

## Marysville Area Realty Association By-Laws

### Article I - Name

This organization shall be known as the Marysville Area Realty Association (MARA), a not for profit organization.

### Article II – Purpose

The purpose of this organization shall be to promote better real estate relations between Realtors and Affiliates; between Realtors and Affiliates and the general public; to promote the general welfare of Marysville and the surrounding areas.

### Article III – Membership

All Realtor/Broker members, in good standing with Ohio Realtors, and any other individuals who serve in an associated or closely related field (i.e., Lenders, Title Companies, Attorneys, Home Inspectors, Termite and Gas Companies, etc...)

### Article IIIA – Membership Classification

Section 1. Marysville Area Realty Association shall recognize **2** distinct membership classifications.

- A. **Voting Member** – A voting member is a **Realtor, Affiliate Member or Vender** whose business relates to real estate sales or is directly involved in the real estate transaction process in the Marysville Area. A voting member's dues must be current and must be in good standing with MARA. These members may make announcements, place homes on tour that are listed with the Columbus Board of Realtors MLS system, and distribute literature. Each voting member is entitled to one vote.
- B. **Honorary Member** – Any non-realtor to whom the association may, from time to time, elect to bestow such membership in recognition of their outstanding contribution to the Association and/or the furtherance of the cause and purpose of the Association. Honorary members are not permitted to vote.

Section 2. Application of the Marysville Area Realty Association. Membership must be made in writing, accompanied by the appropriate dues, and the name of **one** (1) designated representative.

### Article IV – Dues

Section 1. – The Treasurer of the Marysville Area Realty Association shall assess each member their dues for the forthcoming calendar year no later than the 3<sup>rd</sup> Friday in January each year. An accompanying email shall be sent by the Secretary and/or Treasurer, notifying members of their dues renewal assessment. Such dues will be considered delinquent if payment has not been received by the cutoff date. The amount of the dues to be assessed is as follows:

REALTORS – Dues to be **\$25** annually paid by the month meeting in February.

AFFILIATES – Dues to be **\$75** annually paid by the monthly meeting in February.

HONARARY MEMBERS – No Dues

Section 2. New members joining November 1<sup>st</sup> to the end of the year have the option of paying \$35/\$85 for the remainder of the current year PLUS following year. (\$10 for remainder of the year) Other than this exception, there shall be no other dues prorations given.

Section 3. Any member who has not paid their dues by March 1<sup>st</sup> will be automatically dropped from membership, membership privileges and removed from the MARA website.

Section 4. Any Affiliate that sponsors one of the quarterly scheduled Association meetings, CE's or Happy Hours shall have their renewal fee for the following year waived, after that event has been sponsored.

Section 5. Dues may be revised annually by recommendation of the board and a majority vote by the membership.

Section 6. Extraordinary Expenses. Any extraordinary expense of the Association for which the treasury has insufficient funds shall be borne equally by each voting member.

#### Article IV – Voting

Section 1. Each Voting Member shall have one (1) vote. For Affiliates, the name registered with the Association shall be the voting member.

#### Section 2. General Voting

Issues of financial expenditures over \$250, other than day-to-day operations, and all contribution requests shall be voted on by the general membership. All requests for contributions shall be submitted to the officers prior to presenting a request for funds to the membership for a vote. All expenditures other than day-to-day expenses must be approved by 60% of the members present and voting at any regular meeting.

#### Section 3. Election of Officers

- A.) Nomination Committee. A committee of the acting President (Current) and the immediate two past presidents shall present a slate of nominees to the association at the regularly scheduled meeting in November of the current year. If the nominating committee does not present nominees, the executive committee shall oversee nominations. It is the responsibility of the nominating committee to present at least one nominee for each officer position. Additionally, nominations from the floor will be accepted at this meeting. (Nominations from the floor must have prior approval of the nominee.)
- B.) Term of Officers. Officers shall serve for a period of one (1) calendar year, January through December. The President and President-elect cannot hold two consecutive terms.
- C.) The offices of President and President-elect shall be held by individual Realtor voting members only. (The Realtor must be associated with a real estate broker in good standing with Columbus Realtors.) The offices of Secretary, Treasurer, or Tour Director may be held by any voting member.
- D.) The nominating committee shall prepare a final ballot of nominees and distribute said ballot at the first scheduled meeting in November. Voting for the following year's officers shall take place at this meeting.

- E.) All candidates shall be notified of election results, immediately after the ballots are collected and counted by the nominating committee. In Case of a tie, a coin toss per Robert's Rules of Order shall take place at the same meeting.
- F.) Removal, Resignation or Vacancies: Any Officer, by notice in writing the Executive Committee, may resign at any time. Any Officer may be removed from office by a 60% vote of the Association members present at such meeting, with or without cause. Vacancies in the Officers may be filled by a majority vote of the Executive Committee until there is an election to fill such vacancies. Any member so elected shall serve until the next election and until their successors are elected and qualified.

