

WMAR  
POLICY STATEMENTS

Amended November 2025



WHITE MOUNTAIN  
ASSOCIATION OF REALTORS®



WHITE MOUNTAIN ASSOCIATION OF REALTORS® POLICY STATEMENTS  
(As Amended November 2025)

INTRODUCTION: Policy statements are for the purpose of developing guidelines and standards for internal Association operations and shall be approved by the Board of Directors on a continuing basis as needed.

The following documents establish the policies for the operation of the Association:

Articles of Incorporation as amended July 8, 1996

Bylaws and Rules and Regulations as amended November 19, 2024.

Rules & Regulations of the Multiple Listing Service of the White Mountain Association of REALTORS® as amended February 2026.

Policy Statements as amended November 2025.

**MEMBERSHIP REQUIREMENTS:**

**POLICY A.1: APPLICATION:** (Amended 12/23) Membership is not mandatory and may be requested at any time; in the event that a non-principal affiliate with a Designated REALTOR® and chooses not to join an association of REALTORS®, the provisions of WMAR BYLAWS, ARTICLE X, regarding non-member licensees will apply. Applicants shall file an application within 30 days (signed by employing Broker) with proof of licensing (i.e. ADRE license, or receipt) with the Chief Executive Officer (CEO); if licensee has not applied with another board of choice. A non-refundable application fee per the current Rate and Fee Schedule must accompany each application in addition to the appropriate National, State and Local dues.

**POLICY A.2: NEW MEMBER ON-BOARDING:** (Amended 12/23, 11/25) Applicants for REALTOR® Membership and approved by the Board of Directors, shall agree (as a condition of membership) to complete the White Mountain Association of REALTORS® New Member On-Boarding Program. A New Member On-Boarding shall be provided at a minimum of 6 times a year, with a minimum of 4 new members registered in order to hold a class. Additional New Member On-Boarding may be authorized by the President. In case of class cancellation, registrants shall be automatically enrolled in the next available class. Notice of cancellations shall be given 48 hours in advance, by email and phone, to registrants. The New Member On-Boarding shall consist of no less than three (3) hours of Association certified training by a Certified Instructor, a certificate for three (3) Disclosure CE hours will be given. New Member On-Boarding must be completed within 60 days, or the first two available opportunities, from when a completed application is received by the Association, or membership will be suspended. Failure to complete the New Member On-Boarding within 90 days, or the first two available opportunities, of a completed application being received by the Association will result in termination of membership. Applicants may resubmit a membership application, accompanied by the application fee and WMAR dues, at any time for reconsideration. If an applicant has not completed the New Member On-Boarding after reapplying for membership 2 times, the White Mountain Association of REALTORS® will no longer accept a membership application from them. The applicant may then re-apply for membership after three years have elapsed since termination of REALTOR® membership, due to non-completion of the New Member On-Boarding Program.

Association members who sever (for reasons other than non-attendance at New Member On-Boarding) then re-apply for membership within one (1) year shall come current with appropriate local, state and national dues and the application fee but shall not be required to re-take the New Member On-Boarding class.

**MEETINGS**

**POLICY B.1:** (Amended 02/03, 09/05, 06/25) Board of Directors meetings shall be held the fourth Tuesday every other month and/or at such other times as scheduled by the Board of Directors

**POLICY B.2:** (Removed 11/11)

**POLICY B.3:** (Amended 12/23) Prior approval must be given by the presiding officer to anyone wishing to be on the agenda at the Board of Directors meetings at least 1 week in advance of the scheduled board meeting.

**POLICY B.4:** (Amended 12/23, 06/25) Installation of Officers and Directors shall take place prior to December 31st.

**POLICY B.5:** (04/01) The immediate Past President shall be or appoint a broker chairperson to the Broker/Owner Committee. Meeting dates and times shall be determined by the Chairman.

**POLICY B.6:** (Amended 12/23) The President and the President Elect are members of the AAR Board of Directors and Quota Directors for NAR with the authority to appoint a replacement from the current Board of Directors in absence. If no Director is available for appointment, the Chief Executive Officer may be appointed. As membership grows, additional Quota Directors will be appointed from the elected officers in order of position.

**POLICY B.7:** (04/99) A Board of Directors member shall inform the CEO or current President prior to their being absent from a board meeting.

**POLICY B.8:** (08/07, 06/25) Board of Directors meetings may be recorded for transcribing purposes by the CEO only. Once transcribed, the recording will be destroyed immediately.

#### **DUES AND FEES: RATE AND FEE SCHEDULE (Exhibit A)**

**POLICY C.1: SEVERANCE NOTICE:** (Amended 06/12) Licensee severance notifications must be dated and received by the Association office, in writing. Year-end severance notifications must be received by the Association office by no later than the close of business December 31st. Once into the new calendar year, all Annual Dues billings are due and payable in full.

**POLICY C.2: PAYABLE:** Partial payment will not be accepted.

**POLICY C.3: LICENSEE TRANSFERS:** (Amended 12/23) The transferring Agent will be charged, per the current Rate and Fee Schedule, when the Agent transfers from one office to another; except when the Agent must transfer because the prior Participant defaulted on payment or company (Brokerage) merger.

**POLICY C.4: OFFICE RE-APPLICATION:** (Amended 11/11, Amended 2/17) Offices whose membership has been severed, then re-apply for membership, shall be current on any outstanding balances owed to the Association, and shall be charged the New Association Office Fee and the New Association Office Application Fee per the current Rate & Fee Schedule; unless the Office reapplies within 30 days of their severance date, in which case Reactivation Fees would apply instead, per the Rate & Fee Schedule.

