



## **Hilliard Area Realty Association By-Laws**

### **Article I: Name**

The organization shall be known as the Hilliard Area Realty Association (HARA)

### **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.

A member shall be in good standing if they have paid their dues for the current year, have no disciplinary actions from the association, and all invoices with the association are settled. Any disciplinary action taken against a member must be voted on by the officers and have a majority vote to take effect.

Homes, Condos, Land, Business 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 a member in good standing with 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 year. The amount of dues to be assessed is \$25 per year. New members joining on October 1st or later may have the option of paying \$30, which will include membership for the remainder of the current year and the following year.

## **Article V: 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.

The first meeting of each month shall be conducted as a business meeting. This meeting will include a treasurer's report for the month.

## **Article VI: Voting**

### **Section 1: General Voting**

Issues of financial expenditures, including contributions, over \$250 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 shall be submitted to the officers prior to presenting a request for funds to the general membership. For expenditures less than, or equal to \$250, a simple majority of the Officers constitutes approval.

### **Section 2: Election of Officers**

- A) A nomination slate will be presented at the second regular meeting in October. Additional nominations from the floor will be entertained at this meeting and the next regular meetings. Nominations from the floor must have prior approval of the nominee.
- B) Installation of the officers shall be held at the Holiday Party each year, which shall be held in December of each year.
- C) Term of Office: Officers shall serve from the time of the installation at the Holiday Party of the current year, through the installation of new officers at the Holiday Party the following year.

- 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 and President-Elect 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) The slate of candidates for each position will be emailed to all members in good standing 1 week prior to election.
- G) Printed ballots will be made available to all voting members the day of election. Members must be present at the election meeting to vote.
- H) The first regular meeting in the month of November shall be the meeting where elections take place.
- I) Votes shall be counted during the meeting, by a non-interested party, and winners notified by the end of the meeting.
- J) In the case of a tie, a coin toss will take place.

It will be the responsibility of the current officers to present at least one nominee for each office.

Each member in good standing shall have one vote.

## **Article VII: 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 associations office which, by one reason or another, is vacated during his/her administration. The President shall be responsible for knowing and implementing Roberts Rules of Order. From time to time it is envisioned that the president may be called upon to serve as the official spokesperson for the association.
- B) **President-Elect:** The President-Elect shall carry out those duties assigned to 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 President is vacated during the administration year, the President-Elect shall automatically succeed him/her to that office. The President-Elect shall oversee all committees and chairpersons.

The President-Elect shall be responsible for sending flowers/cards as needed to HARA members, speakers, and/or presenters. The President-Elect shall be responsible for soliciting and coordinating breakfast sponsors for each meeting. The term of 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 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 email bi-weekly at the minimum. He/she shall keep minutes at the officers meetings.
- D) **Treasurer**: The Treasurer shall perform those usual duties attributed to that office. The names of the association President and Treasurer shall be placed on the checking account, with the ultimate responsibility for the associations funds resting with the Treasurer. 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. The Treasurer shall be responsible for updating the website and assisting officers in obtaining needed information.
- E) **Tour Director**: The Tour Director shall be responsible for formatting, compiling, and distributing the weekly tour sheet. As well as soliciting agents to put their listings on tour.

## **Section II: Standing Committees**

- A) **Community Relations/Realtor Care Day**: The President shall appoint a chairperson to promote the organization in the community and to encourage participation in community activities. Committee responsible for selecting project each year for association's REALTOR Care Day. Committee also responsible for organizing day of activities, purchasing supplies, signing up volunteers, and other tasks associated with REALTOR Care Day.
- B) **Social Committee**: The President shall appoint a chairperson to this committee. This Committee shall be responsible for formulating and coordinating any social events, including the annual holiday party.
- C) **By-Law**: This committee shall be composed of current officers and four members in good standing appointed by the President.
- D) **Scholarship**: The President shall appoint a chairperson to this committee. The purpose of this committee is to identify and select up to 3 candidates to receive

the Hilliard Area Realty Association Scholarship. Candidates must be graduating students from the Hilliard City School District.

## **Article IX: Tour**

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

- a) All homes within the 43026 zip code, and any home 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 the 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 member in good standing with HARA.

- a) If agent has a home on tour, they are required to tour all homes on the caravan tour.
- b) 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.
- c) Please complete the WEB Tour Form located at [www.HilliardAreaRA.com](http://www.HilliardAreaRA.com) and submit to tour director no later than 12pm (noon) on the Monday preceding the tour. Tour Director will contact you with confirmation of tour date.

## **Article X: 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 one week written notice to all members of the proposed adoption or change. Voting on said changes shall take place one week following the original presentation of the proposed changes.