



Professional Standards Administration Enforcement Agreement

Section 1 – Parties

The following is an agreement (“the Agreement”) between the Oregon REALTORS® and the _____ of REALTORS® (“the Board”).

Section 2 – Terms of Service

Oregon REALTORS® shall provide the Board with Professional Standards Administration services beginning _____. These services shall continue until cancelled by either party pursuant to Section 6 hereof.

Section 3 – Fees

Any fees not paid by the 15th of the month after the invoice is delivered shall result in default of this agreement and suspension of services provided by Oregon REALTORS®.

For services provided, Oregon REALTORS® shall charge the Board:

(Select one Option according to the size of local association)

NAR Association size definition by member count: Small = 499 or less; Medium = 500-1,999; Large = 2,000+

Option 1: Small or Medium Board

A fee equal to \$0.40 per member, per month. This fee shall be billed monthly (unless otherwise arranged with Oregon REALTORS® Finance Department for annual billing) and due immediately upon receipt. The membership number used to calculate this fee shall be the membership number given from the Oregon REALTORS® Membership Department on December 31st of each year.

This charge shall include a Professional Standards file review by legal counsel, and services required through an appeal or procedural review process.

Additionally, a fee of \$500.00 will be charged to the Board for each case forwarded through to an ethics or arbitration hearing.

Option 2: Medium Board

Annual fee of \$7,500.00. This charge shall include a Professional Standards file review by legal counsel, and services required through an appeal or procedural review process. *(Annual Fee to be prorated monthly if not commencing in January)*

Option 3: Large Board

Annual fee of \$7,500.00. This charge shall include a Professional Standards file review by legal counsel, and services required through an appeal or procedural review process. *(Annual Fee to be prorated monthly if not commencing in January)*

Additionally, a fee of \$500.00 will be charged to the Board for each case forwarded through to an ethics or arbitration hearing.

Option 4: Large Board

Annual fee of \$12,500.00. This charge shall include a Professional Standards file review by legal counsel, and services required through an appeal or procedural review process. *(Annual Fee to be prorated monthly if not commencing in January)*



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Section 4 – Services Provided

Oregon REALTORS® shall provide the following Professional Standards services:

- (a) Provide a state Professional Standards committee for performance of all Professional Standards activities with regional representation.
- (b) Administer all Professional Standards inquiries and requests, including Ombudsman and Mediation.
- (c) Coordinate and schedule all meetings, conference calls, and hearings.
- (d) Provide administrative support at each hearing or meeting.
- (e) Facilitate Appeal Hearings and Ratification of the Decisions of the Hearing Panels;
(Select one)
 - The local Board of Directors will facilitate/retain control of the process of appeal hearings and ratification of Decisions of Hearing Panels.
 - The local Board of Directors defers control of the process of appeal hearings and ratification of Decisions of Hearing Panels to the appointed Panel of State Directors.
- (f) Maintain all professional standards records.
- (g) Provide activity reports; frequency to be determined by the Board.

Section 5 – Conditions of Services

Oregon REALTORS® and the Board agree to the following conditions of services:

- (a) Contact for Professional Standards Administration shall be limited to the Association Executive, President, or an appointed Professional Standards liaison.
- (b) Professional Standards Administration and activities shall be provided virtually.
If an in-person hearing is deemed necessary by the President of the Board, the Board will cover travel expenses of the administrator and the hearing panel.
- (c) Professional Standards Administration where a multi-board (or regional) enforcement agreement exists shall require each signatory board to enter this Agreement.
- (d) The Board agrees to adopt the Oregon REALTORS® Professional Standards Administration Enforcement policies that conforms the Code of Ethics and Arbitration Manual to comply with local policy and state law.
- (e) The Board agrees to adopt Oregon REALTORS® Citation Policy and Schedule of Fines; Oregon REALTORS® policy will supersede The Board's Citation Policy and Schedule of Fines previously used, if applicable; The Board will inform their members of the Citation Policy and Schedule of Fines.

Section 6 – Cancellation & Renewal

This agreement shall automatically renew monthly if Fee Option 1 is selected, or annually if Fee Options 2, 3 or 4 are selected. Each party shall have the right to terminate this agreement upon written notice to the other party at least thirty (30) days prior to termination. Upon early termination, refunds shall not be given for partial monthly or annual fees.



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Section 7 – Notices

Any modifications, amendments, or changes to the Agreement shall require appropriate notice to all parties. Notices shall be delivered to the following:

If to Oregon REALTORS®:

Oregon REALTORS®
ATTN: PROFESSIONAL STANDARDS ADMINISTRATOR
2110 MISSION ST SE, SUITE #230
SALEM, OR 97302

If to the Board:

_____ (Name of Board)

Attn: _____

_____ (Address)

Section 8 – Execution

This Agreement shall be considered READ, UNDERSTOOD, and AGREED to by the parties.

Jenny Pakula, CEO
Oregon REALTORS®

Date

Association Executive's Signature

Date

Print Name

Board President's Signature

Date

Print Name