**POLICY C.5: MEMBERSHIP RE-APPLICATION:** (Amended 12/23) Association members whose membership has been severed, then re-apply for membership, shall be current on any outstanding balances owed to the Association, and shall be charged local WMAR dues and the New Member Application Fee per the current Rate & Fee Schedule; unless the Member reapplies within 30 days of their severance date, in which case Reactivation Fees would apply instead, per the Rate & Fee Schedule.

**POLICY C.6: REACTIVATION FEES:** (Amended 08/11, 06/25) Offices and/or Agents who are suspended from the Association for non-payment, shall be charged a Reactivation Fee per the current Rate & Fee Schedule if reactivating within 30 days of suspension.

**POLICY C.7 EDUCATION FEES:** (Amended 12/23) Member and non-member fees shall be per the current Rate and Fee Schedule.

**POLICY C.8: ASSOCIATION FUNCTIONS:** (Amended 12/23, 06/25) Reservations for all Association functions must be made in advance. Reservation cancellations must be given at least 72 hours prior to the function.

**POLICY C.9:** (Removed 11/25)

**POLICY C.10: DUES PAYABLE:** (Amended 11/11) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Association dues, and the individual remains with the Designated REALTOR®'s firm, the dues obligation of the "Designated" REALTOR® will be increased to reflect the addition of a Non-Member licensee. Dues shall be calculated from January 1st of the current year and are payable within thirty (30) days of the Licensee's termination of membership.

**POLICY C.11: COLLECTIONS:** (Amended 12/23, 11/25) WMAR provides services to their Participants and/or agents. The services provided must be paid for by fees charged to the Participants and/or agents who use those services. Because WMAR has made commitments to outside vendors to provide those services to their Participants and/or agents, the fees charged to the Participants and/or agents must be collected in a fair, consistent and timely fashion to ensure the ability of the WMAR to meet their respective obligations.

No action shall be taken to expel a Participant and/or agent for nonpayment of disputed amounts until the Board of Directors has confirmed the accuracy of the amount owed. A former Participant and/or agent whose membership was severed for nonpayment of a delinquent account may apply for reinstatement as prescribed by Policy A: MEMBERSHIP REQUIREMENTS and Policy C5: MEMBERSHIP RE-APPLICATION. In the event an agent's membership is suspended or severed due to the suspension or severance of their Participating Broker for nonpayment of a delinquent account or company (Brokerage) merger, the agent will not be charged for any transfer or membership reinstatement fees if they transfer their license to another Participating Broker within 15 days of suspension/severance.

**POLICY C.12: RETURNED CHECKS:** (Amended 12/23) A processing fee will apply to all returned checks per current return check rate.

**POLICY C.13: POSTAGE:** (Amended 12/23) Postage and handling on materials requested from the Association that require mailing will be at current postage rate.

**POLICY C.14: APPRAISAL OFFICE FEES:** (Amended 12/23) REMOVED

**POLICY C.15:** (Removed 11/25)

## **BUDGET**

**POLICY D.1: BUDGET REQUESTS:** (Amended 12/23, 11/25) Finance Committee Chairperson shall submit budget requests for the coming year to the Chief Executive Officer by October 31<sup>st</sup> of each year for consideration by the Finance Committee.

**POLICY D.2: PRELIMINARY BUDGET:** (Amended 12/23, 11/25) The Chief Executive Officer shall provide the Finance Committee with a preliminary budget by November 15<sup>th</sup>.

**POLICY D.3: BUDGET APPROVAL:** (Amended 11/11) The budget shall be approved by the Board of Directors prior to November 30<sup>th</sup>. Copies of the approved budget will be given to Officers and Directors.

**POLICY D.4: BUDGET CHANGES:** (Amended 12/23) Proposed amendments to the annual approved budget shall be submitted to the Treasurer to present to the President at least one (1) week prior to the meeting at which the proposed amendment will be presented to the Board of Directors.

**POLICY D.5: DONATIONS/PROJECTS:** Any requests for donations or financing of special projects must be approved by the Board of Directors.

**POLICY D.6: GIFTS:** Flowers, cards or memorials, when appropriate, will be sent by the Chief Executive Officer with the approval of the President.

## **EXPENDITURES**

**POLICY E.1: CONTRACTS/ENCUMBRANCES:** The Board of Directors shall approve all contracts and agreements which incur financial or other liabilities to the Association.

**POLICY E.2: CONTRACT SIGNATORIES:** (04/01) With prior Board of Directors approval, the Chief Executive Officer will be authorized to sign all legal papers, i.e. leases, contracts, etc.

**POLICY E.3: CHECK SIGNATORIES:** (Amended 12/23, 04/20, 06/25, 11/25) Two (2) signatures shall be required on all Association checks over \$3500.00. Authorized signers shall be the President, President-Elect, 1st Vice-President, Past President, Treasurer, and Chief Executive Officer. No check signatory shall sign a check with signatory as payee.

**POLICY E.4: RESERVE FUNDS:** (Amended 10/14) Monies placed in reserve funds shall be invested in interest-bearing accounts through federally insured financial institutions. Primary investment responsibility shall be with the Finance Committee. Monies received from New Association Office Application Fees shall be deposited into these accounts. Reserve funds shall be allocated into office application and operating reserves. Allocations to each reserve are to be determined by the Finance Committee annually as part of the budgeting process.

**POLICY E.5: RESERVE FUND WITHDRAWAL:** Funds may be withdrawn from reserve funds only upon recommendation of the President and Treasurer and upon approval of the Board of Directors.

**POLICY E.6: INVESTMENT REQUESTS OR CHANGES:** (Amended 07/06) Requests for new investments or changes to existing investments will require a signed letter from the President and Treasurer, along with a copy of the minutes.

