

Rules Enforcement Procedures

The following procedures will be used to deal with any actual or alleged violation of the WVMLS governing documents, which include but are not limited to: Bylaws, Rules, Policies, Application for Membership, and WVMLS Service/DisplayKey Agreement. These Procedures apply to all use of WVMLS services by participants, including Designated and Non-Designated Members as defined in the WVMLS Bylaws and, as applicable, any licensee, employee or other contractor affiliated with Designated or Non-Designated Members.

At the time a violation is reported or becomes known to WVMLS, the following procedure will occur:

1. WVMLS may request such written documentation as needed to verify the alleged violation. Records or copies of documents shall be delivered to WVMLS within 3 days of the request. Failure to comply with this request will not impede the process but may result in further disciplinary action.
2. If the allegation is found to be valid, one or more of the following disciplinary actions may be imposed:
 - a. Warning or Reprimand
 - b. Fine
 - c. Prescribed education
 - d. Suspension or withdrawal of data input privileges
 - e. Suspension of Service(s)
 - f. Suspension or Termination of Membership
 - g. Other disciplinary action as appropriate
3. The following are standard fines which may be considered. Recurring violations may result in additional disciplinary actions. Note: this is not intended to represent an exhaustive list of fines and/or violations, but rather to serve as guidelines.

\$100 fine	\$500 fine
Failure to register new licensees for MLS service (fine incurred for each month of membership dues missed)	Lost or stolen key WITH secret PIN
Inaccurate listing data (includes but is not limited to: failure to submit or update listing status within 2 days, failure to comply with required fields, tampering or removal of listing data or photos)	Lending of key to unauthorized individual
Lost or stolen key (1 st instance)	Sharing or disclosing WVMLS password to unauthorized individual

4. A member may file a written appeal of a disciplinary action to the WVMLS Board of Directors. Review by the Board of Directors will occur at its next scheduled meeting. The disciplinary action imposed will be held in abeyance until the ruling of the Board of Directors. The Board of Directors has the ability to uphold the disciplinary action imposed, reverse the action or impose additional disciplinary action. Decisions of the Board of Directors regarding all appeals are final and not subject to further appeal.