

DIVISION BYLAWS
METROPOLITAN INDIANAPOLIS BOARD OF REALTORS®, INC.
Adopted June 20, 2011

The purpose of this organization shall be to provide a forum for MIBOR members who share a geographic/specialty interest to:

- A. Network with peers
- B. Provides a forum for information and education about the industry
- C. Facilitate charitable support to the local community
- D. Provide local recognition of industry volunteers/leaders
- E. Provide a link to MIBOR
- F. Provide representation, as voting ex-officio members, to various committees and groups of MIBOR as presented by MIBOR Bylaws and policies of the MIBOR Board of Directors

I. NAME

The name of the organization shall be the _____ Division of the Metropolitan Indianapolis Board of REALTORS®, Inc (in this document, Division shall mean this organization and "MIBOR" shall mean the Metropolitan Indianapolis Board of REALTORS®, Inc)

II. GOVERNING DOCUMENTS

The Division and its members shall conform to the Rules and Regulations, and the governing documents of the National Association of REALTORS®, Inc. and the Indiana Association of REALTORS®, Inc., and MIBOR, including, but not limited to Constitution, Bylaws and code of Ethics.

III. CHARACTER OF ORGANIZATION

- A. The Division is not organized for pecuniary profit
- B. The Division shall not impose any arbitrary numerical limitation or other inequitable limitation upon its membership.

IV. OFFICERS AND COMMITTEES

- A. The Executive Committee shall consist of a Chair, Chair-Elect, Secretary, Treasurer, and most immediate and available past Chair, District Director and others as determined by Division membership. Either the Chair or Chair-Elect must be a REALTOR® member.
- B. The regular business of the Division shall be conducted by the Executive Committee. Matters other than routine business shall be considered by the Executive committee and referred to the membership for action.
- C. The duties of the members of the Executive Committee shall be those normally associated with such offices. (see policy register for job descriptions)
- D. The Executive Committee shall develop and offer such programs and services as are necessary to accomplish the objectives of the Division.
- E. The incoming Chair shall call an organizational meeting of the incoming Executive Committee in December, preceding the year of service.
- F. The Chair may appoint committees, subject to approval of the Executive committee, to provide the programs and services of the Division.
- G. A vacancy in the office of the Chair shall be filled by the Chair Elect; other vacancies in the Executive Committee may be appointed by the Executive Committee.

V. ELECTIONS

- A. Candidates for office shall be nominated through a nominating committee process. Elections shall occur no later than November 8th of each year.
 - a. An individual may only be nominated for one position on any ballot.
- B. Nominating committee shall be chaired by the immediate past executive chair and consist of :
 - a. Division Affiliate of the year
 - b. Division REALTOR® of the year
 - c. Two persons appointed by the current Chair

- C. Candidate Slate, as selected by the Nominating Committee, shall be sent to the membership via electronic method no later than 14 days prior to the election.
 - a. Any eligible member may declare himself/herself a candidate for an officer position by notifying the Committee in writing within 7 days of notification of the slate to the membership. Committee shall then include the candidate on the ballot.
- D. Those elected shall take office by January 1st.
- E. Voting shall be by ballot, a majority of votes cast being necessary for election. Blank ballots or those with incorrect number of names shall not be counted. If there is only one nominee for an office, it shall be in order for a motion instructing the secretary to cast a unanimous ballot for the nominee.
- F. Each elected officer shall be allowed to succeed himself/herself one time.

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VI. REGULAR MEETINGS

- A. Executive Committee shall set a regular schedule for meetings.
- B. Special meetings can be called by the Executive Committee with a minimum of 14 days notice to the membership.
- C. Members may invite guests to attend two meetings, after which membership is required for regular meeting attendance.

VII. FEES

- A. There shall be no dues for REALTOR® or Affiliate members.
- B. Fees may be charged to all Division members and non-members for programs, events, and meals.
- C. Division funding shall come from the allocation of MIBOR dues.
- D. The Division may spend the MIBOR dues allocation funds in any manner approved by the Executive Committee or general membership.
- E. The Division may engage in voluntary fundraising activities to support programs and charitable activities.

VIII. MEMBERSHIP

- A. Membership shall be open to active REALTORS® and Affiliate members of MIBOR.
 - a. Members may select Home Division of choice prior to the dues billing period each year.
- B. Members may vote on all Division matters, including the election of officers in their Home Division.
- C. Any active member may hold office in the Division and/or serve on committees.

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IX. QUORUM

A quorum shall consist of those active members present at any given meeting of which at least two (2) attendees must be Executive Committee members. For a motion to carry, it must receive the affirmative vote of the majority of those voting.

X. RULES OF ORDER

Other than as required by applicable governing documents, the most recent edition of Robert's Rules of Order shall be the authority governing all meetings of the Division.

XI. AMENDMENTS

These Rules and Regulations can be amended providing:

- A. The proposed amendments are approved by the Executive Committee.
- B. Notice of the proposed amendments is provided to all voting members at least two weeks prior to the time for voting.
- C. The motion to amend is carried by a majority of the members voting.
- D. Approved by the MIBOR Board of Directors.