**POLICY E.7: TRAVEL REIMBURSEMENT REQUESTS:** (Amended 11/24, 06/25) The Chief Executive Officer may use the WMAR credit card to purchase early registration, lodging, airline tickets and/or rental car, mileage, and per diem for elected Officers & Directors, NAR Directors, and any other Staff or volunteers who may be required to travel. All claims for travel reimbursement from individuals authorized to receive reimbursement per approved travel budget shall be submitted using the association reimbursement form within fifteen (15) days after the meeting, all expenses included. Failure to comply will result in reimbursement being sent to the WMAR Board of Directors for review. All claims for travel reimbursement from individuals who have attended an event that qualifies for reimbursement by the Association, must submit all original, detailed receipts or copies of the original detailed receipts with their travel reimbursement request. In the event the Chief Executive Officer cannot make the arrangements, the attendees shall be reimbursed as follows: early registration, standard hotel room rate (early registration required), air travel or mileage @ IRS standards (mileage shall not exceed the cost of air fare if the attendee elected to travel by auto) or reasonable car rental. Movies and alcohol are not reimbursable. Guest expenses must also be shown separately and supported by details showing the names of those present on the detailed receipt. The per diem rate has been established at [www.gsa.gov](http://www.gsa.gov), for WMAR Elected and Appointed Leadership and WMAR staff. Attendee must share their knowledge received in the form of a written report. A person's traveling is expected to exercise good judgement with expenses and could be liable for expenses the board, upon review, may deem excessive.

**POLICY E.8: AAR LEADERSHIP MEETING ATTENDANCE:** (Amended 11/24, 06/25, 11/25) In the event the Chief Executive Officer cannot make the arrangements, the Association will reimburse President, President-Elect, and 1st Vice President as follows: early registration; standard hotel room rate (early registration required); mileage @ IRS standards (if carpool is not available), and the rate established at [www.gsa.gov](http://www.gsa.gov) per diem. Attendee must share their knowledge received in the form of a written report.

**POLICY E.9: AAR CONFERENCE ATTENDANCE:** (Amended 11/24, 06/25, 11/25) In the event the Chief Executive Officer cannot make the arrangements, the Association will reimburse for the elected Officers & Directors as follows: early registration; standard hotel room rate (early registration required), mileage @ IRS standards (if carpool is not available) and the rate established at [www.gsa.gov](http://www.gsa.gov) per diem. Attendee must share their knowledge received in the form of a written report.

**POLICY E.10: OTHER TRAVEL REIMBURSEMENTS:** (02/99) The Board of Directors may re-allocate travel reimbursement funds as needed during the year within the constraints of the travel budget.

**POLICY E.11: COMMITTEE CHAIRPERSON OR DESIGNEES:** (12/23) The Association will reimburse for committee chairpersons or designees to attend workshops and/or special events specific to their committee as follows: registration; mileage @ IRS standards and one night lodging within the approved budget.

**POLICY E.12: NAR BUSINESS MEETING & CONVENTION:** (Amended 11/24, 06/25) The President and President-Elect, or their appointees from the Board of Directors shall attend the two national meetings. The Association will reimburse expenses as follows: registration; lodging; mileage @ IRS standards (not to exceed cost of air fare if traveling by auto only) and the rate established at [www.gsa.gov](http://www.gsa.gov) per diem. Attendee must share their knowledge received in the form of a written report.

In the event NAR is holding their annual national convention within the west area of the United States, the Board of Directors shall vote if the entire Board of Directors may attend the meetings to be reimbursed by the White Mountain Association of REALTORS®. The attendees shall be reimbursed as follows: registration, lodging, mileage @ IRS standards (not to exceed cost of air fare if traveling by auto only) and the rate established at [www.gsa.gov](http://www.gsa.gov) per diem. All claims for travel reimbursement from individuals authorized to receive reimbursement shall be submitted within fifteen (15) days from the time the expense was incurred. All claims for travel reimbursement from individuals who have attended an event that qualifies for reimbursement by the Association, must submit all originals of detailed receipts or copies of the original detailed receipts with their travel reimbursement request. Attendee must share their knowledge received in the form of a written report.

Travel to the annual November National Convention will be funded to primary members, accepted, and serving on the National Board, from reserves, up to \$2500.00. Attendee must share their knowledge received in the form of a written report. (Amended February 2020, March 2017)

**POLICY E.13: PRESIDENT'S FUND:** (02/99) There shall be a miscellaneous fund for the President or appointee to be used as reimbursement for expenses concerning Association business (i.e. entertainment, meals).

**POLICY E.14: CONFERENCE NON-ATTENDANCE:** Should arrangements be made for attendance at any conference and the intended attendee cancel for reasons other than emergency, reimbursement shall be made by the intended attendee for the non-refundable expenses.

**POLICY E.15: PURPOSE OF ATTENDANCE:** (03/00) The purpose of attending conferences at Association expense shall be for the benefit of the Association unless time allows for personal improvement.

**POLICY E.16: TRAVEL EXPENSES FOR APPOINTEES:** (Adopted 01/11) President or President Elect (if the President is not available) may approve travel expenses for members, committee or board members asked to represent the Board on issues important to the Association.

**POLICY E.17: TRAVEL MILEAGE REIMBURSEMENT FOR BOARD OFFICERS & DIRECTORS:** (Amended 10/25/2016) Board Officers & Directors traveling more than 10 miles one way for Board Business may be reimbursed for mileage at IRS standards.

