

# **DSAC BYLAWS**

## **ARTICLE I – NAME**

The name of the organization shall be the Distinguished Sales Achievement Club (DSAC).

## **ARTICLE II – PURPOSE**

To bring together those persons who have exhibited high professional standards and exemplary sales records to promote communications and education and to support the Anne Arundel County Association of REALTORS®.

## **ARTICLE III – OBJECTIVES**

- To encourage and acknowledge REALTORS® who have excelled among their colleagues.
- To promote good practices and goodwill among those within the Real Estate profession.
- To encourage and promote high ethical standards.
- To take an active interest in all matters concerning the Real Estate Industry.
- To encourage continuous education to improve the REALTORS'® knowledge and ability in their service to the profession and the community.
- To promote a professional image of high standards and good practices before the public.
- To lend support and make recommendations to various committees established under the Anne Arundel County Association of REALTORS®.

## **ARTICLE IV – MEMBERS**

### Section 1 – Eligibility

All prospective members must be a member of the Maryland Association of REALTORS® in good standing.

REALTORS® who are members of the Anne Arundel County Association of REALTORS® who meet the settled volume requirement for the previous year (see Section 4 – Criteria), or REALTORS® who are a member of another REALTOR® Board in the State of Maryland who has at least 50% of their volume requirement derived from property sales located in Anne Arundel County are eligible for membership.

### Section 2 - Attendance

There is no mandatory attendance at meetings. However, the DSAC recognizes that the spirit of membership supports education, networking, and good will, which can only be achieved by participation.

### Section 3 – Application

Lifetime or renewing members who qualify must submit by January 31 of the year, or at such date as the Executive Board may amend, the official application form furnished by the organization, accompanied by a check for the annual dues along with any other required information.

### Section 4 – Criteria

REALTORS® must have either 15 settled transactions – excluding leases – OR settled volume – including leases – of at least \$3,000,000.00 for the full calendar year preceding membership. Volume and number of transactions do not have to be individually listed on the application; however, non-lifetime members must provide total volume and/or transactions along with a signed statement that this information is true and accurate. In addition, non-lifetime members must either supply their annual report from BrightMLS for the prior calendar year showing their volume, OR have their manager’s signature verifying stated production. The DSAC Board of Directors reserves the right to audit applications and verify transactions. Fraudulent applications will be refused.

The qualification for membership (excluding office Managers) in the Anne Arundel County Association of REALTORS® Distinguished Sales Achievement Club (DSAC) includes that the applicant is a member in good standing of Anne Arundel County Association of REALTORS® OR another association and a member in good standing in that association with at least one-half (1/2) of the qualifying settled volume being properties located in Anne Arundel County.

Office Managers may join the club by filling out the application and paying the required dues. They do not have to have any sales volume. Years as a manager member do not count towards life membership.

Volume for leases will be credited to the year the commission is received, i.e., a five-year lease with commissions being paid annually would be 1/5 per year.

If two REALTORS® split the commission on the same side of the transaction, the volume of the sale will be divided proportionally to the commission split.

### Section 5 – Dues and Fees

Dues and fees shall be payable on an annual basis and are due on January 31 of each year for all members including Life Members, or on other such date as determined by the Board of Directors. Dues are \$150 per year for all membership categories other than a Manager member who shall pay \$75 per year unless a change is voted by the Board of Directors and approved by the membership in accordance with these BYLAWS. Unless otherwise determined by the Board of Directors, a fee of \$25 shall be assessed for late renewal payments received after April 15th.

If a **new** member applies for membership after the first general meeting of the year, the dues for that calendar year shall be determined by the following schedule:

Joins prior to the second general meeting of the year-- \$112.50\*

Joins after the second general meeting of the year -- \$75.00\*

\*These reduced rates apply only to new members who have never previously belonged to DSAC.

#### Section 6 – Life Members

To obtain Life membership, members must qualify for the club three (3) years out of four (4) years. Life members are not required to submit volume information annually. Members whose life membership has lapsed can reapply for life member status by submitting reason for reinstatement, qualifying for current years' requirements, and having the Board of Directors affirmatively vote their approval.

#### Section 7 – Associate Members

To be eligible for Associate Membership the following Criteria must be met:

- Be a licensed REALTOR® with the same Association of REALTORS® as their sponsoring member.
- Be sponsored by a current DSAC member
- Be an affiliate or team member of the sponsoring member with that affiliation confirmed by sponsoring member's broker or manager
- Sponsoring member must have – and annually demonstrate – sufficient volume as determined in Section 4 to support the required volume for the sponsoring member AND an equivalent volume for the associate member, even if the sponsoring member is a life member. Volume to be confirmed by either sponsoring members Broker or manager or by an BrightMLS annual report.
- A sponsoring member may sponsor multiple affiliates as long as the sponsoring member has sufficient volume for all sponsored associates.
- Associate members are not eligible for life membership; therefore, years as an associate member cannot be counted towards life membership requirements.
- Associate members may not use the DSAC logo in their personal advertisements, unless the sponsoring member is meaningfully included in the advertisement.

#### Section 8 – Exclusive Rights

The exclusive right to receive the DSAC membership mailing list and to display the DSAC logo in advertising and promotions is restricted to current paid members only.

