



## CONSTITUTION AND BYLAWS

The Ocala/Marion County Association of REALTORS® (formally known as The Ocala Board of REALTORS®) was adopted November 7, 1959. Since that date, they have been revised from time to time. Revised November 2021.

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## **ARTICLE I – NAME**

Section 1. Name. The name of this organization shall be the Ocala/Marion County Association of REALTORS®, incorporated, hereinafter referred to as the “association”.

Section 2. REALTOR®. Inclusion and retention of the Registered Collective Membership Mark REALTORS® in the name of the Association shall be governed by the Constitution and Bylaws of the National Association of REALTORS® as from time to time amended.

## **ARTICLE II- OBJECTIVES**

The objectives of the association are:

Section 1. To unite those engaged in the recognized branches of the real estate profession for the purpose of exerting a beneficial influence upon the profession and related interests.

Section 2. To promote and maintain high standards of conduct in the real estate profession as expressed in the Code of Ethics of the National Association of REALTORS®.

Section 3. To provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interests may be safeguarded and advanced.

Section 4. To further the interests of home and other real property ownership.

Section 5. To unite those engaged in the real estate profession in this community with the Florida Association of REALTORS® and the National Association of REALTORS®, thereby furthering their own objectives throughout the state and nation, and obtaining the benefits and privileges of membership therein.

Section 6. To designate, for the benefit of the public, individuals authorized to use the terms REALTOR® and REALTORS® as licensed, prescribed and controlled by the National Association of REALTORS®.

## **ARTICLE III- JURISDICTION**

Section 1. The territorial jurisdiction of the association as a member of the National Association of REALTORS® is: the city of Ocala and Marion County, Florida as officially approved by the Board of Directors of the National Association.

Section 2. Territorial jurisdiction is defined to mean:

- (a) The right and duty to control the use of the terms REALTOR® and REALTORS® subject to the conditions set forth in these bylaws and those of the National Association of REALTORS®, in return for which the association agrees to protect and safeguard the property rights of the National Association in the terms.

## ARTICLE IV- MEMBERSHIP

Section 1. There shall be six (6) classes of members as follows:

**(a) Realtor® Members.** Realtor® members, whether primary or secondary shall be:

(1) Individuals who, as sole proprietors, partners, corporate officers or branch office managers are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate and who maintain or are associated with an established real estate office in the state of Florida or a state contiguous thereto. All persons who are partners in a partnership, or all officers in a corporation who are actively engaged in the real estate profession within the state or a state contiguous thereto shall qualify for Realtor® membership only, and each is required to hold Realtor® membership (except as provided in the following paragraph) in an Association of Realtors® within the state or a state contiguous thereto unless otherwise qualified for Institute Affiliate membership as described in Section 1(b) of Article IV.

In the case of a real estate firm, partnership or corporation whose business activity is substantially all commercial, only those principals actively engaged in the real estate business in connection with the same office, or any other offices within the jurisdiction of the Association in which one of the firm's principals holds Realtor® membership, shall be required to hold Realtor® membership unless otherwise qualified for Institute Affiliate membership as described in Section 1 (b) of Article IV. (Amended 1/05)

NOTE: Realtor® members may obtain membership in a "secondary" association in another state.

(2) Individuals who are engaged in the real estate profession other than as sole proprietors, partner, corporate officer, or branch office managers and are associated with a Realtor® member and meet the qualifications set out in Article V.

(3) Franchise Realtor membership. Corporate officers (who may be licensed or unlicensed) of a real estate brokerage franchise organization with at least one hundred fifty (150) franchisees located within the United States, its insular possessions and the commonwealth of Puerto Rico, elected to membership pursuant to the provisions in the NAR Constitution and Bylaws. Such individuals shall enjoy all of the rights and obligations of Realtor® membership (including compliance with the Code of Ethics)

except: obligations related to Association mandated education, meeting attendance, or indoctrination classes or other similar requirements; the right to use the term Realtor® in connection with their franchise organization's name; and the right to hold elective office in the local Association, state association and National Association. (Adopted 1/96)

(4) Primary and Secondary REALTOR® members. An individual is a primary member if the Association pays state and national dues based on such member. An individual is a secondary member if state and national dues are remitted through another Association. One of the principals in a real estate firm must be a Designated Realtor member of the board in order for licensees affiliated with the firm to select the Association as their "primary" Association.

(5) Designated REALTOR® Members. Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® member who shall be responsible for all duties and obligations of Membership including the obligation to arbitrate (or to mediate if required by the association) pursuant to Article 17 of the Code of Ethics and the payment of Association dues as established in Article X of the Bylaws. The "Designated REALTOR®" must be a sole proprietor, partner, corporate officer or branch office manager acting on behalf of the firm's principal (s) and must meet all the other qualifications for REALTOR® membership established in Article V, Section 2 of the Bylaws. (Amended 11/11)

(b) Institute Affiliate Members. Institute Affiliate members shall be individuals who hold a professional designation awarded by an Institute, Society or Council affiliated with the National Association of REALTOR® that addresses a specialty area other than residential brokerage or individuals who otherwise hold a class of membership in such Institute, Society or Council that confers the right to hold office. Any such individual, if otherwise eligible, may elect to hold REALTOR® or REALTOR-ASSOCIATE® membership subject to payment of applicable dues for such membership. (Amended 1/02)

(c) Affiliate Members. Affiliate members shall be real estate owners and other individuals or firms who, while not engaged in the real estate profession as defined in paragraphs (a) or (b) of this section, have interests requiring information concerning real estate, and are in sympathy with the objectives of the Association.

