



Hilliard Area Realty Association By-laws

ARTICLE I: NAME

This organization shall be known as the Hilliard Area Realty Association

ARTICLE II: PURPOSE

The purpose of this organization shall be to promote better working relations between the real estate industry and the general public and to promote the general welfare of the Hilliard Area

ARTICLE III: MEMBERSHIP

All REALTORS /Brokers and their respective sales associates in good standing of the Columbus and/or neighboring Boards of Realtors, to be known as members, which shall be the voting membership. Other individuals who serve in an associated and/or closely related field shall be entitled to become an affiliate of this association, which is the voting membership.

Homes, Condos, Land, Businesses and any real property that are promoted for sale at any Hilliard Area Realty Association meeting or gathering via verbal, written or any other means must be from an Active member in good standing in HARA and also be a REALTOR and/or member of the BIA.

ARTICLE IV: DUES

The treasurer of the Hilliard Area Realty Association shall assess each REALTOR or Affiliate their dues for the forthcoming calendar year. The amount of dues to be assessed is \$20 per year, \$15 if paid prior to March 1st of that year. New members joining on November 1st or later may have the option of paying \$25, which will include membership for the remainder of the current year and the following year.

ARTICLE V: VOTING

Section 1: General Voting:

Issues of financial expenditures, including contributions, over \$100.00 shall be voted on by the general membership. Approval by two-thirds of the members present and voting at any regular meeting is necessary for these funds' dispersal. All requests for contributions over \$100 shall be submitted to the officers prior to presenting a request for funds to the general membership. For expenditures less than, or equal to, \$100, a simple majority of the Officers constitutes approval.

Section 2: Election of Officers:

A.) A nomination slate will be presented at the first regular meeting in November. Additional nominations from the floor will be entertained at this meeting and the next regular meeting. Nominations from the floor must have prior approval of the nominee.

B.) Installation of the officers shall be held at the first regular meeting in January.

C.) Term of Office: Officers shall serve for a period of one calendar year (January through December).

D.) Officer Qualifications: There shall be no more than two candidates from any real estate company or affiliate company at the time of the election.

E.) The Offices of President, President-Elect, and Secretary shall be held by REALTOR voting members only who must possess an active real estate license. Other offices can be held by an affiliate member or a REALTOR member.

F.) All ballots are to be printed in a non-duplicative manner by the Nominating Committee.

G.) All ballots are to be sent to a non-interested party chosen by the nominating committee chairperson.

H.) All candidates shall be notified of election results immediately after ballots are counted.

I.) In case of a tie, a coin toss will take place at the next regular membership meeting per Robert's Rules of Order.

It will be the responsibility of the Nominating Committee to present at least one nominee for each office. Additional nominations from the floor will be accepted at the time this slate is presented to the general membership.

Each member in good standing shall have one vote. A list of nominees will be present in ballot form and mailed in a timely fashion after closing of nominations from the floor, and must be returned by the member by the designated deadline.

ARTICLE VI: OFFICERS AND STANDING COMMITTEES

Section I: Officers

A.) PRESIDENT: The President is empowered to appoint committee chairpersons and committee members to serve as he/she sees fit and to create special committees. Said committees to serve with the President's pleasure. The President shall preside over all meetings and assemblies of which the association is the official sponsor. The President is empowered to appoint individuals to complete the term of any association office which, by one reason or another, is vacated during his/her administration. From time to time, it is envisioned that the President may be called upon to serve as the official public spokesperson for the association. In the event that this occurs, the President must have the approval of two-thirds (2/3) of the members present and voting to make a public statement on behalf of the Hilliard Area Realty Association.

B.) PRESIDENT-ELECT: The President-Elect shall carry out those duties assigned him/her by the President. The President-Elect , in the absence of the President, shall preside over all meetings and assemblies of which the association is the official sponsor. In the event the office of the President is vacated during the administration year, the President-Elect shall automatically succeed him/her to that office. The President-Elect shall chair the Social Committee and may appoint a Vice Chairperson from the general membership. The President-Elect shall oversee all committees and chairpersons. The term for this position is to be two (2) years. First year as President-Elect, the second year to serve as President.

C.) SECRETARY: The Secretary shall perform those usual duties attributed to that office. The Secretary or a representative must attend all the weekly association meetings. The Secretary shall chair the Membership Committee and work in conjunction with the Treasurer on assembling the membership roster. The secretary shall take notes of any discussions, record any motions, and the results at the general membership meetings. Report minutes to the membership via e-mail monthly, at the minimum. He/she shall be responsible for sending flowers/cards as needed to HARA Members. He/she shall keep minutes at the officer's meetings.

