



# MASTERS CLUB STANDING RULES

## Purpose of Masters Club

To recognize the top REALTORS® who have met the approved criteria in one of the categories listed below during the prior calendar year.

## Mission Statement

The Sacramento Association of REALTORS® Masters Club is dedicated to recognizing the excellence, leadership, and generosity of the region's top real estate professionals. Members must qualify each year to maintain their membership. In addition to strong sales figures, our members demonstrate a commitment to leadership, mentorship, and shaping the future of Sacramento's real estate community. Each year, Masters Club members generously devote their time to volunteering with and raising funds for area non-profits, providing numerous educational and networking opportunities, and contributing to the career development of their fellow SAR members.

## Steering Committee

Only Members of the Masters Club may serve on the Steering Committee. Steering Committee Members must have been a Member of the Masters Club for at least 2 years prior to serving on the Steering Committee. If a Member of the Steering Committee does not qualify for Membership the second year for which elected, at least one nominee will be placed on the ballot to be elected to serve one year on the Committee. Vacancies on the Steering Committee occurring during a term year will be filled by appointment by a majority vote of the Steering Committee, and the appointed member will complete the term of the committee member replaced. Steering Committee Members may serve a maximum of 4 terms with absence of a term before being allowed to serve on the Steering Committee again, excluding officers and ex-officio Members. Effective 2017, all new Committee Members agree to be subject to the SAR Administrative Screening Policy at the political level including: (1) the Steering Committee Member shall not have been found in violation of the Code of Ethics or Membership duty within three years of the date of the screening (2) the committee Member shall be current in all financial obligations to SAR (3) the committee Member is strongly encouraged to contribute to the political action fund at the "True Cost of Doing Business" level of \$197. Steering Committee Members may miss no more than 25% of regularly scheduled meetings per year. Absences above those allowed may subject a Member to removal from the Committee.

## Elections

In addition to the President, President-elect, Secretary/Treasurer and Immediate Past President, the Masters Club Steering Committee shall be made up of 16 Members elected for two-year terms. Elections will be held in March of each year, with at least one-half of the Steering Committee being elected each year. No more than five Members shall be associated with any one company (Immediate Past President excluded). The Masters Club Committee shall place at least 8 names on the ballot, selected from a list of current Members.

## Officers

The current Masters Club Nominating Committee shall place at least one nominee for each of the offices (President-elect, Secretary/ Treasurer) on the ballot for election by the Masters Club. The nominees selected to run for office must be current Steering Committee Members for a minimum of two years.

## Budget and Finance

The dues collected by the Masters Club shall be used for any club-related functions, including postage and correspondence and administrative fees charged by SAR. Consideration will be given to any excess dues at the end of the year for contributions to charitable organizations. The Masters Club Steering Committee makes decisions on the allocation of funds. An annual financial statement will be prepared and submitted to the SAR Board of Directors for review.

## Use of Logo and Advertising

Use of the Masters Club logo and/or advertising is restricted to current Masters Club Members who remain in good standing with the Association at all times and who have paid the current Masters Club dues. Presidential Members are exempt from paying current Masters Club dues and are allowed to use the Masters Club logo and or advertising. Members who do not remain in “good standing” with the Association or do not meet one of the designations below, may not use the logo and/or advertising. The current Membership year must be legible on all printed material.

### Types of Membership

**MEMBER** - Is the designation pertaining to a Member who has applied for and **achieved club criteria for the current year and has paid the current year's dues.**

**LIFE MEMBER** - Is the designation pertaining to a Member who has **qualified for club membership for five of the last seven years and has paid the current years dues.** Once achieved, Life Member status may be maintained at its current level without meeting qualifying criteria by paying annual “dues only” membership. *(See Recognition of Members and Annual Dues and Dues Only Membership for clarification.)*

**OUTSTANDING LIFE MEMBER** - Is the designation pertaining to a Member who has **qualified for club membership for ten of the last fifteen years and has paid the current year's dues.** Once achieved, Outstanding Life Member status may be maintained at its current level without meeting qualifying criteria by paying current “dues only” membership. *(See Recognition of Members and Annual Dues & Dues Only Membership for clarification.)*

**25-YEAR PRESIDENTIAL AWARD HOLDER** - Is the designation pertaining to a Member who has **qualified for club membership for a total of twenty five years and has paid the 25<sup>th</sup> year dues.** You must submit a qualifying application and have been approved as a member each year to achieve this award. “Dues only” membership years do NOT apply. *(See Recognition of Members and Annual Dues & Dues Only Membership for clarification.)*

**RECIPROCAL MEMBER** - Is the designation available for both SAR, PCAR, and YoloAR Members who have achieved their appropriate Masters Club criteria for the current year and have paid the current year's SAR, PCAR, and/or YoloAR Masters Club dues

### Annual Dues & Dues Only Membership

**All Members** must pay the current annual dues, to retain Membership in the Masters Club.

**Life and Outstanding Life Members** who do not meet the club criteria for the current Membership year must pay the annual dues in order to advertise as a Masters Club Member, use the logo, and keep their Membership level. Paying “dues only” will not count as an eligible year for advancement to the next type of membership. Dues only Membership may be paid at any time during the calendar year.