(d) Public Service Members. Public Service members shall be individuals who are interested in the real estate profession as employees of or affiliated with educational, public utility, governmental or other similar organizations, but are not engaged in the real estate profession on their own account or in association with an established real estate business.

(e) Honorary Members. Honorary members shall be individuals not engaged in the real estate profession who have performed notable service for the real estate profession, for the Board, or for the public.

(f) Student Members. Student members shall be individuals who are seeking an undergraduate or graduate degree with a specialization or major in real estate at institutions of higher learning, and who have completed at least two years of college and at least one college level course in real estate, but are not engaged in the real estate profession on their own account or not associated with an established real estate office.

## **ARTICLE V- QUALIFICATION AND ELECTION**

### **Section 1. Application**

(a) An application for membership shall be made in such manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it. The application form shall contain among the statements to be signed by the applicant (1) that applicant agrees as a condition to membership to thoroughly familiarize himself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, the Constitutions, Bylaws and Rules and Regulations of the Association, the State and National Associations, and if elected a member, will abide by the Constitutions and Bylaws and Rules and Regulations of the Association, State and National Associations, and if a REALTOR® member, will abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® including the obligation to arbitrate (or to mediate if required by the association) controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further specified in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, and (2) that applicant consents that the Association, through its Membership committee or otherwise, may invite and receive information and comment about applicant from any member or other persons, and that applicant agrees that any information and comment furnished to the Association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel or defamation of character. The applicant shall, with the form of application have access to a copy of the Bylaws, Constitution, Rules and Regulations and Code of Ethics referred to above. (Amended 11/2011)

### **Section 2. Qualification**

(a) An applicant for REALTOR® membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the Association through its Membership committee or otherwise that he/she is actively engaged in the real estate profession, and maintains a current, valid Florida real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy\*, has no record of official sanctions involving unprofessional conduct \*\*, agrees to complete a course of instruction covering the Bylaws and Rules and Regulations of the Association, the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the National Association of REALTORS®, and shall pass such reasonable and nondiscriminatory



written examination thereon as may be required by the committee, and shall agree that if elected to membership, he/she will abide by such Constitution, Bylaws, Rules and Regulations and Code of Ethics. (Amended 1/05).

\* No recent or pending bankruptcy is intended to mean that the applicant or any real estate firm, in which the applicant is a sole proprietor, general partner, corporate officer, or branch office manager, is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three (3) years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the Association establishes that its interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash in advance for Association and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later). In the event that an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

\*\* No record of official sanctions involving unprofessional conduct is intended to mean that the association may only consider:

(a) judgments within the past three (3) years of violation of (1) civil rights law; (2) real estate license laws; (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities.

(b) criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten (10) years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date (Amended 5/07)

NOTE 1. One or more of the requirements for REALTOR® membership set forth above in Article V, Section 2 (a) may be deleted at the Association's discretion. However, Associations may NOT adopt membership qualifications more rigorous than specified in the Membership qualification criteria for REALTOR® membership approved by the Board of Directors of the National Association.

NOTE 2. Article IV, Section 2 of the NAR bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another Association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

(b) Individuals who are actively engaged in the real estate profession other than as sole proprietors, partners, corporate officers, or branch office managers in order to qualify for REALTOR® membership, shall at the time of application, be associated either as an employee or as an independent contractor with a designated REALTOR® member of the Association or a designated REALTOR® member of another Association (if a secondary member) and must maintain a current, valid Florida real estate broker's or salesperson's license or be licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has no record of official sanctions involving unprofessional

conduct\* shall complete a course of instruction covering the Bylaws and Rules and Regulations of the Association, the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examinations thereon as may be required by the membership committee and shall agree in writing that if elected to membership he/she will abide by such Constitution, Bylaws, Rules and Regulations and the Code of Ethics. (Amended 5/07)

\*No record of official sanctions involving unprofessional conduct is intended to mean that the association may only consider:

A. judgments against the applicant within the past three (3) years of violations of (1) civil rights laws, (2) real estate laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities

B. criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date (Adopted 5/07)

(c) The Association will also consider the following in determining an applicant's qualifications for REALTOR® membership:

1. All final findings of Code of Ethics violations and violations of other membership duties in any other association within the past three (3) years.
2. Pending ethics complaints (or hearings).
3. Unsatisfied discipline pending.
4. Pending arbitration requests (or hearings).
5. Unpaid arbitration or unpaid financial obligations to any other association or association MLS.
6. Any misuse of the term REALTOR® or REALTORS® in the name of the applicant's firm.

“Provisional” membership may be granted in instances where ethics complaints or arbitration requests (or hearings) are pending in other associations or where the applicant for membership has unsatisfied discipline pending in another association (except for violations of the Code of Ethics; See Article V, Section 2 (a) Note 2), provided all other qualifications for membership have been satisfied. Associations may reconsider the membership status of such individuals when all pending ethics and arbitration matters (and related discipline) have been resolved or if such matters are not resolved within six months from the date that provisional membership is approved. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of REALTOR® membership. If a member resigns from another association with an ethics complaint or arbitration request pending, the association may condition membership on the applicant's

certification that he/she will submit to the pending ethics or arbitration proceeding (in accordance with the established procedures of the association to which the applicant has made application) and will abide by the decision of the hearing panel.