## **PERSONNEL**

**POLICY F.1: CHIEF EXECUTIVE OFFICER:** (Amended 03/11, 11/25) The Board of Directors may employ an administrator who shall have the title "Chief Executive Officer" (CEO) who shall abide by the Chief Executive Officer (CEO) job description and the White Mountain Association of REALTORS® (WMAR) Employee Handbook. The CEO will be responsible to Board of Directors, through the President and Board officers, and who shall conduct the affairs of the Association as specified by per the White Mountain Association of REALTORS® job description. The Board of Directors may create an Administrative Department, with the CEO as administrator, to conduct the day-to-day business of WMAR. The size of this department may be increased or decreased as the needs of the WMAR change upon recommendation of Board President or Executive Officers. Any changes in staff compensation are subject to Board approval (Annual Approved Budget). The roles and responsibilities of employees shall be defined in individual Job Descriptions and the WMAR Employee Handbook. Rules and policies regarding the conditions of their employment are set forth in the WMAR Employee Handbook.

**POLICY F.2: STAFF REVIEW:** (Amended 03/11) The President and President-Elect shall conduct a Chief Executive Officer review once a year. If deemed necessary additional reviews may be conducted. The Chief Executive Officer shall conduct a staff review once a year. If deemed necessary additional reviews may be conducted.

**POLICY F.3: TRAVEL REIMBURSEMENT:** (Amended 11/24, 11/25) All claims for Board approved travel and expenses for travel from the Chief Executive Officer shall be submitted within fifteen (15) days from the time the expense was incurred, and attendee must share their knowledge received in the form of a written report. Failure to comply will result in reimbursement being sent to the WMAR Board of Directors for review. All claims for travel reimbursement must be detailed originals or receipts or copies of the detailed original receipts with their travel reimbursement request. Chief Executive Officer business related travel beyond the confirmed of the local Association shall be paid as follows: registration fees, lodging, meals, mileage @ IRS standards (not to exceed the cost of air fare if traveling by auto only or car rental). The per diem rate has been established at the rate established at [www.gsa.gov](http://www.gsa.gov).

**POLICY F.3A: TRAVEL REIMBURSEMENT:** (Amended 12/23) Whenever possible, the CEO, President, President-Elect, 1st Vice President, Treasurer, and WMAR staff shall use the Associations credit card, however, charged expenses shall not exceed standard travel expenses and per diem limits.

## **EDUCATION**

**POLICY G.1:** (Removed 11/25)

**POLICY G.2: EDUCATION CALENDAR:** (Adopted 05/08, Amended 11/25) Any program offering ADRE approved continuing education hours shall be added to the WMAR education calendar promptly.

**POLICY G.5:** (Removed 11/25)

## **ELECTIONS**

**POLICY H.1:** A voting member cannot vote more than once per candidate.

**POLICY H.2:** (Amended 12/23) There shall be one (1) REALTOR® Member on the Board of Directors from each region at the time of their election in addition to three members at large. Regions shall be as follows:

Pinetop/Lakeside/Wagon Wheel  
Show Low/Linden/Pinedale/Clay Springs  
Heber/ Overgaard  
Winslow/Joseph City/Holbrook/Snowflake/Taylor/White Mountain Lake  
Concho/Vernon/St. Johns/Eagar/Springerville/Alpine/Greer/Nutriosio

The candidate with the most votes from that region will be the director from that region. Regional voting will be determined by the location where member's license hangs.

In the event that there are no candidates from a Region, that seat will be filled with the "at large" candidate with the most votes.

**POLICY H.3:** (Amended 04/09) In the event of an Executive Officer vacancy, this vacancy shall be filled from the existing Directors.

**POLICY H.4:** (9/05, 06/25) The maximum number of positions on the Board of Directors shall be filled with a limit of two (2) REALTORS® from any one brokerage firm. In the event that two (2) REALTORS® from the same brokerage firm are already serving on the Board of Directors, any additional nominee from that firm shall be ineligible to run, regardless of nomination status.

## **JOB DESCRIPTIONS**

**POLICY I.1: PRESIDENT:** (Amended 12/23, 06/25, 11/25) The President presides at general membership meetings, and at meetings of the Board of Directors. The President is an ex-officio member of committees and attends meetings whenever possible.

The President represents the Association in community activities, National Association of REALTORS® and Arizona Association of REALTORS®, and to the press. The President is the official spokesperson unless duty is delegated this duty to another person.

The President works in concert with the Chief Executive Officer and the Board of Directors in the development of policies and procedures. The President works in cooperation with this leadership team to analyze Association problems, eliminate outmoded Association practices, and to keep the Association free of policies and programs that have no place in a trade association. The task of appointing chairpersons for committees and task forces to carry on the activities of the Association also falls to the President. The President reviews the purpose of each committee in cooperation with the Board of Directors, gives directives when necessary and provides regular opportunities for committee reports to the Board of Directors. The President is responsible for forming new committees and work groups with the approval of the Board of Directors. The President has the responsibility of encouraging member participation and involvement. The President is to follow the strategic plan at each meeting to ensure goals are met. The President is the Co-Chair of the Election Committee. The President is a member of the AAR Board of Directors and Quota Director for NAR with the authority to appoint a replacement from the current Board of Directors in any absence. If no Director is available for appointment, the Chief Executive Officer may be appointed. President, or appointee, shall attend NAR Legislative Meetings in DC, NAR National Convention, and vote, as necessary. President shall also attend AAR Spring Conference, AAR Leadership, AAR REALTOR® Party Training & Caucus, WMAR Strategic Planning Session, bimonthly Board of Directors meetings, one new member on-boarding a year, REALTOR® Day at the Capitol and WMAR Leadership Training Academy.

**POLICY I.2: PRESIDENT-ELECT:** (Amended 12/23, 06/25, 11/25) The President-elect is second in command and succeeds to the position of President. President-Elect serves in the President's place if the President is unable to complete term of office. President-Elect also fills in for the President on a time-to-time basis as needed. President-Elect must be able to represent the Association in the same capacity as the President; and, therefore, must work very closely with the President. President-Elect must prepare to continue the work begun by this year's President and to be ready to begin new programs President-Elect chooses. The President-Elect will Co-Chair the Election Committee. The President-Elect, or appointee, shall attend NAR National Convention, NAR Legislative Meetings in DC, and NAR Leadership. The President-Elect shall also attend AAR Spring Conference, AAR Leadership Training Academy, AAR Leadership, AAR REALTOR® Party Training & Caucus, WMAR Strategic Planning Session, Board of Directors meeting, one new member on-boarding a year, REALTOR® Day at the Capitol, and WMAR Leadership Training Academy.

