

## **DIVISION BYLAWS**

### **MIBOR REALTOR® Association**

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 MIBOR REALTOR® Association

#### **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.
  - a. Voting by ballot can be accomplished by one of the following methods as agreed each year by the then current executive committee:
    - i In person with a physical ballot during a Division Meeting
      - 1 Meeting time and place must be noticed to the membership at least 21 days in advance.
      - 2 Voting members must be active MIBOR members and confirmed by MIBOR member number.
    - ii Secured ballot box available at one or more specific locations
      - 1 Voting location(s) and hours of availability must be noticed to the membership in advance.
      - 2 Voting members must be active MIBOR members and confirmed by MIBOR member number.
    - iii Electronic voting with a unique link that can be tracked back to an active MIBOR member
  
- F. Each elected officer shall be allowed to succeed himself/herself one time.

## **VI. DIVISION AWARDS**

The purpose of Division Awards is to recognize the outstanding contributions of members of MIBOR Divisions during each year. Specifically, candidates are recognized for their professionalism, contribution to the industry, and/or community service.

- A. Candidates for awards shall be nominated through a Division Awards Task Force.
  - a. An individual may only be awarded one award in a single year

- i If an individual is nominated for multiple awards, it is the responsibility of the Division Awards Task Force to determine which award (if any) best represents the individual's achievement.
  - b. Winners of the Division Awards are eligible to be nominated for the MIBOR Industry Award of the same category. It is the responsibility of the Division Awards Task Force to submit nomination prior to the MIBOR Industry Award deadline of December 1st. If a nomination is not received prior to the deadline, the Division Award recipient will not be considered for the MIBOR Industry Award.
  - c. The Division Awards Task Force must have the utmost discretion as confidentiality is of the highest priority.
- B. Division Awards Task Force shall be chaired by the immediate past Division Chair and consist of:
  - a. Immediate Past Division REALTOR® of the Year
  - b. Immediate Past Division Affiliate of the Year
  - c. Any other immediate past Division award winners
    - i. Bud Tucker Service
    - ii. Denver Hutt Rising Star
    - iii. Distinguished Service
  - d. One person appointed by the current Chair
  - e. One person appointed by District Representative
  - f. In the case of the immediate past award winner declining or being unavailable to serve, the current Chair may appoint an alternate from among the current Executive Committee.
- C. Award Winners, as selected by the Division Awards Task Force, shall be decided by the Division's final meeting/event of the year.
  - a. A MIBOR board member can win a Division's award but will not be considered for industry award.
  - b. Members of the Division's Executive Committee are eligible for awards for both Division and industry.
- D. The Awards and Criteria are: (subject to change)
  - a. REALTOR® of the Year – Awarded to a REALTOR® member for their commitment to the industry, professionalism, and outstanding volunteer service throughout the year
    - i Based on achievement during the year of the award
    - ii Candidate exhibits professionalism and success in real estate and MIBOR Division activities. Service to the real estate

industry should be considered a higher priority than productivity for this award.

- iii Only 1 person is awarded each year.
  
- b. Affiliate of the Year – Presented to an Affiliate member for full engagement, outstanding service, and commitment to the members of MIBOR during this past year
  - i. Based on achievement during the year of the award.
  - ii. Based on Division activity and service.
  - iii. Only 1 person is awarded each year
  
- c. Distinguished Service Award – This prestigious award is presented to a member of MIBOR who's dedication and service to the Association and the real estate industry has spanned their career
  - i. Candidate must be an active within the Division and in the real estate industry.
  - ii. Must have 10 years of consecutive service in the real estate industry (can include sales, appraisal and/or affiliated services, etc)
  - iii. This award is based on continuing service to MIBOR and the Division as a highest priority.
  - iv. Activities over a lifetime of service to MIBOR, the Division and/or special projects should be considered.
  - v. Award can be present to more than one person each year.
  
- d. Bud Tucker Community Service Award – The winner of this very special award demonstrates years of consistent and unselfish service to their community (outside the real estate industry).
  - i. Candidate must have caused a direct impact on the community outside of real estate, promoting a positive image of the real estate community
  - ii. Must be a MIBOR member
  - iii. This award is not given every year
  
- e. Denver Hutt Rising Star Award – The award, debuted in 2016, is named in honor of Denver Hutt, who was a MIBOR staff member for a very short period of time. By age 27, she had made major contributions to the entrepreneurial landscape in the Indianapolis area. Her spirit of community and accomplishment engaged a whole community at such a young age. She passed away after four months with MIBOR, just as she was set to utilize that talent on behalf of our membership. She was a rising star!

- i. Candidate must be active
  - ii. Must have no more than 5 years consecutive service in the real estate industry (can include appraising, affiliated services, etc.) Age is not a factor.
  - iii. Award will recognize achievements and activities within the real estate industry and related community activities spanning the last 2 to 5 years.
  - iv. Award is designed to recognize one person per year, however multiple awards can be considered if warranted by the awards taskforce.
  - v. Award need not be awarded each year.
- E. The Awards Task Force will consider all nominations, discuss the candidates in relations to the criteria and determine winners by a series of secret ballots. The final decisions are considered completely confidential and a guarded secret until awarded to the honorees.
- F. In addition to Division award winners, at large nominations are accepted for MIBOR Industry awards.

## **VII. 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.

## **VIII. 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.

**IX. 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.

**X. 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.

**XI. 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.

**XII. 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.