(Adopted 11/09).

### Section 3. Election.

The procedure of election to membership shall be as follows.

- (a) The chief staff executive (or duly authorized designee) shall determine whether the applicant is applying for the appropriate class of membership. If the association has adopted provisional membership, applicants for REALTOR® membership may be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of membership. Provisional membership is granted subject to final review of the application of the board of directors.
- (b) If the board of directors determines that the individual does not meet all of the qualifications for membership as established in the association's Bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of mandatory orientation program) within 90 days from the association's receipt of their application, membership may, at the discretion of the board of directors, be terminated. The board of directors shall vote on the applicant's eligibility for membership. If the applicant receives a majority vote of the board of directors, he/she shall be declared elected to membership and shall be advised by written notice.
- (c) The board of directors may not reject an applicant without providing the applicant with advance notice of the findings, an opportunity to appear before the board of directors, to call witnesses on his/her behalf, to be represented by counsel, and to make such statements as he/she deems relevant. The board of directors may also have counsel present. The board of directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings.
- (d) If the board of directors determines that the application should be rejected, it shall record its reasons with the chief staff executive (or duly authorized designee). If the board of directors believes that denial of membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that denial shall become effective upon entry in a suit by the association for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring that the rejection violates no rights of the applicant. (Adopted 1/98, Amended 1/05)

### Section 4. New Member Code of Ethics Orientation.

Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less.

Failure to satisfy this requirement within 90 days of the date of application (or,

alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of provisional membership.

Note: Orientation programs must meet the learning objectives and minimum criteria established from time to time by the NATIONAL ASSOCIATION OF REALTORS® (Adopted 1/01).

#### Section 5. REALTOR® Code of Ethics Training.

Effective January 1, 2019, through December 31, 2021, and for successive three year periods thereafter, each REALTOR® member of the association (with the exception of REALTOR® members granted REALTOR® Emeritus status by the National Association) shall be required to complete quadrennial ethics training of not less than two (2) hours and thirty (30) minutes of instruction time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another REALTOR® association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS® or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any three year cycle shall not be required to complete additional ethics training until a new three year cycle commences.

Failure to satisfy this requirement shall be considered a violation of a membership duty. Failure to meet the requirement in any three year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any three year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated. (Adopted 1/01, Amended 11/08, Amended 11/19).

#### Section 6. Status Changes.

(a). A REALTOR® who changes the conditions under which he holds membership shall be required to provide written notification to the Association within ten (10) days. A REALTOR® (non-principal) who becomes a principal in the firm with which he/she has been licensed or, alternatively, becomes a principal in a new firm which will be comprised of REALTOR® principals may be required to satisfy any previously unsatisfied membership requirements applicable to REALTOR® (principal) members but shall, during the period of transaction from one status of membership to another, be subject to all the privileges and obligations of a REALTOR® principal. If the REALTOR® (non-principal) does not satisfy the requirements established in these Bylaws for the category of membership to which they have transferred within thirty (30) days of the date they advised the Association of their change in status, their new membership application will terminate automatically unless otherwise so directed by the board of directors.

A REALTOR® who is transferring their license from one firm comprised of

REALTOR® principals to another firm comprised of REALTOR® principals shall be subject to all the privileges and obligations of membership during the period of transaction. If the transfer is not completed within thirty (30) days of the date the board is advised of the disaffiliation with the current firm, membership will terminate automatically unless otherwise so directed by the board of directors. (Amended 1/98)

(The board of directors, at its discretion, may waive any qualification which the applicant has already fulfilled in accordance with the Association's Bylaws.)

(b) Any application fee related to a change in membership status shall be reduced by an amount equal to any application fee previously paid by the applicant.

(c) Dues shall be prorated from the first day of the month in which the member is notified of election by the board of directors and shall be based on the new membership status for the remainder of the year. (Amended 1/05)

## **ARTICLE VI- PRIVILEGES AND OBLIGATIONS**

Section 1. The privileges and obligations of members, in addition to those otherwise provided in these bylaws, shall be specified in this Article.

Section 2. Any member of the Association may be reprimanded, fined, placed on probation, suspended or expelled by the board of directors for a violation of these Bylaws and Association Rules and Regulations consistent with these Bylaws, after a hearing as provided in the Code of Ethics and Arbitration Manual of the Association. Although members other than REALTORS® are not subject to the Code of Ethics or its enforcement by the Association, such members are encouraged to abide by the principles established in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® and conduct their business and professional practices accordingly. Further, members other than REALTORS® may, upon recommendation of the membership committee, or upon recommendation by a hearing panel of the professional standards committee, be subject to discipline as described above, for any conduct, which in the opinion of the board of directors, applied on a nondiscriminatory basis, reflects adversely on the terms REALTOR® or REALTORS®, and the real estate industry, or for conduct that is inconsistent with or adverse to the objectives and purposes of the local Association, the State Association, and the NATIONAL ASSOCIATION OF REALTORS®.

Section 3. Any REALTOR® member of the Association may be disciplined by the board of directors for violations of the Code of Ethics or other duties of membership, after a hearing as described in the Code of Ethics and Arbitration manual of the Association, provided that the discipline imposed is consistent with the discipline authorized by the Professional Standards Committee of the NATIONAL ASSOCIATION OF REALTORS® as set forth in the Code of Ethics and Arbitration manual of the National Association.

