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*Association Membership Policies*

*New Agent Procedures*

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ACCORDING TO THE BYLAWS OF THE REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA, “DESIGNATED REALTOR® MEMBERS SHALL ALSO NOTIFY THE BOARD OF ANY ADDITIONAL INDIVIDUALS(S) LICENSED WITH THE FIRM(S) WITHIN 30 DAYS OF THE DATE OF AFFILIATION OR SEVERANCE OF THE INDIVIDUAL OR A FINE OF \$300.00 WILL BE ASSESSED”.

New agents applying for **Membership in the REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA** are required to complete the following:

- Agent Data Worksheet
- Application for Membership
- \*\*\*Please attach a Copy of your Real Estate License to this application\*\*\***
- Remit Check made payable to RASM for dues amount. Dues are prorated on a quarterly basis - See Dues Schedule to determine amount owed.
- New Member Orientation. Classes are held quarterly at the Association office. Notices will be sent out regarding dates and times.
- Verification of my membership in another Board of REALTORS® (if applicable)

**SUPRA KEYBOX SYSTEM:** (if applicable)

- Make an appointment with Association Staff

**REALTOR® Association of SOUTHERN MN MLS:** (if applicable).

- MLS Security Agreement
- Agent Authorization Level Form Paragon



**REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA**



REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

**2018 - 2019 Prorated Dues Schedule**

**License Issue Date Determines Dues Payment Amount**

<b>October 2018</b>		<b>February 2019</b>		<b>June 2019</b>	
Local (RASM)	\$250.00	Local (RASM)	\$166.68	Local (RASM)	\$83.36
State (MNAR)	\$175.00	State (MNAR)	\$160.42	State (MNAR)	\$102.08
National (NAR)	\$180.00	National (NAR)	\$137.50	National (NAR)	\$87.50
PR Campaign (NAR)	\$70.00	PR Campaign (NAR)	\$35.00	PR Campaign (NAR)	\$35.00
MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00
Local Application Fee	\$250.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
	<b>\$1,000.00</b>		<b>\$824.60</b>		<b>\$632.94</b>
<b>November 2018</b>		<b>March 2019</b>		<b>July 2019</b>	
Local (RASM)	\$229.17	Local (RASM)	\$145.85	Local (RASM)	\$62.53
State (MNAR)	\$175.00	State (MNAR)	\$145.83	State (MNAR)	\$87.50
National (NAR)	\$170.00	National (NAR)	\$125.00	National (NAR)	\$75.00
PR Campaign (NAR)	\$70.00	PR Campaign (NAR)	\$35.00	PR Campaign (NAR)	\$35.00
MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00
Local Application Fee	\$250.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
	<b>\$ 969.17</b>		<b>\$776.68</b>		<b>\$585.03</b>
<b>December 2018</b>		<b>April 1, 2019</b>		<b>August 2019</b>	
Local (RASM)	\$208.34	Local (RASM)	\$125.02	Local (RASM)	\$41.70
State (MNAR)	\$175.00	State (MNAR)	\$131.25	State (MNAR)	\$72.92
National (NAR)	\$160.00	National (NAR)	\$112.50	National (NAR)	\$62.50
PR Campaign (NAR)	\$70.00	PR Campaign (NAR)	\$35.00	PR Campaign (NAR)	\$35.00
MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00
Local Application Fee	\$250.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
	<b>\$938.34</b>		<b>\$728.77</b>		<b>\$537.12</b>
<b>January 2019</b>		<b>May 2019</b>		<b>September 2019</b>	
Local (RASM)	\$187.51	Local (RASM)	\$104.19	Local (RASM)	\$20.87
State (MNAR)	\$175.00	State (MNAR)	\$116.67	State (MNAR)	\$58.33
National (NAR)	\$150.00	National (NAR)	\$100.00	National (NAR)	\$50.00
PR Campaign (NAR)	\$35.00	PR Campaign (NAR)	\$35.00	PR Campaign (NAR)	\$35.00
MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00	MNAR New Member Fee	\$75.00
Local Application Fee	\$250.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
	<b>\$872.51</b>		<b>\$680.86</b>		<b>\$489.20</b>



