

## **NORTHWEST AREA REALTY ASSOCIATION**

### **BY-LAWS**

#### **Article I - NAME**

This organization shall be known as the "Northwest Area Realty Association" (NWARA)

#### **Article II - PURPOSE**

The purpose of this organization shall be to promote better working real estate relations between REALTORS, affiliates and the general public and to promote and support the Arlington/Grandview communities and surrounding northwest areas.

#### **Article III - WHO MAY BELONG**

All Realtor members, in good standing of the Columbus and or neighboring Boards of Realtors, and any other Affiliates who serve in an associated or closely related field (i.e., Lenders, Title Companies, Attorneys, Home Inspectors, Termite and Gas Companies, etc...)

#### **Article III - MEMBERSHIP CLASSIFICATIONS**

**Section 1.** Membership Classifications. Northwest Area Realty Association shall recognize 2 distinct membership classifications.

- A. Realtors - Realtors in good standing with the Columbus Board of Realtors or neighboring Boards of Realtors.
- B. Affiliates - Those who provide direct real estate services to members and the general public(i.e., Lenders, Title Companies, Attorneys, Home Inspectors, Termite and Gas Companies, etc...)

**Section 2.** Applications. Applications for NWARA membership must be made online, accompanied by the appropriate dues.

#### **Article IV – DUES**

**Section 1.** Dues Revision - Dues may be revised annually upon recommendation of the Officers and a majority vote at a regular meeting.

**Section 2.** Annual Dues - Annual dues are \$25.00. Dues are payable by check, cash or credit card. Credit cards are accepted online only.

- A. Dues After Feb. 28 – Dues are \$30 if paid after Feb. 28.
- B. Dues Nov. 1 - New members joining on Nov. 1 or later have the option of paying \$30.00 to include membership for the remainder of the current year and the following year.
- C. Weekly Fees - The weekly meeting fee is \$2.00 per week determined annually by the officers.

**Section 3.** Non-payment of dues. In order to speak at the weekly meeting, or to present company literature or fliers, a member must have paid dues in full. Any Agent or Affiliate member who has not paid dues by March 31st shall be automatically dropped from membership and removed from the NWARA website directory.

## **Article V – VOTING**

**Section 1.** Voting Members - All members in good standing shall have one (1) vote.

**Section 2.** General Voting - Issues of financial expenditures, including donations over \$250, shall be voted on by the general membership with approval by two-thirds of the members present at any regular meeting. All requests for expenditures over \$250 shall be submitted to the officers. For expenditures \$250 or less, a simple majority of the Officers constitutes approval.

**Section 3.** Voting of Officers

- A. Nominating Committee. The Nominating Committee shall consist of the Officers and up to three past presidents. The committee shall meet the last week of October each year to nominate a slate of officers. The president shall announce the slate of officers 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 the approval of the nominee. It will be the responsibility of the nominating committee to present at least one nominee for each office.
- B. Ballot - The nominating committee shall prepare a final ballot of nominees, and distribute said ballot at the first scheduled weekly meeting in December. Voting for the following year's officers shall take place at this meeting. Two emails will be sent to all members in good standings prior to the first meeting in December notifying them of the following: 1 – The date of the election (First meeting in December). 2 – Slate of Candidates. 3 – Voting Member must be present to vote.
- C. Election Result Notification - All candidates shall be notified of election results immediately after the ballots are collected and counted by the nominating committee. In the case of a tie, a coin toss will take place at this meeting to determine a winner.
- D. Officer Qualifications - There shall be no more than two candidates from any one real estate company or affiliate at the time of election. The Offices of President and Vice-President shall be held by REALTOR members only.

**Section 4.** Officer Term - Term of Office shall be for one calendar year.

## **Article VI – PERMANENT OFFICERS AND COMMITTEES**

**Section 1.** Permanent Officers.

- A. President - The President is empowered to appoint committee chairpersons and members to serve as the President finds necessary. The President shall preside over all meetings and assemblies of which the NWARA is a sponsor. The President is empowered to appoint individuals to complete the term of any NWARA office which, for any reason, is vacated during the administration. The president shall attend pertinent area Realtor meetings and bring back information to the group. The president will be responsible for identifying a community project and organizing for the annual Realtor Care Day, as well as attending the Realtor Care Day information meeting at the Board of Realtors. The president will generally oversee all officers and business of the group and oversee any subcommittees that are organized per specific need, i.e. bylaws, social, nominating.

- B. Vice President -The Vice President shall carry out those duties assigned him/her by the President. The Vice President, in the absence of the President, shall preside over all meetings and assemblies of which NWARA is the official sponsor. In the event the office of the President is vacated during the administrative year, the Vice President shall automatically succeed him/her to that office. The Vice President shall be responsible for formulating and coordinating any social events including but not limited to the Golf Outing and Holiday Breakfast, and he/she may appoint an assistant chair from the general membership. The Vice President shall assist the President in any and all of their tasks, including running meetings in the president's absence and assisting him or her with securing a community project for Realtor Care Day and the day of the event.
- C. Secretary - The Secretary shall perform those usual duties attributed to that office. The secretary is to obtain speakers for the meeting that are relevant to our industry and to have at least one speaker per quarter. The Secretary shall assist the Tour Director and Treasurer with the meeting if either officer is unable to attend the meeting. The secretary shall maintain an assortment of greeting cards that will be sent on behalf of the group, such as thank-you cards for invited speakers or sympathy cards for members experiencing difficulty.
- D. Treasurer - The Treasurer shall perform those usual duties attributed to that office. The names of the President and Treasurer shall be placed on the checking account, with the ultimate responsibility for the association's funds resting with the Treasurer. The Treasurer shall ensure a separate account is maintained for the Golf Outing. The Treasurer shall provide the officers an income and expense statement semi-annually.
- E. Webmaster - The Webmaster shall be responsible for updating the website and social media, sending messages to the group as appropriate, maintaining email lists and assisting officers in obtaining needed information.
- F. Tour Director – The Tour Director shall be responsible for formatting, compiling and distributing the weekly tour sheet. The Tour Director is also responsible for adding any weekly sponsor to the tour sheet. The Tour Director will send an email of the tour to every officer and every agent that has a home on tour on the Tuesday before the tour and bring copies to the NWARA meeting. The Tour Director sits at the greeting table with the Treasurer at each meeting to collect the money and check in the agents who have homes on the tour.