Section 4. Resignations of members shall become effective when received in writing by the board of directors, provided, however that if any member submitting resignation is indebted to the Board for dues, fees, fines or other assessments of the Association of any

of its services, departments, divisions or subsidiaries, the Association may condition the right of the resigning member to reapply for membership upon payment in full of such monies owed.

Section 5. If a member resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the complaint shall be processed until the decision of the association with respect to disposition of the complaint is final by this association (if respondent does not hold membership in any other association) or by any other association in which the respondent continues to hold membership. If an ethics respondent resigns or otherwise causes membership in all Boards to terminate before an ethics complaint is filed alleging unethical conduct occurred while the respondent was a REALTOR®, the complaint, once filed, shall be processed until the decision of the association with respect to disposition of the complaint is final. In any instance where an ethics hearing is held subsequent to an ethic respondent's resignation or membership termination, any discipline ratified by the Board of Directors shall be held in abeyance until such time as the respondent rejoins an association of REALTORS®.

(a) If a member resigns or otherwise causes membership to terminate, the duty to submit to arbitration (or to mediation if required by the association) continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®. (Amended 1/00 and 11/11)

Section 6. REALTOR® members. REALTOR® members, whether primary or secondary, in good standing are entitled to vote and hold elective office in the Association; and may use the terms REALTOR®. For purposes of this section, the term "good standing" means the members satisfies the "Obligations of REALTOR® Members", is current with all financial and disciplinary obligations to the association and MLS, has completed any new member requirements, and complies with NAR's trademark rules. (Amended 11/21)

(a) If a REALTOR® member is a sole proprietor in a firm, a partner in a partnership or an officer in a corporation and is suspended or expelled, the firm, partnership or corporation shall not use the terms REALTOR® or REALTORS® in connection with its business during the period of suspension, or until readmission to REALTOR® membership, or unless connection with the firm, partnership or corporation is severed, whichever may apply. The membership of all other principals, partners or corporate officers shall suspend or terminate during the period of suspension of the disciplined member, or until readmission of the disciplined member, or unless connection of the disciplined member with the firm, partnership or corporation is severed whichever may apply. Further, the membership of REALTOR® other than principals who are employed by or affiliated as independent contractors with the disciplined member shall suspend or terminate during the period of suspension of the disciplined member or until readmission of the disciplined member or until connection of the disciplined member with the firm, partnership, or corporation is severed, or unless the REALTOR® member (non-principal) elects to sever his connection with the REALTOR® and affiliate with another REALTOR® member in good standing in the Association, whichever may apply.

If a REALTOR® member who is other than a principal in a firm, partnership or

corporation is suspended or expelled, the use of the terms REALTOR® or REALTORS® by the firm, partnership, or corporation shall not be affected.

(b) In any action taken against a REALTOR® member for suspension or expulsion under Section 6 (a) hereof, notice of such action shall be given to all REALTORS® employed by or affiliated as independent contractors with such REALTOR® member and they shall be advised that the provisions in Article VI, Section 6 (a) shall apply.

Section 7. Institute Affiliate Members. Institute Affiliate members shall have rights and privileges and be subject to obligations prescribed by the board of directors consistent with the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

NOTE: Local associations establish the rights and privileges to be conferred on Institute Affiliate members except that no Institute Affiliate member may be granted the right to use the term REALTOR®, REALTOR-ASSOCIATE® or the REALTOR® logo; to serve as president of the local association; or to be a participant in the local association's multiple listing service. (Amended 1/02).

Section 8. Affiliate Members. Affiliate members shall have rights and privileges and be subject to obligations prescribed by the board of directors.

Section 9. Public Service Members. Public Service members shall have rights and privileges and be subject to obligations prescribed by the board of directors.

Section 10. Honorary Members. Honorary membership shall confer only the right to attend meetings and participate in discussions.

Section 11. Student members. Student members shall have rights and privileges and be subject to obligations prescribed by the board of directors.

Section 12. Certification by REALTOR®. "Designated" REALTOR® members of the board shall certify to the Association during the month of January on a form provided by the Association, a complete listing of all individuals licensed or certified in the

REALTOR®'s office(s) and shall designate a primary Association for each individual who holds membership. Designated REALTORS® shall also identify any non-member licensees in the REALTORS® office(s) and if designated REALTOR® dues have been paid to another Association based on said non-member licensees, the Designated REALTOR® shall identify the Board to which dues have been remitted. These declarations shall be used for purposes of calculating dues under Article X, Section 2 (a) of the Bylaws. "Designated" REALTOR® shall also notify the Association of any additional individual (s) licensed or certified with the firm (s) within 10 days of the date of affiliation or severance of the individual.