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## REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

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### *Benefits of Membership*

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- **Professionalism**- the term REALTOR® is a registered trademark that can only be used by members of the National Association of REALTORS® who subscribe to its Code of Ethics, which sets forth standards of conduct and professional integrity. RASM supports business standards in the industry by upholding and enforcing the Code of Ethics, MLS rules and other business standards providing a solid foundation for your business.
- **Lock box** Reciprocal St. Cloud, Metro Area, and Rochester- No additional fee's, show properties in other market areas.
- Along with several Committees, the Association has implemented the concept of using a task force. Using a task force enables members to act quickly and efficiently to accomplish one goal or establish a particular program.
- **Education and Professional Development**- REALTORS® need education and information that provides an immediate professional impact. We strive to bring the best possible education courses to the membership. The courses are approved by the Department of Commerce for CE credit. We also offer online classes through the CE Shop on the association website.
- **Communication**- the REALTOR® Association keeps members informed thru e-mails, notices and monthly newsletter articles. National and State meetings are attended by leadership and staff in an effort to keep abreast of the real estate industry.
- **MLS**- the Black Knight (Paragon) Program is one of the most advanced programs available. Enhancements are constantly being made to the program in an effort to bring the best product possible to our members. These enhancements are added at no cost to the members. Also provided are Instanet and Showing Time.
- **Professional Staff** our fulltime staff is available to provide support to our members, as well as implement programs, and procedures as directed by the Board of Directors.
- **Association website**- info at your finger tips 24/7 [www.rasminfo.com](http://www.rasminfo.com)
- **Networking/Social events**- networking through the various social events helps build relationships with other members and Affiliates. Building relationships benefits your business. Several social events are held throughout the year such as the Annual Installation of Officers, Annual Golf Outing, Affiliate Trade Show (every other year).
- **Community Involvement**- the REALTOR® Association of Southern Minnesota has a long-standing record of community involvement in multiple areas. Members are encouraged to become involved by volunteering to serve on a committee. We have been active with the REALTOR® Ring Day for the Salvation Army during the holidays, collections for the area Food Shelves, American Red Cross Blood Drive and The Reach (homeless youth center).
- **Recognition**- each year a member is chosen for the "REALTOR® With Heart" award, recognizing their volunteer commitment within their community.
- **New Member Orientation**- new members receive three hours of continuing education credit for this course that covers the Code of Ethics.
- **RASM jurisdiction** expands over ten counties in southern Minnesota.
- **Association Bylaws** state that at least three members serving on the Board of Directors shall be from areas outside of Mankato, thus ensuring a voice to those members outside the immediate area.
- Membership in the REALTOR® Association of Southern Minnesota expands your opportunities to grow and succeed by utilizing the resources offered by RASM, MAR, NAR
- In closing, we would like to invite you to take the opportunity to explore how a membership in the REALTOR Association could benefit you.



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**REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA**

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*Membership Application Form*

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I hereby apply for REALTOR® Membership in the REALTOR® Association of Southern Minnesota, and I have enclosed my payment in the amount of \$\_\_\_\_\_ which I understand will only be refunded in the event I am not accepted for membership.

***QUALIFICATIONS FOR MEMBERSHIP:*** I understand that membership brings certain privileges and obligations that require compliance, including the following:

- In the event my application is approved, I agree as a condition of membership to attend the New Member Orientation Class within 90 days (or within the first two offerings) of the Association confirming my membership. Failure to do so may result in having my membership terminated.
- Membership in the Association means that I am also a member of the State Association and the National Association of REALTORS®. I will familiarize myself, comply with and be subject to the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Association, as well as the NAR Constitution, Bylaws and Rules and Regulations of RASM, the Minnesota Association and the National Association. I agree to satisfactorily complete the periodic Code of Ethics training.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of these membership trademarks. This designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- Membership is final only upon completion of the required paperwork and payment of fees. Membership may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the association's bylaws.

