) ("DR") shall remain responsible for ensuring all dues and assessments are paid. The DESIGNATED-REALTOR® (Broker/Manager) is responsible for all the delinquent dues and late fees for licensees in their office. DRs are billed in compliance with the dues formula policy as follows, NAR'S DUES FORMULA: The way the DR Formula was set up back in the 1970's can be viewed as a way for a DR to decrease their own dues obligation as originally intended, this may help explain the dues obligation. Every DR owes dues (national, state and local) for themselves as well as dues (national, state and local) multiplied by the number of ALL licensees in their office. That is the DR's total dues obligation. The DR can decrease this personal obligation each time one of their licensees decides to join the Association themselves as a REALTOR®, so it can be in the interest of the DR to help recruit their licensees for membership. As each licensee joins the Association as a member, the amount owed by the DR decreases.

### **QUARTERLY BILLING DATES for New Members**

A notice with a list of the licensees who are not members of the Association is sent to the DESIGNATED-REALTOR® three times a year. Included with the notice will be the new member application for the DESIGNATED-REALTOR® to distribute to licensees who are not members but wish to join the Association. If a licensee does not wish to join, a non-member assessment will be imposed on the DESIGNATED-REALTOR® in order to be in compliance with the Dues Formula.

SECOND QUARTER - During the last week of April, Second Quarter dues billing will be performed for nonmembers.

THIRD QUARTER - During the last week of July, Third Quarter dues billing will be performed for nonmembers.

FOURTH QUARTER - During the last week of October, annual dues billing is performed for renewing members and non-members. **This is also known as Fourth Quarter dues billing.** The New Jersey REALTORS® Broker Compliance Tool and/or New Jersey Real Estate Commission website will be used to do the comparison. Dues and/or Assessments are to be remitted by January 1.

### **LATE FEE**

There is a grace period in January for annual dues payments. A 20% late fee of full dues amount is applied to each unpaid licensee if fees are not received in the Association office on or before January 15 of the dues year. Postmarks will not be honored as being on time. During the semi-annual dues billing, a late fee for new members' dues and non-member assessments will not be imposed. Unpaid members and DESIGNATED-REALTORS® are automatically terminated and paid members from that office inactivated during **the third week of March**. No extensions will be granted.

### **NON-MEMBER ASSESSMENT**

The result of licensees in a REALTOR® office who choose not to become members is that the DESIGNATED-REALTOR® is imposed with a non-member assessment for those licensees at the rate for the full year, which may be pro-rated.

An office roster of unpaid members can be sent at any time to a broker via e-mail, fax or mail upon request.

A member can request a copy of their invoice at any time.

### **DUES WAIVERS**

Association, NJ REALTORS® and NAR dues are waived for REALTOR® Emeritus members.

Association, NJ REALTORS® and NAR dues are waived for members in active military duty.

Association and NJ REALTORS® dues are waived for members who previously served as NJ REALTORS® President.

### **PAYMENT OPTIONS**

Renewing Members are encouraged to pay their dues online with VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER or E-CHECK. **New Members cannot pay online; they are required to complete an application and submit to the Association with payment.**

### **RETURNED CHECK FEE**

A \$150 fee will be applied to dues payments returned by the bank for insufficient funds or any other reason.

## **AGENT LICENSURE**

A licensee calling themselves a “Referral” or “Inactive” Agent does not exclude the DR from the responsibility for the licensee if they are an active licensee with the NJREC, in an office that holds REALTOR® status. If the licensee remains with a REALTOR® member’s office, dues or an assessment will still be owed to the Association.

## **RESOLUTION OF DISCREPANCIES**

From receipt of notice of unpaid members, DESIGNATED-REALTORS® shall be granted two business days to correct the discrepancies.

## **REALTOR® POLITICAL ACTION COMMITTEE (RPAC)\* CONTRIBUTION POLICY**

If a total payment for dues received is more than the amount due for dues, and late fee if applicable, the difference will be assumed to be and accepted as an RPAC donation in the member’s name. RPAC funds are raised voluntarily from members and the money is used to assist in the election of pro-REALTOR® candidates who support private property rights and other issues that have a direct impact on the real estate industry. When members donate to RPAC, they make an investment in protecting real estate and homeownership.

*Contributions to RPAC are not deductible for federal income tax purposes. Contributions are voluntary and are used for political purposes. The amounts indicated are merely guidelines and you may contribute more or less than the suggested amounts provided your contribution is within applicable contribution limits. The National Association of REALTORS® and its state and local associations will not favor or disadvantage any member because of the amount contributed or a decision not to contribute. You may refuse to contribute without reprisal. Unless otherwise required by applicable law, any request for the refund of a contribution must be made within two (2) business days of the date on which you authorize RPAC to charge you for said contribution. Your contribution is split between National RPAC and the State PAC in your state. Contact your State Association or PAC for information about the percentages of your contribution provided to National RPAC and to the State PAC. The National RPAC portion is used to support federal candidates and is charged against your limits under 52 U.S.C. 30116.*