Section 13. Harassment. Any member of the association may be reprimanded, placed on probation, suspended or expelled for harassment of an association or MLS employee or association officer or director after an investigation in accordance with the procedures of

the association. As used in this Section, sexual harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the president, and president-elect and or vice president and one member of the board of directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint names the president, president-elect or vice president, they may not participate in the proceedings and shall be replaced by the immediate past president or, alternatively, by another member of the board of directors selected by the highest ranking officer not named in the complaint. (Amended 05/08)

NOTE: Suggested procedures for processing complaints of harassment are available on line at <https://www.nar.realtor/about-nar/policies/good-sense-governance/good-sense-governance-harassment> or from the Member Policy Department. (Amended 01/20)

## **ARTICLE VII -PROFESSIONAL STANDARDS AND ARBITRATION**

Section 1. The responsibility of the Association and of Association members relating to the enforcement of the Code of Ethics, the disciplining of members, and the arbitration of disputes, and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, which is by this reference incorporated into these Bylaws, provided, however, that any provision deemed inconsistent with state law shall be deleted or amended to comply with state law.

Section 2. It shall be the duty and responsibility of every REALTOR® member of this association to safeguard and promote the standards, interests, and welfare of the association and the real estate profession, and to protect against conduct that may cause a lack of public confidence in the real estate profession or in REALTORS® REALTORS® members also must abide by the governing documents and policies of the association, the State Association, and the NATIONAL ASSOCIATION of REALTORS®, as well as the Code of Ethics of the NATIONAL ASSOCIATION of REALTORS® including the duty to mediate and arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and in accordance with the procedures set forth in the Code of Ethics and Arbitration Manual (Adopted 11/11, Amended 11/21)

Every REALTOR® member shall maintain a high level of integrity and adhere to the association's membership criteria. Any violent act or threat of violence to person or property, hateful conduct, or acts of moral turpitude impacting the public shall not be tolerated and may be cause for disciplinary action, up to and including termination of membership. (Adopted 11/21)

Section 3. The responsibility of the Association and Association members relating to the



enforcement of the Code of Ethics, the disciplining of members, the arbitration of disputes, and the organization and procedures incident thereto, shall be consistent with the cooperative professional standards enforcement agreement entered into by the Association, which by this reference is made a part of these Bylaws.

#### **ARTICLE VIII- Use of the Terms REALTOR® and REALTORS®**

Section 1. Use of the terms REALTOR® and the REALTORS® by members shall, at all times, be subject to the provisions of the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS® and to the Rules and Regulations prescribed by its board of directors. The Association shall have the authority to control, jointly and in full cooperation with the NATIONAL ASSOCIATION OF REALTORS®, use of the terms within its jurisdiction. Any misuse of the terms by members is a violation of a membership duty and may subject members to disciplinary action by the board of directors after a hearing as provided for in the association's Code of Ethics and Arbitration manual. (Amended 5/06)

Section 2. REALTOR® members of the Association shall have the privilege of using the term REALTOR® and REALTORS® in connection with their place of business within the state or a state contiguous thereto so long as they remain REALTOR® members in good standing. No other class of members shall have this privilege. (Amended 1/96)

Section 3. A REALTOR® member who is a principal of a real estate firm, partnership or corporation may use the terms REALTOR® and REALTORS® only if all the principals of such firm, partnership or corporation who are actively engaged in the real estate profession within the state or a state contiguous thereto are REALTOR® members or Institute Affiliate members as described in Section 1 (b) of Article IV.

(a) In the case of a REALTOR® member who is a principal of a real estate firm, partnership or corporation whose business activity is substantially all commercial, the right to use the term REALTOR® or REALTORS® shall be limited to office locations in which a principal, partner, corporate officer, or branch office manager of the firm, partner or corporation holds REALTOR® membership. If a firm, partnership or corporation operates additional places of business in which no principal, partner, corporate officer, or branch office manager holds REALTOR® membership, the term REALTOR® or REALTORS® may not be used in any reference to those additional places of business. (Amended 1/01)

Section 4. Institute Affiliate members shall not use the terms REALTOR® or REALTORS®, nor the imprint of the emblem seal of the NATIONAL ASSOCIATION OF REALTORS®.

#### **ARTICLE IX- STATE AND NATIONAL MEMBERSHIPS**

Section 1. The Association shall be a member of the NATIONAL ASSOCIATION OF REALTORS® and the FloridaRealtors®. By reason of the Association's membership, each REALTOR® member of the member board shall be entitled to membership in the NATIONAL ASSOCIATION OF REALTORS® and the Florida Association of

REALTORS® without further payment of dues. The Association shall continue as a member of the State and National Associations, unless by a majority vote of all of its REALTOR® members, decision is made to withdraw, in which case the State and National Associations shall be notified at least one month in advance of the date designated for the termination of such membership.

Section 2. The Association recognizes the exclusive property rights of the NATIONAL ASSOCIATION OF REALTORS® in the terms REALTOR® and REALTORS®. The Association shall discontinue use of the terms in any form in its name, upon ceasing to be a member of the National Association, or upon a determination by the board of directors of the National Association that it has violated the conditions imposed upon the terms.

Section 3. The Association adopts the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® and agrees to enforce the Code among its REALTOR® members. The Association and all of its members agree to abide by the Constitution, Bylaws, Rules and Regulations and policies of the National Association and the FloridaRealtors®.