### **ARTICLE V – OFFICERS**

#### Section 1 – Officers

The Officers of the club shall consist of a President, Vice President, Secretary, Treasurer, Immediate Past President, and up to six (6) Directors (Directors are Officers).

Duties: The Officers shall perform the duties prescribed by these BYLAWS and by the parliamentary authority adopted by the club.

President: The President shall be the Executive Officer of the Club and shall preside over all meetings of the Club. S/he shall promptly appoint standing committees and conduct the affairs of the Club in accordance with these BYLAWS. S/he shall be responsible to prepare and present to the Executive Board an annual budget at the first Board meeting of the calendar year. S/he shall also be responsible for the preparation of a full and true annual report of activities and accomplishments which shall be presented to the membership and to the Directors of the Anne Arundel County Association of Realtors, S/he, or his/her designee, shall be responsible for all necessary contacts with the Association.

Vice President: The Vice President shall, in the absence of the President, preside at all meetings of the Club. He shall perform such other duties as the President may assign to him/her.

Secretary: The Secretary shall record the proceedings of the membership and Executive Board meetings. S/he shall keep the rolls of membership and issue notice of various meetings, carry on the ordinary correspondence of the Club and perform such other duties as may be required.

Treasurer: The Treasurer shall run the budget on a calendar year basis. S/he shall collect and have custody of all funds paid to the Club and shall deposit same in the official depository, He shall file, or cause to be filed, reports, as required, with the U.S. Internal Revenue Service and such other reports as may be legally required. S/he shall pay all bills and disburse funds as may be authorized by the Club. He shall maintain reports of the financial condition of the Club at each meeting and for other items as the President may require. The Treasurers records shall be audited annually.

Immediate Past President: The Immediate Past President shall perform any duties assigned to him/her from time to time and be a member of the Executive Board.

Directors: The Directors shall perform any duties assigned to them from time to time and be members of the Executive Board.

Committees shall be formed by the President from the members of the Executive Board and membership at large if desired to fulfill jobs such as arrangements, membership, promotions, community support, association support, speaker search, sponsor solicitation, website, communications, etc.

## Section 2 – Nominating Committee

At the September General Membership Meeting, a Nominating Committee shall be formed consisting of two members at large (elected by the membership) and one Past President. It shall be the duty of this committee to nominate at least one candidate for each office. Election of Officers and Installation of the Officers shall occur at the Fall Annual Meeting. Nominations from the floor will also be accepted at the Annual Meeting.

## Section 3 – Elections

The Officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected.

#### Section 4 – Terms of Office

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office. Terms of office shall begin at the close of the Annual Meeting at which they were elected.

#### Section 5 – Vacancies

The vacancy of the President shall be filled by the Vice President. In the event the Vice President is unable or unwilling to accept the Office of President, the existing President may continue in office for one additional term, not to exceed three (3) consecutive years in that office. Should a vacancy occur in any of the other offices, that office shall be filled by majority vote of the Executive Board from the current Director members.

### **ARTICLE VI – GENERAL MEMBERSHIP MEETINGS**

#### Section 1 – Regular Meetings

The regular meetings shall be held four (4) times annually unless otherwise ordered by the Executive Board. Time and Place shall be determined by the Executive Board.

#### Section 2 – Annual Meeting

The regular meeting in the Fall shall be known as the Annual Meeting, shall be held in either November or December and shall be known for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

#### Section 3 – Special Meetings

Special Meetings can be called by the President or by the Executive Board and shall be called upon the written request of ten (10) members of the Club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, when at least three (3) day's notice shall be given.

#### Section 4 – Quorum

Twenty percent (20%) of the general membership shall constitute a quorum.

### **ARTICLE VII – EXECUTIVE BOARD**

#### Section 1 – Members

The Officers of the Club, including Directors, shall constitute the Executive Board.

## Section 2 – Duties

The Executive Board shall have general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club, evaluate the organization's need for insurance coverage as appropriate for its activities including, but not limited to, general liability insurance and directors and officer's liability insurance, and shall perform such other duties as are specified in these BYLAWS. The Executive Board shall be subject to the orders of the Membership and none of its acts shall conflict with actions taken by the Club.

## Section 3 – Meetings

Board Meetings will be scheduled by the President a minimum of four (4) times a year for planning and executing business.

## Section 4 – Quorum

Fifty percent (50%) of currently filled officer positions shall constitute a quorum.

## **ARTICLE VIII – COMMITTEES**

### Section 1 – Audit

An auditing committee of three (3) members shall be appointed by the President at the regular Executive Board meeting prior to the Annual Meeting, whose duty it shall be to audit the Treasurer's accounts prior to the Annual Meeting and to report to the Annual Meeting.

### Section 2 – Other Committees

Other Committees, standing or special, as deemed necessary from time to time by the Executive Board or the membership, shall be appointed by the President, The President shall be an ex officio member of all committees except the Nominating Committee.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these BYLAWS.

## **ARTICLE X – AMENDMENTS**

These BYLAWS may be amended at any regular meeting of the Club by a two-thirds vote of those members in attendance, provided that the amendment(s) have been submitted in writing at a previous regular meeting.