**POLICY I.3: 1ST VICE-PRESIDENT:** (Amended 12/23, 06/25, 11/25) 1st Vice-President is third in command and succeeds to the position of President-Elect. 1st Vice-President serves in the President-Elect's place if the President-Elect is unable to complete term of office. 1st Vice-President also fills in for the President-Elect on a time-to-time basis as needed. 1st Vice-President must be able to represent the Association in the same capacity as the President-Elect; and, therefore, must work very closely with the President-Elect. 1st Vice-President must prepare to continue the work begun by this year's President-Elect and to be ready to begin new programs the 1st Vice-President chooses. 1st Vice-President shall attend AAR Spring Conference, AAR Leadership, WMAR Strategic Planning Session, bimonthly Board of Directors meetings, attend one new member on-boarding a year, REALTOR® Day at the Capitol and WMAR Leadership Training Academy.

**POLICY I.4: TREASURER:** (Amended 12/23, 06/25, 11/25) The Treasurer is the Chairperson of the Finance Committee. The Treasurer assists in keeping the Association on track financially and is involved in developing the budget. The Treasurer helps to decide on sound investments, and to create a long-term financial plan. The Treasurer should review all bank reconciliations and other financial records of the Association on a regular basis. The Treasurer reports to the Board of Directors. The Treasurer makes reports to the Board of Directors bimonthly, and biannually reports to the membership, and works closely with the Association CPA and the Chief Executive Officer. The Treasurer's term is for two years. The Treasurer shall attend AAR Spring Conference, Region XI Conference, WMAR

Strategic Planning Session, one new member on-boarding a year, bimonthly Board of Directors, REALTOR® Day at the Capitol and WMAR Leadership Training Academy.

**POLICY I.5: PAST PRESIDENT:** (Amended 12/23, 06/25, 11/25) The Past President shall Chair the Election Committee with President and President-Elect Co-Chairs. The Past President shall be responsible for the oversight and implementation of all election procedures as set forth in these Policies and/or the Bylaws. Most importantly, the Past President shall personally contact each nominee for an elected position to demonstrate the importance of serving on the Board of Directors and inform them of the benefits accorded members of the Board of Directors. The Past President shall encourage each nominee to accept their nomination and run for the position for which they have been nominated.

The Past President or appointed broker chairperson, along with the President, shall conduct “Owner/Broker” meetings once a quarter. Each meeting shall be open to all Owner/Brokers, Associate Brokers, and, at the discretion of the Past President and President, open to general members in each region. The Past President and President shall have sole discretion as to the format/content of any meeting.

**POLICY I.6: DIRECTOR:** (Amended 11/22, 06/25, 11/25) The Director's role is to assist in ensuring the continuity of the Association by planning for the future, establishing and reviewing the major policies and programs that support the Association's goals and making sure the Association is fiscally sound.

The Director should review the Association's Bylaws, Policies, MLS Rules and Regulations, and Strategic Plan prior to the January meeting, to ensure full understanding of the objective of the Association and the responsibility as a Director. The Director should review previous Association meeting minutes to understand what has been accomplished and why, then come to Association meetings fully informed about the issues to be discussed; helping to formulate policies in the best interest of the Association; supporting policies and programs adopted by the Association; making decisions affecting the Association's financial structure and approving the annual budget. Directors should be cautious about making public statements because often their remarks are taken as official policy of the Association. Director shall visit, call, or email offices monthly in area and report back to the Board of Directors bimonthly, attend one new member on-boarding a year, the Strategic Planning Session, REALTOR® Day at the Capitol and WMAR Leadership Training Academy and coordinate Area Listing Tours for area.

**POLICY I.7: COMMITTEE CHAIRPERSON:** (Amended 12/23, 06/25) Many of the decisions of the Board of Directors are based on information and recommendations supplied by Committees. If the Chairperson supplies strong leadership, the efficiency of the Association will be increased. The Chairperson's job is to make the Committee productive and to keep it focused on its goal.

Specific responsibilities include: reviewing Association documents to understand the purpose of the committee and where it fits in the Association's structure; completing unfinished projects of past committee chairmen; concentrating efforts on completing a specific task if there is a limited time to accomplish the project; consulting with Association leadership and staff and committee members in accomplishing goals; assist in selecting committee members carefully, preparing committee members for the meetings; conducting meetings efficiently within Association policies and procedures; working closely with staff liaisons to be certain minutes and reports are completed expeditiously; and reporting committee actions clearly to the President. Chairperson shall attend Strategic Plan and WMAR Leadership Training Academy.

**POLICY I.8: CHIEF EXECUTIVE OFFICER:** (Adopted 12/23) The Chief Executive Officer may attend, but not limited to, the two national meetings, one national leadership meeting, the NAR AE Institute, two state meetings, and REALTOR® Day at the Capitol, as deemed beneficial by the Board of Directors.