## **ARTICLE X- DUES AND ASSESSMENTS**

Section 1. Application Fee. The board of directors may adopt an application fee for REALTOR® membership in reasonable amount, not exceeding three times the amount of the annual dues for REALTOR® membership, which shall be required to accompany each application for REALTOR® membership and which shall become the property of the Association upon final approval of the application. (Amended 1/02)

Section 2. Dues. The annual dues of members shall be as follows:

(a) REALTOR® Members. The annual dues of each designated REALTOR® member shall be in such amount as established annually by the board of directors, plus an additional amount to be established annually by the board of directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any Association in the state or a state contiguous thereto or Institute Affiliate member of the Association. In calculating the dues payable to the Association by a designated REALTOR® member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the designated REALTOR® has paid dues based on said non-member licensees in another Association in the state or a state contiguous thereto, provided the designated REALTOR® notifies the Association in writing of the identity of the Association to which dues have been remitted. In the case of a designated REALTOR® member in a firm, partnership or corporation whose business activity is substantially all commercial, any assessments for non-member licensees shall be limited to licensees affiliated with the designated REALTOR® (as defined in (1) and (2) of this paragraph) in the office where the designated REALTOR® holds membership, and any other offices of the firm located within the jurisdiction of this Association. (Amended 1/05)

(1) For the purpose of this section, a REALTOR® member of a member board shall be held to be any member who has a place of places of business within the state or a state contiguous thereto and who, as a principal, partner, corporate officer or branch office manager of a real estate firm, partnership, or corporation is actively engaged in the real estate profession as defined in Article III, Section I, of the Constitution of the NATIONAL ASSOCIATION OF REALTORS®. An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or by an broker who is licensed with the REALTOR®, or by an entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2 (a) (1) hereof) provided that such licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer or branch office manager of the entity.

A REALTOR® with direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for the consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this Section and shall not be included in calculating the annual dues of the designated REALTOR®. Designated REALTORS® shall notify the association within three (3) days of any change in status of licensees in a referral firm.

The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property) other than referrals, and dues for the current fiscal year shall be payable.

Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® or REALTOR-ASSOCIATE® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® or REALTOR-ASSOCIATE® membership during the preceding calendar year. (Amended 11/09 and 11/14)

(b) REALTOR® Members. The annual dues of REALTOR® members other than the designated REALTOR® shall be as established annually by the board of directors. (Amended 1/05)

(c) Institute Affiliate Members. The annual dues of each Institute Affiliate member shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®

NOTE: The Institutes, Societies and Councils of the National Association shall be responsible for collecting and remitting dues to the National Association for Institute Affiliate members \$105.00). The National Association shall credit \$35.00 to the account

of a local association for each Institute Affiliate member whose office address is within the assigned territorial jurisdiction of that association, provided however, if the office location is also within the territorial jurisdiction of a Commercial Overlay Board (COB), the \$35.00 amount will be credited to the COB, unless the Institute Affiliate member directs that the dues be distributed to the other Association. The National Association shall also credit \$35.00 to the account of the state associations for each Institute Affiliate member whose office address is located within the territorial jurisdiction of the state association. Local and state associations may not establish any additional entrance, initiation fees or dues for Institute Affiliate members, but may provide service packages to which Institute Affiliate members may voluntarily subscribe. (Amended 11/2013)

(d) Affiliate Members. The annual dues of each Affiliate member shall be as established annually by the board of directors. (Amended 1/05)

(e) Public Service Members. The annual dues of each Public Service member shall be as established annually by the board of directors. (Amended 1/05)

(f) Honorary Members. Dues payable, if any shall be at the discretion of the board of directors. (Amended 1/05)

(g) Student Members. Dues payable, if any shall be at the discretion of the board of directors. (Amended 1/05)

Section 3. Dues Payable. Dues for all members shall be payable annually in advance of the first day of January. Dues for new members shall be computed from the date of application and granting of provisional membership. (Adopted 1/98, Amended 1/05)

(a) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Association dues, and the individual remains with the designated REALTOR®'s firm, the dues obligation of the "designated" REALTOR® (as set forth in Article X, Section 2 (a) will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within 30 days of the notice of termination.

Section 4. Nonpayment of Financial Obligations. If dues, fees, fines and other assessments including amount owed to the Association or the Association's multiple listing service are not paid within one (1) month after the due date, the nonpaying member is subject to suspension at the discretion of the Board of Directors. Two (2) months after the due date, membership of the nonpaying member may be terminated at the discretion of the board of directors. Three (3) months after the due date, membership of the nonpaying members shall automatically terminate unless within that time the amount due is paid. However, no action shall be taken to suspend or expel a member for nonpayment of disputed amounts until the accuracy of the amount owed has been confirmed by the board of directors. A former member who has had his membership terminated for nonpayment of dues, fees, fines or other assessments duly levied in accordance with the provisions of the Bylaws or the provisions of other rules and regulations of the Association or any of its services, departments, divisions or subsidiaries may apply for reinstatement in a manner prescribed for new applicants for

membership, after making payment in full of all accounts dues as of the date of termination.

Section 5. Deposits and Expenditures. Deposits and expenditures of funds shall be in accordance with policies established by the board of directors. (Amended 1/05)

1. All committees will submit a budget request in writing to the finance committee three (3) weeks prior to the October board of directors meeting.
2. The Finance committee shall present for approval at the October board of directors meeting a tentative budget. Approval shall be by simple majority vote.
3. The treasurer shall present the approved budget to the general membership.
4. The budget shall include an amount per year to be allocated according to the expenditures outlined in the travel policy of the Ocala/Marion County Association of REALTORS®, Inc. or Ocala/Marion County Multiple Listing Service as required or needed.
5. The treasurer shall provide reports every month to the board of directors in the same form as adopted budget, showing budgeted amounts, actual monthly expenditures and yearly totals for each item of income and expense.

