

# Organizational Standards Certification Form

(to be completed by Member Boards/Associations)

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Board/Association: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

P.O. Box (if any): \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Please complete all items in each section. Give specific information as to how the Board/Association currently handles the functions included in the standard(s). Attach all requested documentation, and any other documentation necessary to show how compliance is already accomplished. If the Certification Liaison is unable to determine based on the information provided whether the Association is fulfilling these standards, additional information may be requested.*

## 1. Governing Documents \*

The association's Bylaws, Multiple Listing Service (MLS) Bylaws and/or Rules & Regulations (if there is an MLS), and professional standards procedures are consistent with NAR policy. Elections, membership/business meetings, and meetings of the Board of Directors are conducted in accordance with the Bylaws. Membership is available on reasonable and nondiscriminatory terms (i.e. on terms no more rigorous than NAR's Membership Qualification Criteria).

### A. Corporate Status

The Board/Association is incorporated \_\_\_\_\_ Yes \_\_\_\_\_ No  
If "yes", list date of incorporation

### B. Most recent adoption/amendment date of:

- 1) Association Bylaws
- 2) Professional Standards Procedures
- 3) MLS Rules & Regulations (if any)
- 4) MLS Bylaws (if MLS is a separate corporation)

Documentation required: Submit a copy of each governing document listed in A. & B. above

C. Have all governing documents been reviewed and approved by the NATIONAL ASSOCIATION OF REALTORS® within the preceding year? \_\_\_\_\_ Yes \_\_\_\_\_ No

Documentation required: If "yes" submit copy of NAR's letter(s) of final approval.

If "no", update documents and submit to: NATIONAL ASSOCIATION OF REALTORS®  
Member Policy Review Department  
430 N. Michigan Avenue, Chicago, IL 60611-4087

\* Governing documents include but are not limited to Bylaws, MLS Bylaws, MLS Rules & Regulations, standard forms, Articles of Incorporation, Code of Ethics & Arbitration Manual and other policies.

D. Date of most recent election of officers and directors:

Documentation required: *Attach list of current officers and directors, with starting and ending dates of all terms.*

E. Date(s) of meetings of the Board of Directors and of the general membership during the preceding twelve (12) months.

Documentation required: *Please attach a separate sheet with this information.*

**Comments:**

**2. Legal Status**

The association maintains, has access to, or will have legal counsel available to address and advise on corporate issues and business concerns specific to trade associations. The association maintains policies and procedures that conform with local, state and federal laws, including the filing of necessary reports and documents (e.g. corporate documents, state and federal tax returns, etc.).

A. Name/address of association legal counsel:

*Documentation required: Submit letter from counsel verifying the relationship with the association.*

B. Does the association have tax exemption status as a nonprofit entity?  Yes  No

C. Does the association annually file any of these federal income tax reports:

Form 990?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Form 990-T?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Form 1120	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 3. Dues Collection

The association enforces the dues formula of NAR to assure that every licensee affiliated with a firm comprised of REALTOR® principals is either a member or that the "designated" REALTOR® pays dues based on the number of non-member licensees affiliated with the firm.

A. Are the association's dues to the Ohio and the National Associations current? \_\_\_ Yes \_\_\_ No

Documentation required: *Submit copy of most recent dues remittance sheet sent to OAR/NAR or other evidence that dues are current*

B. Does the association require "designated" REALTORS® to annually certify the number of licensees affiliated with the REALTOR's firm? \_\_\_ Yes \_\_\_ No

C. If "No", how does the association verify the number of agents affiliated with member brokers?

**Comments:**

### 4. Administrative Support

The association maintains, has access to, or will have staff support available. The board must identify a source of administrative support other than members and/or their employees. This may be accomplished through a variety of methods, including paid staff on-site, multi-board management or shared staff arrangements, or by direct contract with similar organizations. Regardless of the staffing method used, the association must be able to demonstrate that the duties performed by staff are those customary to the effective operation of a board of REALTORS®, and that the association is fulfilling all its other obligations under these standards.

A. By paid staff employed on-site by the association (non-elected position).

Documentation required:

- 1) position title:
- 2) name of employee:
- 3) attach job description and/or employment agreement if any.

B. By a shared executive officer/administrative manager.

Documentation required:

- 1) position title:
- 2) name of employee:
- 3) office address/phone no.:
- 4) shared with:
- 5) attach job description and/or employment agreement if any.

C. By a multi-board/regional executive officer/administrative manager on-site locally.

Documentation required:

- 1) position title:
- 2) name of employee:
- 3) office address/phone no.:
- 4) boards/area served:
- 5) attach job description and/or employment agreement if any.

D. Furnished through contracting with related or similar organizations (e.g. Chamber of Commerce, Home Builders, etc.) to provide staff support to administer business functions and program activities.

*Documentation required:* 1) Affiliation:  
2) Name of manager:  
3) Office address/phone no.:  
4) Attach job description and verification of contract.

**Comments:**

**5. Communication Process**

The association provides some form of regular communication to its members. (Examples include periodic newsletter or newspaper; weekly bulletin; a computer-based information system or service; periodic notices of programs, educational offerings and other key services, website. Note: This list may not be all inclusive.)

A. Does the association distribute print communication(s) to members?  Yes  No  
If "yes", please provide the following information:

<u>Type of publication (describe)</u>	<u>Frequency</u>
1.	
2.	
3.	
4.	

Documentation required: *Submit copies of the three (3) most recent publications.*

B. Does the association use some form of computer-based on-line information system to communicate with members?  Yes  No  
If "yes", please briefly describe the service/delivery system.

C. If the association uses other method(s) of communicating with members, please describe.

## 6. Orientation

The association maintains an orientation process to inform new members of the benefits, privileges and obligations of membership.

*Documentation required: Describe the association's present new-member orientation program.*

A. Outline of course content: (Please include length of program, and time allocated to each topic.)

B. Describe delivery strategy (e.g. classroom, on-line, interactive distance-learning)

C. Identify presenters: (For example, Board President, Exec. Officer, instructor, etc.)

D. List dates of orientations conducted during the preceding twelve (12) month, or explain availability of course if on-line:

**Comments:**



C. Statistical Summary (cont'd.)

Requests for Arbitration

1. Number received:
2. Number dismissed by  
Grievance Committee:
3. Number withdrawn:
4. Number Mediated:
5. No. of Hearings conducted:

**Comments:**

For the \_\_\_\_\_  
(Board/Association)

Date: \_\_\_\_\_ By: \_\_\_\_\_  
President

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Executive Officer

**Please return completed Organizational Standards Form to:**

**OHIO ASSOCIATION OF REALTORS®  
200 East Town Street  
Columbus, Ohio 43215-4648**

**ATTN: Certification Liaison**