**POLICY I.9: REALTOR® ENGAGEMENT & RAPAC COMMITTEE:** (Adopted 08/11)(Amended 11/22, 11/25) Promotes member engagement, strengthens community connections, enhances the value of membership, and supports advocacy efforts through the REALTOR® Party. The Committee organizes events, educational opportunities, networking activities, and RAPAC fundraising initiatives aligned with the Association’s mission. Develop programs that increase participation and inclusivity. Support volunteer recruitment and member involvement. Coordinates events such as: Spring Thaw. Fall Dinner & Installation. Affiliate Thank You Luncheon. Elite Investors Event. Lunch ‘n’

Learns. Mixers & Networking Events. CE & Off-Site Learning Experiences. Family/Community Events. Promote member understanding of RAPAC's purpose and impact. Execute compliant RAPAC investing activities. Collaborate with AAR/NAR on advocacy messaging and compliance. Provide input for event promotion and member engagement messaging. Includes a Chair, Vice Chair, and appointed members. May include Affiliate members. Committee Chair works in concert with the Association CEO. Meets quarterly or as needed. Minutes maintained by CEO. Recommends but does not independently approve events, expenditures, contracts, or Association commitments. Operates within the Board-approved annual budget. All RAPAC funds and activities must follow AAR/NAR compliance rules. Submit bi-monthly summaries of outcomes and recommendations to the President. Must follow confidentiality and conflict-of-interest policies.

### **MINIMUM REQUIREMENTS-BOARD OF DIRECTOR POSITIONS**

**POLICY J.1: REQUIREMENTS:** (Amended 11/22, 02/07, 11/25) For the offices of President, President-Elect, 1st Vice-President and Past President:

- be a member in good standing with the Association
- must have served a minimum of one (1) year on the Board of Directors, prior to assuming officer position, within the last 10 years (1<sup>st</sup> Vice President)
- have an understanding of that position's duties
- have an understanding of Association Policies and By-Laws, and MLS Rules and Regulations

**POLICY J.2: REQUIREMENTS:** For the office of Director:

- be a member in good standing with the Association
- have an understanding of director's duties
- have an understanding of Association Policies, By-Laws, and MLS Rules and Regulations

**POLICY J.3: REQUIREMENTS:** (Adopted 03/08, 11/25) For the office of Treasurer:

- be a member in good standing with the Association
- members nominated for Treasurer shall be approved by the Board of Directors
- have an understanding of that position's duties
- have an understanding of Association Policies, By-Laws, and MLS Rules and Regulations
- have a working knowledge of financial statements

**POLICY J.4 REQUIREMENTS:** (Adopted 04/17) Any WMAR Board Member missing three (3) unexcused meetings; will be removed from the board.

### **MISCELLANEOUS**

**POLICY K.1: SPOKESPERSON:** (Amended 12/23) The President shall be the only authorized spokesperson for the Association unless otherwise, delegates this duty to another person.

**POLICY K.2: ADDRESS LISTS:** Mailing lists, directories and rosters of Association membership are not available on a rental or sale basis. Mailing lists and directories are available only to Members and Affiliate Members. Office rosters are available to the public upon request.

**POLICY K.3: EDUCATION:** (Amended 06/25, 11/25) WMAR shall offer a minimum of ~~twenty-four (24)~~ twenty-seven (27) license renewal hours (to include required courses) each year.

**POLICY K.4: MINUTES:** (Amended 12/23) Approved Association minutes will be available upon request.

**POLICY K.5: RECORDS RETENTION:** (Amended 12/23) Business and membership records shall be retained for seven (7) years.

**POLICY K.6: KEYS:** (12/23) Keys to the Association office will be given to the Chief Executive Officer, paid staff, cleaning personal and President.

**POLICY K.7: REALTOR® OF THE YEAR:** (Amended 10/14) The REALTOR® of The Year committee will consist of past recipients. Chair of the committee shall be the previous year's recipient of the Realtor of the Year award.

Eligibility: Any primary Realtor member of the White Mountain Association of Realtors (WMAR), who is in good standing at the time of nominations, shall be eligible for recognition.

Criteria: Realtor involvement at the local, state, or national level, or a combination thereof, shall be weighted most heavily, along with consideration for community service/involvement.

Nominations: All nominations must be received by WMAR no later than 30 days prior to the scheduled fall meeting. Nomination forms shall be distributed to the eligible committee members within 5 days of receipt of said nominations by WMAR.

Committee Meeting & Voting: The committee shall meet no later than 15 days prior to the scheduled fall meeting. Voting may be done in absentia by notifying the sitting Chair of the committee no later than 15 days prior to the scheduled fall meeting.

Previous recipients of the WMAR® REALTOR® of the Year Award are not eligible to receive it again. There cannot be a tie vote; the committee must choose One (1) REALTOR® of the Year.

**POLICY K.8: ARTHUR G. CROZIER DISTINGUISHED SERVICE AWARD:** (Amended 11/08, 11/25) The REALTOR® of the Year Committee shall have the option to designate an Arthur G. Crozier Distinguished Service Award to a deserving member. Member must have served in the leadership line of WMAR (1<sup>st</sup> Vice President to Past President) and served in the Arizona Association of REALTORS® in a leadership role or served on AAR Committees. Service on a National Association of REALTORS® Committee should also be considered.

**POLICY K.9: PRESIDENT'S AWARD** (Adopted 11/08) The President shall have the option to designate a President's Award to a deserving member.

**POLICY K.10: BACK-UP OF WMAR RECORDS:** (Amended 11/07) All Association records shall be backed up daily onto an external media storage device and kept off- site of the WMAR office.

**POLICY K.11: RULES OF CONDUCT FOR EDUCATION CLASSES:** (Amended 08/10, 12/23, 11/25) As required by the Arizona Department of Real Estate and/or WMAR, the following are the rules of conduct for all Education classes:

Cell phones are to be turned off. Texting, emailing, or accessing the Internet on a cell phone during class is prohibited. There will be a break every hour for phone use, at the instructor's discretion. No magazines, newspapers, or books allowed during class. If these items are brought to class, they should be placed on the floor under the student's chair. Palm pilots, laptop computers or other electronic devices may be used during non-GRI classes for note taking or recording meeting dates, provided the users sit at the back of a class.