Section 6. Notice of Dues, Fees, Fines, Assessments and Other Financial Obligations of Members. All dues, fees, fines, assessments or other financial obligation to the Association or Association multiple listing service shall be noticed to the delinquent Board member in writing setting forth the amount owed and due date.

Section 7. The dues of REALTOR® members who are REALTOR® Emeriti (as recognized by the National Association), past presidents and past treasurers of the National Association or recipients of the Distinguished Service Award shall be as determined by the board of directors. (Amended 11/2013)

Note: A Member Association's dues obligation to the National Association is reduced by an amount equal to the amount which the Association is assessed for a REALTOR® member, times the number of REALTOR® Emeriti (as recognized by the National Association), past president and past treasurers of the National Association, and recipients of the Distinguished Service Award of the National Association who are REALTOR® member of the Association. The dues obligation of such individual to the local Association should be reduced to reflect the reduction in the Association's dues obligation to the National Association. The Association may, at its option, choose to have no dues requirement for such individuals except as may be required to meet the Association's obligation to the State Association with respect to such individuals. Member boards should determine whether the dues payable by the Association to the State Association are reduced with respect to such individuals. It should be noted that this does not affect a "designated" REALTOR®'s dues obligation to the Association with respect to those licensees employed by or affiliated with the "designated" REALTOR® who are not members of the local Association. (Amended 11/2013)

## **ARTICLE XI- OFFICERS AND DIRECTORS**

Section 1. Officers. The elected officers of the Association shall be: a president, a president-elect, a vice president, and a secretary/treasurer. They shall be elected for terms of one (1) year. Amended 10/09

**QUALIFICATIONS FOR PRESIDENT:** The President must have been:

1. A director or officer of the association.
2. A member of the association for at least three (3) years immediately prior to becoming president;
3. In attendance at a majority of regular and special membership meetings for at least (2) years immediately prior to becoming president.

**QUALIFICATIONS FOR THE PRESIDENT-ELECT:** The President-Elect must have been:

1. A director or officer of the association, for a minimum of two (2) years.
2. A member of the association for at least two (2) years immediately prior to election,
3. In attendance at a majority of regular and special membership meetings for at least two (2) years immediately prior to becoming President-elect. Amended 12/20

**QUALIFICATIONS FOR THE VICE-PRESIDENT:** The Vice President must have been:

1. A member of the association for at least two (2) years immediately prior to the election.
2. A director or committee chair for at least one (1) year.
3. In attendance of regular and special membership meetings for at least two (2) years immediately prior to election.

**QUALIFICATIONS FOR SECRETARY/TREASURER:** The Treasurer must have been:

1. A member of the association for at least two (2) years immediately prior to election.
2. A director or committee chair for at least one (1) year;
3. In attendance at a majority of regular and special membership meetings for at least two (2) years immediately prior to election.

Section 2. Duties of Officers. The duties of the officers shall be such as their titles by general usage, would indicate and such as may be assigned to them by the board of directors. It shall be the particular duty of the Chief Staff Executive to keep the records of the Association and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and the FloridaRealtors®.  
(Amended 1/05)

Section 3. Board of Directors. The governing body of the Association shall be a board of directors consisting of the elected officers, the immediate past president of the Association and nine (9) elected REALTOR® members of the Association. Directors shall be elected to serve for terms of three years, except that at organization, one-third of the elected directors shall be elected for terms of one, two and three years, respectively, or for lesser terms as may be necessary to complete the first fiscal year. Thereafter, as many directors shall be elected each year as are required to fill vacancies. The immediate past president of the association shall automatically become an association director for a

term of one (1) year with voting privileges. (Amended 1/05 and 10/08) In addition, the Ocala Marion County Association of REALTORS® MLS President, Ocala Marion County Association of REALTOR® members serving as FLORIDAREALTORS® and NAR Directors, Ocala Marion County Association of REALTORS® WCR Network President; the qualifying President of any OMCAR sponsored Society, Council or Institute Affiliate and CEO shall also serve on the Board with voting privileges. (Amended 12/20)

QUALIFICATIONS FOR AN ASSOCIATION DIRECTOR: A director shall have been:

1. A member of the association for at least two (2) years immediately prior to election;
2. An active participant on at least one (1) committee of the association for at least one (1) year prior to the election.

QUALIFICATIONS FOR PRESIDENT OF AN OMCAR SOCIETY, COUNCIL OR INSTITUTE AFFILIATE TO SERVE ON THE BOARD OF DIRECTORS: The President shall:

1. Be a member of the association.
2. An active participant on at least one committee of the association for at least one (1) year prior to election. (Amended 12/20)

Section 4. OMCAR State and National Directors. The number of FloridaRealtors® directors shall be determined annually based upon the allocation from FloridaRealtors®. The number of NAR Directors shall be determined based upon the allocation from NAR. All FloridaRealtors® directors shall be elected annually to serve terms of one (1) year or until their successors are elected, beginning the first day of January following the year of election. FloridaRealtors® director shall represent and act in the best interest of FloridaRealtors®. NAR Directors will be selected by Executive Committee from applications submitted with approval of the Board of Directors. NAR Directors shall represent and act in the best interest of NAR. (Amended 10/21)

QUALIFICATIONS FOR A FLORIDAREALTORS® DIRECTOR: A FloridaRealtors® Director shall have been:

- 1) A past president of the association, or an active member of the board of directors of OMCAR for two (2) preceding years,
- 2) An active participant on at least one (1) association committee and one (1) FloridaRealtors® committee in the preceding year,

QUALIFICATIONS FOR OMCAR NAR DIRECTOR: An OMCAR NAR Director confirm that you have met the following recommended qualifications:

1. A past president of the association or an active member of the Board of Directors of OMCAR for two (2) preceding years and attended two (2) of the last four (4) NAR meetings,
2. Preferred having served in the position of past District Vice President (year),
3. An active participant on at least one (1) association committee and one (1) Florida Realtors® committee in the preceding year. (Adopted 10/21)

Section 5. Election of Officers and Directors.