**Presidential Members** will be given complimentary membership and may continue to advertise as a current Member as long as REALTOR® membership is maintained at SAR.

### Lapses in Membership

Members who have not paid their dues for a period of three (3) years lose their Masters Club Membership status and would start over if returning to membership.

### Recognition of Members

Only approved Members for the current qualification year will be recognized at the annual awards event and in local media publications and SAR news media. Only Members who have achieved club criteria for the current year may order plaques or year plates for that year. Recognition of Reciprocal Members will be through their use of the appropriate logo, and the inclusion of their names on all lists of SAR Masters Club Members.

## Eligibility

THE APPLICANT MUST BE A LICENSED REAL ESTATE AGENT OR BROKER and a REALTOR® in "good standing" with the Sacramento Association of REALTORS® both at the time of application, and during the year for which they are applying for SAR Masters Club Membership. "Member" as used in these rules refers to someone who is a REALTOR® in good standing at all times and has qualified for the current SAR Masters Club year. Members that have been approved but subsequently have their SAR membership suspended or terminated or are no longer qualified under the Administrative Screening Policy will relinquish their Masters Club membership status for the remainder of that year

## Criteria for Approval

1. Applicant must submit in writing the "closed escrows" in which they have been either the listing and/or selling agent/broker. Applicant will be given 100% credit for a transaction if they represented only a buyer or only a seller in a single transaction. Applicant will be given 200% credit for the sales price if they have represented both the buyer and seller of the closed escrow.
2. If the applicant **shared** in the listing end or the selling end of the transaction with another agent, they can only take credit for the portion that the applicant actually completed. (Example: Applicant (Agent A) shared listing end with Agent B, and Agent C sold the property. Applicant (Agent A) can only take credit for the portion for which they are due, **which may not be less than 50%**).
3. Requests for additional supporting materials must be available for verification upon request of the Masters Club Steering Committee. Failure to furnish records for verification will cause applicant to be disqualified. Falsification of records of sales credit will result in the individual's disqualification from further participation in the Masters Club.
4. Both MetroList® and non-MetroList® California sales may be counted. A closed escrow must be recorded during a calendar year to be counted. Applicant may only submit transactions where they were the agent of record and an agency relationship has been confirmed.
5. Transactions not on the MetroList® Masters Club Report shall be considered a non-MetroList® transaction. To receive credit for a non-MetroList® transaction, a *Masters Club New Home & Non-MetroList® Sales Verification* form, with the required documentation, must be submitted with the application for each non-MetroList® transaction.

## Team Transactions

"Teams" as used in these Standing Rules, are sets of individual agents or brokers who work together on transactions. Each team member must qualify individually and be approved for Masters Club in order for that team to market themselves as Members of Masters Club for that qualifying year.

## Preparation of Application

1. A Masters Club application form certified by the applicant.
2. The MetroList® Masters Club Report
3. If the MetroList® Masters Club Report does not provide a total amount of credit, an excel spreadsheet must be used to add in any non- MetroList® sales to total the amount of credit due.
4. Masters Club annual dues as well as any payments for plaques, year plates and late fee as appropriate.
5. EACH new home/non- MetroList® sale must be submitted on the Excel spreadsheet along with the *New Home/Non- MetroList® Sales Verification Form* and must include the proper documentation as indicated on the form. (Copies of the form may be made for each entry.)

## Application Deadline

**Applications for the current calendar year may be completed online or dropped at or mailed to the SAR, 2003 Howe Ave., Sacramento, CA 95825**, beginning in November of each year. All applications must be received by the Masters Club Liaison or SAR staff **no later than the last friday of January by 4:30pm**.

Late applications are accepted until the last business day of June by completing the requirements above and attaching a late payment of \$100 in addition to the dues. The Masters Club cannot assure recognition at the dinner or in the media for late applications, the availability of plaques or Reciprocal Membership. The fee for late applications is not applicable to "Dues Only" Life or Outstanding Life Members who may pay the dues anytime during the calendar year following the year for which applying (e.g. 2016 for 2015 production).