Article VI – Permanent Officers –

- A.) **President** – The President is empowered to appoint committee chairpersons and committee members to serve as he/she see fit and as necessary. Said committees are to serve at 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 the President may be called upon to serve as the official spokesperson for the Association. The President shall also be the MARA representative on the Columbus Realtors Board of Directors.
- 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. In the event the office of the President is vacated during the administrative year, the President-elect shall automatically succeed him/her to that office. The remaining Officers shall appoint a President-Elect replacement for the remainder of the term. The President-elect shall become President automatically upon the completion of his/her term as President-elect. The President-elect shall coordinate all quarterly meeting speakers and sponsors. Additionally, the President-elect shall be the Marysville designated Columbus Realtors MLS Committee representative and shall be required to attend those meetings.
- C.) **Secretary** – The Secretary shall perform those usual duties attributed to the office. The Secretary or a representative must attend all association meetings. The Secretary shall work in conjunction with the Treasurer and Webmaster on assembling and maintaining the membership directory. Secretary shall work with the Treasurer to send renewal notices annual in accordance with by-laws. The Secretary shall ensure all meeting agenda are distributed to members no less than 48 hours prior to the meeting in question. The Secretary shall take notes of any discussions, record any motions and the results of such motions at the general membership meetings and leadership meetings. Minutes shall be distributed to leadership within 7 calendar days of any meeting; for general membership meetings, a condensed bullet point overview of minutes to be used on social media and email within 10 calendar days for membership viewing shall be completed (must be approved by President and/or President-Elect prior to release.) The Secretary shall be responsible for sending cards/flowers as directed by the President or Executive Committee, to the MARA members.
- 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 on the Treasurer. The Treasurer shall present a

quarterly report to the general membership at the beginning of each new quarter, having presented this report to the Officers for review in the week preceding the meeting. The Treasurer shall prepare an annual budget approved by Leadership. The budget shall be presented to the general membership along with the first quarterly report. The Treasurer assisted by the Secretary, has the responsibility of maintaining an accurate, up-to date list of paid membership for the Association. Any funds collected specifically for charitable donation or community outreach shall be kept in a separate account from general funds and have a separate ledger when presenting to leadership and membership.

- E.) **Tour Director** – The Tour Director shall perform those usual duties attributed to that office, including but not limited to the collection of requests for homes to be put on the weekly tour, the routing of the weekly tour, and the preparation of the tour sheet.
- F.) **Webmaster** – The Webmaster is empowered to and shall maintain the MARA Website and MARA Facebook Group and shall work in conjunction with the Treasurer and Secretary on assembling and maintaining the membership directory. The Webmaster and President shall be the sole contact to the website manager for any necessary maintenance and/or changes needed. Any committees requiring website usage shall coordinate with the webmaster.

## Section 2. – Standing Committees

Committees shall lead by a Chair and Vice-Chair. Chair shall be appointed by President; Vice-Chair shall be a shared appointment by President and Chair. Vice-chair shall automatically become Chair in the following year to maintain continuity and assist President in finding new Vice-Chair. Chair shall attend all leadership meetings, as requested, to report on committee progress.

- A.) **MLS**: Shall be a Realtor member appointed by the President to attend the monthly Columbus Realtors MLS committee meetings and be the voice for the Union County and surrounding areas. Reports shall be given regularly of any important changes or upcoming changes to MLS.
- B.) **Holiday**: This committee shall be responsible for planning the annual holiday party held in December of each year. It is the responsibility of the committee to make sure the ticket sales revenue and/or sponsorships equals or exceeds the expenses for this annual event. Any overage shall be credited towards the budget for the holiday party the following year. This event may serve as one of the fund-raising events for the Association.
- C.) **Continuing Education**: Coordinate the 4 annual CE courses offered to MARA membership and find sponsors for each breakfast. Courses are encouraged to be value added topic based on as current and relevant a topic to membership as possible.
- D.) **Membership**: This committee shall have marketing available summarizing MARA benefits to better promote/recruit and inform current and prospective members. This committee shall work closely with the Webmaster to be notified of new requests to join MARA and the MARA social media pages so that appropriate outreach and data can be maintained across all MARA spheres. Help other leadership promote upcoming events via email, social media, etc.
- E.) **Community Outreach**: This committee shall be responsible for creating fundraising plans for charity work the Association wishes to participate in i.e. Realtor Care Day, Holiday Drives, donations requested throughout the year. Committee Chairs shall also coordinate Realtor Care Day annually including but not limited to selecting the project, coordinating matching funds report for Columbus Realtors, seeking out sponsorships/donations/volunteers, etc. All monies raised for this committee shall be a separate accounting from general funds, deemed

Community Outreach Fund. Any use of these funds shall be at the discretion of the Committee Chairs and Officers but shall be only for uses stated above.

- F.) **Executive Committee:** Shall be composed of the current term 4 Officers, Tour Director, Webmaster and the immediate past President. The executive committee acts on behalf of the Association to determine matters which, in the judgment of the President of the Association, do not warrant convening a special meeting of the Association, but should not be postponed until the next meeting of the Association.

#### Article VII: Revision of By-Laws

These By-laws and such rules and regulations may be adopted or changed by a 60% vote of the members present and voting at a regular meeting following two weeks written notice to all members of the proposed adoption or change.

#### Article VIII: Tour

- A.) Boundaries: Tour boundaries will consist of the Marysville Corporation limit and a 15-mile radius thereof as schedule permits and Tour Director discretion.
- B.) The Tour: You must be a paid, licensed agent, member of MARA. If the listing agent cannot be present at the meeting due to extenuating circumstances, they may have a licensed agent serve as their representative at the meeting.
1. All tour requests must be in writing to the Tour Director no later than 12:00 noon on the Wednesday preceding the Thursday tour.
  2. Six (6) months must pass before a home may be placed on tour a second time, unless significant cosmetic changes have been made to the home.
  3. All homes must be available for showing until 11:30am.
  4. An agent may have a maximum of 2 homes on tour per tour, unless approved by Tour Director.
  5. It is expected, if an agent has a home on tour, for that agent to tour all the other homes on tour.
  6. Regardless of school delays or cancellations, tour shall proceed as planned. However, if there is a Level 2 snow emergency or higher, tour is cancelled.

#### 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.