*NOTE: The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*



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**REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA**

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*Agent Data Worksheet*

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Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Home Address: \_\_\_\_\_  
(Street)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone:  Home  Office  Cell: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
(Street)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Preferred Mailing:  Home  Office

Mail Publications to:  Home  Office

Preferred E-mail Address: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Real Estate License # \_\_\_\_\_ License Date: \_\_\_\_\_

Agent Designation(s):  GRI  CRS  CRB  ABR  Other: \_\_\_\_\_

If you are now or have been a REALTOR Member before, please provide your previous NAR Membership (NRDS)

number: \_\_\_\_\_



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**REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA**

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*Applicant Information:*

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Primary field of business ---- please check all that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Residential          | <input type="checkbox"/> Buyer Representation | <input type="checkbox"/> Timeshares          |
| <input type="checkbox"/> Commercial           | <input type="checkbox"/> Lots/Land            | <input type="checkbox"/> Property Management |
| <input type="checkbox"/> International        | <input type="checkbox"/> Existing/Resale      | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Resorts/Second Homes | <input type="checkbox"/> New Construction     |  |
| <input type="checkbox"/> Appraisal            | <input type="checkbox"/> Condos/Town Homes    |  |
| <input type="checkbox"/> Auction              | <input type="checkbox"/> Multi-Family         |  |

Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association's trademark rules: Yes\_\_\_\_\_ No\_\_\_\_\_

Are you Currently or have you previously been a member of any other Association? Yes\_\_\_\_\_ No\_\_\_\_\_

If "yes", name of Association(s) and type(s) of membership held:

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Do you have any unsatisfied discipline pending for violation of the Code of Ethics: Yes\_\_\_\_\_ No\_\_\_\_\_

Have you ever been refused membership in any other Association? Yes\_\_\_\_\_ No\_\_\_\_\_

If "yes", state the basis for each such refusal and detail the circumstances related thereto:

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Do you have any record of civil judgments imposed within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Yes\_\_\_\_\_ No\_\_\_\_\_

If "yes", provide details

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***IF YOU ARE/WERE A MEMBER OF ANOTHER ASSOCIATION:***

Are there any pending or unresolved ethics complaints against you? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have any unsatisfied discipline pending? Yes\_\_\_\_\_ No\_\_\_\_\_

Are you a party to a pending arbitration request? Yes\_\_\_\_\_ No\_\_\_\_\_

Are there any outstanding financial obligations due and owing to another local Board/Association or its MLS or the Minnesota Association of REALTORS®. Yes\_\_\_\_\_ No\_\_\_\_\_

Has your real estate license ever been suspended or revoked? Yes\_\_\_\_\_ No\_\_\_\_\_

If 'yes" please specify reason:\_\_\_\_\_

Have you ever been convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_

If "yes" give details:\_\_\_\_\_

- 1) *The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at [www.nar.realtor](http://www.nar.realtor).*
- 2) *Article IV, Section 2, of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)*

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established.

**NOTE:** Payments to the REALTOR® Association of Southern Minnesota (RASM) are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

**\*\* PLEASE ATTACH A COPY OF YOUR LICENSE TO THIS APPLICATION\*\***



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*REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA*

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*Authorization Level*

*Paragon*

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As Broker, I authorize that the following agent licensed with my firm be allowed Paragon access to perform the following functions.

- User has full access to system except Input/Maintenance functions and can perform a Firm Inventory of their own listings.
  
- User has full access to system and may access the Input/Maintenance functions for their own listings.
  
- User may enter and maintain any listings in their office and perform a Full Firm Inventory.

Agent Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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*REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA*

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*MLS Security Agreement*

*Broker / Agent*

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MLS passwords are distributed exclusively to those brokers and their agents who are participants of the REALTOR® Association of Southern Minnesota MLS, and those REALTOR® agents associated with them. These passwords are **not** to be distributed, loaned, or given to any other individual. Violations of this policy are to be promptly reported to the MLS Committee in writing. Fines for giving out code words to **anyone** are:

1 <sup>st</sup> Offense:	\$500.00
2 <sup>nd</sup> Offense:	\$1,000.00
Subsequent Offenses:	<b>Subject to suspension or termination by the Board of Directors of the REALTOR® Association of Southern Minnesota.</b>

I agree to abide by the rules and regulations concerning MLS Passwords. I understand that if I violate this policy, I will be subject to the above listed fines.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_