**Section 2.** Committees - All committees shall be formed as needed each year. Committees will be formed for the planning of the annual Golf Outing, Philanthropy and Realtor Care Day. Additional committees shall be formed at the discretion of the President. Each committee chair will be responsible for preparing a written report to be kept in the President's notebook at the end of the year.

#### **Article VII - REVISION OF BY-LAWS**

These By-Laws may be revised by the officers and any member interested in joining the committee. Changes and proposed adoptions must be published on the NWARA website and announced to the voting members at three consecutive meetings. Voting on said **changes shall take place on the third week following the original presentation of the proposed changes by a vote by the majority of those members present.**

#### **Article VIII – MEETINGS**

**Section 1.** Market Information Meeting - The NWARA shall meet each Wednesday morning to discuss market information. Meetings shall be canceled when Upper Arlington schools are canceled or delayed due to weather. Meetings will not be held the Wednesday before Thanksgiving, during the last two

weeks of the year, on the day of Realtor Care Day and during Upper Arlington Schools' Spring Break. Meeting cancellations shall be at the discretion of the President.

#### **Article IX - RELATIONS TO FELLOW BROKERS**

We do adopt and endorse The National Association of Realtors Code of Ethics.

#### **Article X - TOUR AND BOUNDARIES**

**Section 1.** Touring Boundaries. Goodale Blvd. on the South. McKinley Ave. and Dublin Rd. to I-270 on the West, to Hayden Run Rd. to Riverside Dr. North to West Case Rd. West Case Rd. on the North edge to Godown Rd., to Linworth Rd. and continuing East to the North boundary of Indian Hills (or the Worthington line) to Rt. 315, south to Goodale Blvd.

**Section 2.** The Tour - Licensed agents who wish to place a property on tour must be members in good standing and must have paid all dues prior to submitting their tour request. Agents are expected to attend the NWARA meeting the day they have a home on tour or send a representative if they cannot attend.

- A. Deadline - All tour requests must be in writing to the Tour Director no later than 5:00PM on the Monday preceding the weekly Wednesday meeting. Up to 10 homes may be listed on tour each week, first come, first served. If the tour is full and has a waiting list, no more than two homes may be listed per agent.
- B. Qualifications - All tour requests must be submitted online at the NWARA website. Six months must pass before a home may be placed on tour a second time, unless significant cosmetic changes or price adjustments have been made to the home or home is listed with a different agent.
- C. Open - All homes must be open for showings until 11:00AM unless otherwise specified.

#### **Article XI - RULES OF ORDER**

**Section 1.** Robert's Rule of Order, the latest edition, shall be recognized as the authority governing the meetings of the Offices and/or General Members.

#### **Article XII – INDEMNIFICATION Authorization and Indemnity.**

##### **Section 1.**

- A. In the event that any person who was or is a party or is threatened to be made a party to any threatened, pending or completed civil, criminal, administrative or investigative action, suit or proceeding seeks indemnification from the Association against expenses (including attorney's fees), and in the case of actions other than those by or in the right of the Association, judgments, fines and amounts paid in settlement, actually and reasonably incurred by such person in connection with such actions, suit or proceeding by reason of the fact that such person is or was a trustee, officer, employee, agent or volunteer of the Association, or is or was serving at the request of the Association as a trustee, director, officer, employee, agent or volunteer of another corporation (domestic or foreign, nonprofit, or for profit), partnership, joint venture, trust or other enterprise, then, unless such indemnification is ordered by a court, the Association shall determine or cause to be determined in the manner provided in Section 1702.12 (E) (4) of the Ohio Revised Code whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable

standards of conduct set forth in division (E)(1 ) and (E)(2) of Section 1702.12 of the Ohio Revised Code and, to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified.

- B. Expenses, including attorney's fees, incurred by a trustee, director, officer, employee, agent or volunteer in defending any action, suit or proceeding referred to in Paragraph (a) of this Section may be paid by the Association as they are incurred in advance of the final disposition of such action, suit or proceeding, as authorized by the trustees in the specific case upon receipt of an undertaking by or on behalf of the trustee, director, officer, employee, agent or volunteer to repay such amount if it ultimately is determined that such person is not entitled to be indemnified by the Association as authorized in the Article.
- C. The indemnification authorized by Paragraph (a) of this Section shall not be deemed exclusive of, and shall be in addition to, any other rights granted to those seeking indemnification, pursuant to the articles, the regulations, any agreement, vote of members or disinterested trustees, or otherwise, both as to action in their official capacities and as to action in other capacity while holding their officers or positions, and shall continue as to a person who has ceased be a trustee, director, officer, employee, agent or volunteer and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- D. For the purpose of this Article, the term "volunteer" is used as defined in Chapter 1202 of the Ohio Revised Code, as a)(l) applicable to at amended.

Approved by Members Oct. 5, 2016