Breaks will be 10 minutes long. If a student does not return on time, the student may not receive a continuing education credit certificate. If a student is inattentive or disruptive, the student will not receive a continuing education credit. Students should not leave the classroom once class is in session. Any student who is more than 10 minutes late for class will not be admitted for continuing education credit hours. There will be no exceptions to the above rules.

**POLICY K.12: HOLIDAYS** (Amended 9-23) The WMAR shall observe the following:

New Year's Day	Martin Luther King Day
President's Day	Juneteenth
Memorial Day	Labor Day
Independence Day	Thanksgiving Day (& Friday after)
Christmas Day (& day before or after)	

**POLICY K.13: WEATHER AND CANCELLATION OF CLASSES:** (Adopted 03/10)(Amended 11/25) WMAR sponsored classes may be cancelled due to inclement weather if: (1) the scheduled instructor is unable to travel

safely to the class location due to severity of weather; or (2) if upon advisement from the CEO and President concur that un-safe driving conditions are present in the surrounding areas. The decision will be made at least 2 hours prior to class beginning.

**POLICY K.14: WMAR LIFE MEMBER:** (Adopted January 2017) All WMAR Past Presidents who have served a full term as President or WMAR members who have been awarded the ARTHUR G. CROZIER DISTINGUISHED SERVICE AWARD shall be awarded WMAR Life Membership. WMAR Life Members shall have their annual WMAR dues (local) waived.

**POLICY K-15: ROOKIE OF THE YEAR:** (Adopted 06/25) The Rookie of the Year will be announced annually during the Spring Thaw event. To be eligible, the candidate must be a newly licensed REALTOR® with no more than two (2) years of licensure as of the current calendar year. The award will be based on the highest total dollar volume in closed transactions over the past two (2) years.

