



"Circle Of Excellence"

Metro South Association of REALTORS®

Circle of Excellence Rules for Application Submission

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I INTRODUCTION

All members of Metro South Association of Realtors® (hereinafter, "MSAR") are invited to apply for the Circle of Excellence (hereinafter, "COE"). This is to recognize MSAR members that have exceeded over \$1 Million in sales production, affiliate sponsors special recognitions and their guests.

II. REQUIREMENTS OF MEMBERSHIP

1. All agents applying for COE must be current members or have been in good standing of MSAR or another Board/Association for the qualifying year the applicant is applying for.
2. Qualifying Year shall be defined as a full calendar year beginning January 1 through December 31 of the year prior to application.
3. Membership Year shall be for the full calendar year of the "Qualifying Year."
4. A copy of qualifying year payment and a copy of current code of ethics completion within the last 3 years will need to be included in your application package.
5. It is the Applicant's responsibility to ensure that all education requirements have been fulfilled.
6. A Member in Good Standing is a member who has paid all dues and late fees, according to the Constitution and By-laws of MSAR and all past due invoices. In addition, all dues, penalties, and outstanding invoices must be paid either prior to or at time of application.
7. Orientation has been completed within six months of joining MSAR (deadline for COE may differ)
8. Current Code of Ethics Class.
9. Please note if you are on a Team, ALL members of the Team must be in good standing with MSAR.
10. COE applicants whose effective date of membership is after January 1st of the qualifying year applying for or were **NOT** affiliated with any Board/Association please only include those transactions closed **AFTER** the effective date of membership with the MSAR or other Board/Association.
11. If membership was transferred from another Board/Association and there was no lapse in membership when transferring, you are eligible to claim credit as of January 1st, of the qualifying year.
12. Applicant must not have applied for, or been accepted for, membership in the COE in another Board/Association for the same year.

III APPLICATION REQUIREMENTS

1. Applications must be submitted on the Digital Forms or Official Printable Forms provided at msarboard.com.
2. All applicants must sign the application. By signing the application, the applicant certifies that they have read the COE Rules. Photocopies of blank forms are acceptable. **FAX copies and/or emails are NOT acceptable.**
3. Qualifying Brokers are required to submit "full documentation" at the time of application.

Documentation may be submitted via Flash Drive or Hard Copy.
FAX copies and/or emails are NOT acceptable.

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4. Full documentation includes copies of the HUD1/Closing Disclosures including signature page and appropriate signature page of the sales or lease contract.
5. Documentation may be submitted via Flash Drive or Hard Copy. A full and complete application is as follows...
 1. Application Checklist (PROVIDED with application)
 2. Application.
 3. APPLICANT'S CERTIFICATION LETTER.
 4. Milestone Level (along with photocopies of previous plaques).
 5. GARPAC Donation (if applicable).
 6. MSAR provided Spreadsheet.
 7. Copy of Code of Ethics class certification
 8. Copy of Paid Invoice for the qualifying year you are applying.
6. The COE **Application Fee will be \$120** which includes one plaque and a pamphlet (unless sent out electronically). Additional Plaques may be purchased at a cost of \$55.00 per plaque. Extra banquet guest tickets are \$60 each.
7. A full and complete application must be turned in on application date(s), **Partial applications will NOT be accepted. It is the applicant's responsibility to have all documents turned in with the original application and on time.**
8. **For paper applications, THE APPLICATION MUST BE TYPED, NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED.** (Please make sure you have the most recent adobe update so you can complete the application.) **FAX copies and/or emails are NOT acceptable.** See attached checklist for complete application.
9. COE Applications MUST be submitted in individual envelopes with a business card attached to the front of the envelope.
10. Applications will be accepted on two separate days.
Day 1: Wednesday, February 14th , from 10 a.m. – 4 p.m.
Day 2: Thursday, February 15th , from 10 a.m. – 4 p.m.
Corrections **only** will be accepted on Friday, February 16th from 10 a.m. - 3 p.m.
11. In the event the sponsored event is cancelled or rescheduled, the application fee is **non-refundable**.