D.) TREASURER: The Treasurer shall perform those usual duties attributed to that office. The names of the President and the Treasurer shall be placed on the checking account, with the ultimate responsibility for the association's funds resting with the Treasurer. The Treasurer shall present a quarterly report to the general membership at the beginning of each new quarter. The Treasurer assisted by the Secretary has the responsibility of maintaining an accurate, up-to-date list of members and for the compilation of a membership directory. The

Treasurer is to present a budget, prepared by the Officers, to the general membership no later than the last meeting in January.

E.) SERGEANT-AT-ARMS/PARLIAMENTARIAN: The Sergeant-at-Arms is empowered and shall be responsible for maintaining order at the general membership and officer's meetings. In his/her capacity as Parliamentarian, he/she will be responsible for understanding and maintaining the Robert's Rules of Order. He/she shall assist the President in presenting any new motions to the floor. He/she shall perform the duties of Secretary or Tour Director in their absence.

F.) TOUR DIRECTOR: The Tour Director shall be responsible for formatting, compiling and distributing the weekly tour sheet. The Tour Director shall chair the committee responsible for obtaining ad sponsors for the back of the weekly tour sheet.

G.) WEB MASTER: The Web Master shall be appointed by the current year President and President-Elect by December 1st of the year prior to taking office. The Web Master shall be responsible for updating the website and assisting officers in obtaining needed information. The Web Master will be a voting officer and will attend regular officer and member meetings.

Section II: Standing Committees:

A.) Social/Hospitality: This committee shall be chaired by the President-Elect and he/she may appoint an assistant chair from the general membership and shall be responsible for formulating and coordinating any social events.

B.) Community Relations and Publicity: The President shall appoint a chairperson to promote the organization in the community and to encourage participation in community activities. This committee shall be responsible for submitting articles and photographs of events to the media in which HARA participates.

C.) By-law: This committee shall be composed of current officers and five members in good standing appointed by the president.

D.) Nominating: The President of the association will appoint a nominating committee chairperson. The committee will consist of five general members. Selection is made at the discretion of the appointed chairperson. It will be the responsibility of the nominating committee to present at least one nominee for each office as per Article V.

E.) Scholarship: This committee chair shall be appointed by the President. The purpose of this committee is to identify and select eligible candidate(s) for any available scholarship(s). Candidates must be graduating students from the Hilliard City School District.

ARTICLE VII: REVISION OF BY-LAWS

These By-laws and such rules and regulations may be adopted or changed by a two-thirds vote of the members present and voting at a regular meeting following three weeks written notice to all members of the proposed adoption or change. Voting on said changes shall take place on the third week following the original presentation of the proposed changes.

ARTICLE VIII: TOUR

A.) Boundaries: Tour boundaries will consist of the Hilliard City School District and/or these noted boundaries:

all homes within the 43026 zip code, and any homes in adjacent zip codes that are within the Hilliard City School District. Adjoining neighborhood homes that are not within the Hilliard City School District can be added to the weekly tours at the sole discretion of the HARA Tour Director.

B.) The Tour:

Listing Agent(s) or BIA member(s) must be a paid, REALTOR or BIA member of HARA and must attend the meeting the morning of tour. If the Listing Agent or BIA member cannot attend the meeting and tour, they may send a representative who must also be a REALTOR? or BIA member and a paid active member of HARA.

1. All homes must be on electronic lock box (*CBS codes OFF*) and available for showing until **11:30 am**.
2. If agent has a home on tour, they are required to tour all homes on the caravan tour.
3. Homes near the dividing line (Roberts Rd.) may be placed on either the North or South tour, at the discretion of the tour director.
4. Only one home may be placed on tour by an agent on any given week. A second home may be added at the discretion of the Tour Director.
5. Please complete the WEB Tour Form located at www.haraweb.com and submit to Tour Director no later than 5 p.m. on the Thursday preceding tour. Tour Director will contact you with confirmation of tour date.
6. REALTORS?, who do not have a home on tour, may choose to tour select homes without being on the caravan tour.

ARTICLE IX: MEETINGS

All meetings shall be conducted according to Robert's Rules of Order(Revised) except when the members vote to suspend this formality. A simple majority is required to waive this requirement.

We do adopt and endorse the Code of Ethics, By-laws, Rules and Regulations as written by the National Association of Realtors, Ohio Association of Realtors, and Columbus Board of Realtors.

Adoption Date: April 1996

Modifications Adoption Date: November 27, 2006