**EXHIBIT A**  
**WHITE MOUNTAIN ASSOCIATION OF REALTORS**  
**RATE AND FEE SCHEDULE EFFECTIVE DATE: 11/18/2025**

DESCRIPTION	TYPE	2026	2025	2024	2023	2022	BILL DATE	DUE DATE	LATE DATE	SEVER	
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT					
<b>MEMBERSHIP FEES</b>											
REALTOR MEMBERSHIP - PRIMARY	ANNUAL	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	NOV 1	DEC 31	JAN 1	JAN 5	
REALTOR MEMBERSHIP - SECONDARY	ANNUAL	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	NOV 1	DEC 31	JAN 1	JAN 5	
REALTOR* MEMBERSHIP PRORATION ( MONTHS OF OCT, NOV, DEC ONLY)	PER MONTH	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	AT THE TIME OF ENROLLMENT				
NAR - PRIMARY MEMBERSHIP *	ANNUAL	\$ 201.00	\$ 201.00	\$ 185.00	\$ 155.00	\$ 155.00	NOV 1	DEC 31	JAN 1	JAN 5	
AAR - PRIMARY MEMBERSHIP	ANNUAL	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 155.00	NOV 1	DEC 31	JAN 1	JAN 5	
APPRAISER MEMBERSHIP	ANNUAL	\$ 166.00	\$ 166.00	\$ 166.00	\$ 166.00	\$ 166.00	NOV 1	DEC 31	JAN 1	JAN 5	
AFFILIATE MEMBERSHIP	ANNUAL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	NOV 1	DEC 31	JAN 1	JAN 5	
STUDENT MEMBERSHIP	ANNUAL	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	NOV 1	DEC 31	JAN 1	JAN 5	
HONORARY MEMBERSHIP	ANNUAL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	NOV 1	DEC 31	JAN 1	JAN 5	
PUBLIC SERVICE MEMBERSHIP	ANNUAL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	NOV 1	DEC 31	JAN 1	JAN 5	
AGENT TRANSFER FEE	PER TRANSFER	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	UPON TRANSFER				
REINSTATEMENT FEE	ONE TIME	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	UPON REINSTATEMENT				
<b>WMAR OFFICE FEES</b>											
MAIN OFFICE - PRIMARY	ANNUAL	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	NOV 1	DEC 31	JAN 1	JAN 5	
MAIN OFFICE - SECONDARY	ANNUAL	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	NOV 1	DEC 31	JAN 1	JAN 5	
BRANCH OFFICE - PRIMARY	ANNUAL	N/A	N/A	N/A	N/A	N/A	NOV 1	DEC 31	JAN 1	JAN 5	
BRANCH OFFICE - SECONDARY	ANNUAL	N/A	N/A	N/A	N/A	N/A	NOV 1	DEC 31	JAN 1	JAN 5	
MEMBERSHIP PRORATION ( MONTHS OF OCT, NOV, DEC ONLY)	PER MONTH	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	AT THE TIME OF ENROLLMENT				
<b>APPLICATION FEES</b>											
REALTOR MEMBERSHIP APPLICATION FEE - PRIMARY	ONE TIME	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00					
REALTOR MEMBERSHIP APPLICATION FEE - SECONDARY	ONE TIME	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00					
OFFICE MEMBERSHIP APPLICATION FEE - PRIMARY	ONE TIME	\$ 0.00	\$ 0.00	\$ 350.00	\$ 350.00	\$ 350.00					
OFFICE MEMBERSHIP APPLICATION FEE - SECONDARY	ONE TIME	\$ 0.00	\$ 0.00	\$ 350.00	\$ 350.00	\$ 350.00					
INDIVIDUAL MLS SET-UP FEE	ONE TIME	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00					
OFFICE MLS SET-UP FEE	ONE TIME	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00					
<b>MLS SUBSCRIPTION FEES</b>											
MLS - MEMBER	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	NOV 1	DEC 31	JAN 1	JAN 5	
MLS - OFFICE	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	NOV 1	DEC 31	JAN 1	JAN 5	
MLS - SECRETARY	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	NOV 1	DEC 31	JAN 1	JAN 5	
MLS - APPRAISER	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	NOV 1	DEC 31	JAN 1	JAN 5	
MEMBERSHIP PRORATION ( MONTHS OF OCT, NOV, DEC ONLY)	PER MONTH	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00					
MLS - VIOLATION LEVEL 1	ONE TIME	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00					
MLS - VIOLATION LEVEL 2	ONE TIME	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00					
IDX FEED - RETS	ANNUAL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	NOV 1	DEC 31	JAN 1	JAN 5	
IDX FEED - RETS W/THIRD PARTY**	ANNUAL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	TBD	TBD	TBD	TBD	
IDX/RETS - VENDOR FEE	ANNUAL	\$ 500.00	\$ 500.00	\$ 1500.00	\$ 1500.00	\$ 1500.00					
AVM FEED	ANNUAL	\$ 500.00	\$ 500.00	\$ 5000.00	\$ 3000.00	\$ 3000.00					
MLS REINSTATEMENT FEE	ONE TIME	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00					
<b>SENTRILOCK - KEYSAFE - E KEY</b>											
KEYSAFE FEE	PER BOX	\$ 120.00	\$ 120.00	\$ 120.00	\$ 126.95	N/A					
3RD PARTY TO REMOVE KEYSAFE	PER INCIDENT	AT COST	AT COST	AT COST	N/A	N/A					
COOPERATING E KEY	ONE TIME	N/A	N/A	N/A	\$125.00	\$125.00					
E KEY	ANNUAL	\$ 125.33	\$ 106.56	N/A	N/A	N/A					
KEYSAFE INVENTORY CONTROL NON-RETURN FINE	PER BOX	\$ 0.00	\$ 0.00	\$ 30.00	\$ 100.00	\$ 100.00					
<b>NON MEMBER - MLS ONLY FEES</b>											
NON MEMBER MLS OFFICE SUBSCRIPTION	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00					
NON MEMBER MLS INDIVIDUAL SUBSCRIPTION	ANNUAL	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00					
NON MEMBER MLS OFFICE SUBSCRIPTION SET UP FEE	ONE TIME	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00					
NON MEMBER MLS INDIVIDUAL SUBSCRIPTION SET UP FEE	ONE TIME	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00					
NON MEMBER MLS OFFICE ADMINISTRATIVE FEE	ANNUAL	\$ 650.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00					
NON MEMBER OFFICE APPLICATION FEE	ONE TIME	\$ 350.00	\$ 350.00	\$ 350.00	N/A	N/A					
NON MEMBER INDIVIDUAL APPLICATION FEE	ONE TIME	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00					
NON MEMBER MLS INDIVIDUAL ADMINISTRATIVE FEE	ANNUAL	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00					
NON MEMBER IDX DATA FEED	ANNUAL	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00					
NON MEMBER KEYSAFE	PER BOX	\$ 170.00	\$ 160.00	\$ 160.00	\$ 150.00	\$ 150.00					
NON MEMBER E KEY	****	\$ 175.33	\$ 156.56	\$ 175.00	\$ 175.00	\$ 175.00	****\$125.33 ANNUAL; \$50.00 ANNUAL ADMIN FEE				
<b>2021 SUMMARIZED MEMBERSHIP COSTS</b>											
				DUES		DUES	MEMBER	MLS		2026	
				WMAR		AAR	APP FEE	SUBSCRIPTION	SET-UP FEE	TOTAL	
REALTOR MEMBERSHIP - PRIMARY W/MLS	\$ 228.00				\$ 175.00		\$ 201.00	\$ 350.00	\$ 120.00	\$ 150.00	\$ 1,224.00
REALTOR MEMBERSHIP - SECONDARY W/MLS	\$ 228.00							\$ 350.00	\$ 120.00	\$ 150.00	\$ 848.00
OFFICE MEMBERSHIP - PRIMARY W/MLS ***	\$ 575.00							\$ 0.00	\$ 120.00	\$ 250.00	\$ 945.00
OFFICE MEMBERSHIP - SECONDARY W/MLS ***	\$ 575.00							\$ 0.00	\$ 120.00	\$ 250.00	\$ 945.00
BRANCH OFFICE MEMBERSHIP - PRIMARY W/MLS	\$ 0.00							\$ 350.00	\$ 120.00	\$ 250.00	\$ 720.00
BRANCH OFFICE MEMBERSHIP - SECONDARY W/MLS	\$ 0.00							\$ 350.00	\$ 120.00	\$ 250.00	\$ 720.00
REALTOR MEMBERSHIP - PRIMARY W/MLS	\$ 228.00				\$ 175.00		\$ 201.00		\$ 120.00		\$ 724.00
REALTOR MEMBERSHIP - SECONDARY W/MLS	\$ 228.00								\$ 120.00		\$ 348.00
MAIN OFFICE MEMBERSHIP - PRIMARY W/MLS	\$ 575.00								\$ 120.00		\$ 695.00
MAIN OFFICE MEMBERSHIP - SECONDARY W/MLS	\$ 575.00								\$ 120.00		\$ 695.00
BRANCH OFFICE MEMBERSHIP - PRIMARY W/MLS	\$ 0.00								\$ 120.00		\$ 120.00
BRANCH OFFICE MEMBERSHIP - SECONDARY W/MLS	\$ 0.00								\$ 120.00		\$ 120.00

\* INCLUDES \$35.00 PUBLIC AWARENESS

\*\* EXCLUDES WORDPRESS OR OTHER THIRD PARTY VENDOR COSTS

\*\*\* OFFICE MEMBERSHIP REQUIRES BROKER MEMBERSHIP