IV MEMBERSHIP CATEGORIES

Qualification Categories

1. Individual – Applicant shall have no licensees, paid either directly or indirectly, at any given time during the qualifying year. If you were a member of a Team during any period of the qualifying year, you can not apply as an individual. However, if you were a member of a Team during the qualifying year and you are no longer on the Team you can apply as an Individual recipient. You may **ONLY** receive credit after you dissolved your membership of the Team. Proof must be submitted with the application. You must be in good standing with the Board for the qualifying year and have completed orientation & Code of Ethics class.
2. Team I– If an applicant has one or two active licensees at any period during the qualifying year the applicant can claim the credit for another licensee's sale or listing activities. The applicant who claims the credit will be placed in a "Team I" category when being considered for awards. This will apply whether or not the non-applicant licensee receives a commission, salary or referral fee. All licensed team members must be in good standing with the Board for the qualifying year.
3. Team II– If an applicant has three or more active licensees at any period during the qualifying year the applicant can claim the credit for another licensee's sale or listing activities. The applicant who claims the credit will be placed in a "Team II" category when being considered for awards. This will apply whether or not the non-applicant licensee receives a commission, salary or referral fee. All licensed team members must be in good standing with the Board for the qualifying year.

Documentation may be submitted via Flash Drive or Hard Copy.

FAX copies and/or emails are NOT acceptable.

V MEMBERSHIP AWARD CATEGORIES

There are two types of award categories.as follows:

1. Membership Level

- a. Active Member – One who was elected to the MSAR COE for the year immediately following the qualifying year.
- b. Active Life Member – One who was elected to the MSAR COE for three consecutive or ANY three of five years.
 1. Ex: You qualified in 2018, 2019 and you are applying for 2020. When making an application in 2022 for the QUALIFYING year of 2021 you may apply for Active Life Membership.
 2. Ex: You qualified for membership in 2014, 2015 and you are applying for 2017. When making an application in 2018 for the QUALIFYING year or 2017 you may apply for Active Life Membership.

2. Milestone Award Level(s)... (You will remain at each level until you reach the next level.)

Zenith Award	10 Year Membership
Gold Award	15 Year Membership
Platinum Award	20 Year Membership
Diamond Award	25 Year Membership
Hall of Fame Award	30 Year Membership

Note: It is the responsibility of each COE applicant to provide proof of their own qualification for both types of membership categories, if applicable (i.e., picture of prior plaques, programs, etc.) when requesting recognition

VI MEMBERSHIP AUDITS

1. The COE committee will conduct random audits of 10% of all applications.
2. If an application is selected for audit, you will be notified of the audit and of the "full documentation" requirements.
3. The applicant(s) will be notified via email within 48 hours of the COE committee's last day of receiving applications. You will have estimated 2 weeks to get your audit documents together to turn into the COE committee on audit day.
4. The following are the "full documentation" requirements for the audit:
 - a. Copies of the HUD1/Closing Disclosures including signature page.
 - b. Appropriate signature page of the sales or lease contract.
 - c. Documentation must be submitted via Flash Drive or Hard Copy. **FAX copies and/or emails are NOT acceptable.**
5. If the applicant does not provide the full documentation within the designated times and dates on the application, the application will be denied. The application fee will be nonrefundable.
6. Application AUDITS will be on one (1) day **ONLY**. This day is known as the audit day.
7. The committee will finalize audit from noon until 2 p.m. on audit day to verify and confirm all documents are complete and accurate. **A COMPLETE AUDIT PACKET WITH ALL DOCUMENTS NEED TO BE TURNED IN, NO PARTIAL AUDITS WILL BE ACCEPTED. FAX copies and/or emails are NOT acceptable.**
8. There will be NO exceptions to the dates and/or times to turn in documents. No emails will be accepted for missing documents. Please refer to the dates and times above.

Documentation may be submitted via Flash Drive or Hard Copy.
FAX copies and/or emails are NOT acceptable.