(a) At least two (2) months before the annual election, a nominating committee of two (2) past association presidents, active and willing to serve, two (2) active directors of the association and three (3) active association members, selected by the President, and

approved of the board of directors. Candidates for any office or the board of directors may not serve on the nominating committee. Candidates for FloridaRealtors® directors may serve on the nominating committee, but they may not participate in the discussion or nomination of candidates for FloridaRealtors® directors. No member may serve on the nominating committee for more than two (2) years consecutively. The president shall appoint the chair of the nominating committee from the approved seven (7) members. All candidates for any position (including any position that automatically receives a seat on the board of directors) shall complete a Profile Data Sheet, in a form provided by the association and shall submit a completed form to the association executive who shall in turn provide it to the nominating committee and any other appropriate parties or committees. The nominating committee shall select one candidate for each office, one candidate for each place to be filled on the board of directors and one candidate for each of the FloridaRealtors® director positions. No more than two (2) persons from the same office/firm may, at any time, serve as an officer, OMCAR director or FloridaRealtors® director, and up to six (6) non-brokers, principals, corporate officers, partners, trustees may serve as an officer or on the board of directors. The computation of the limitation of not more than two (2) persons from the same office/firm shall not include any member of the BOD that consists of the Ocala Marion County Association of REALTORS® MLS President, Ocala Marion County Association of REALTOR® members serving as NAR Directors, Ocala Marion County Association of REALTORS® WCR Chapter President; and the qualifying President of NAR or FLORIDAREALTORS® sponsored Society, Council or Institute Affiliate. (Amended 10/21)

The report of the nominating committee shall be noticed to each member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petitions signed by at least 10% of the REALTOR® members eligible to vote. The petition shall be filed with the association executive at least two (2) weeks before the election. The association executive shall send notice of such additional nominations to all members eligible to vote before the election. (Amended 1/05 and 10/08)

(b) The election of officers and directors shall take place at the annual meeting or where permitted by state law, electronically. Voting may be by mail-in ballot, voting in person at a time and place designated, or by electronic means, including but not limited to, facsimile, e-mail or on a website, or all methods of voting, allowed by the State of Florida. The Board of Directors shall designate the voting method. (Amended 12/20)

(c) The president, with the approval of the board of directors, shall appoint an election committee of three (3) REALTOR® members to conduct the election. In the case of a tie vote, the issue shall be determined by lot.

Section 6. Vacancies. Vacancies among the officers and the board of directors shall be filled by a simple majority vote of the board of directors for the duration of the term. Adopted July 08.

Section 7. Removal of Officers and Directors. In the event that an officer or director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the officer or director may be removed from office under the following



procedure:

- (a) A petition requiring the removal of an officer or director and signed by not less than one-third of the voting membership or a majority of all directors shall be filed with the president, or if the president is the subject of the petition, with the next-ranking officer, and shall specifically set forth the reasons the individual is deemed to be disqualified from further service.
- (b) Upon receipt of the petition, and not less than twenty (20) days or more than forty-five (45) days thereafter, a special meeting of the voting membership of the Association shall be held, and the sole business of the meeting shall be to consider the charge against the officer or director, and to render a decision on such petition.
- (c) The special meeting shall be noticed to all voting members at least ten (10) days prior to the meeting, and shall be conducted by the president of the Association unless the president's continued service in office is being considered at the meeting. In such case, the next-ranking officer will conduct the meeting of the hearing by the members. Provided a quorum is present, a three-fourths vote of members present and voting shall be required for removal from office.

Section 8. Chief Executive Officer. The Board shall employ a salaried chief executive who shall have the title of Chief Executive Officer (CEO).

(a) Authority and Responsibility. The CEO shall manage and direct the activities and operations of the Association subject to the policies, the Strategic and business plans adopted by the Board of Directors.

(b) Duties. The CEO's duties shall include but not be limited to:

- I. Supervision, management, control, compensating, hiring and firing all employees and independent contractors.
- II. Implementation of all Association policy, financial, Strategic plan and other planning decisions of the Board of Directors.
- III. Maintaining all corporate records and seals. (Adopted 12/20)

## **ARTICLE XII- MEETINGS**

Section 1. Annual Meetings. The annual meeting of the Association shall be held during October of each year, the date, place and hour to be designated by the board of directors. (Amended 1/05)

Section 2. Meetings of Directors. The board of directors shall designate a regular time and place of meetings. Absence from three regular meetings without an excuse deemed valid by the board of directors shall be construed as resignation. A quorum for the transaction of business shall be a majority of the board of directors, except as may otherwise be required by State law. (Amended 05/2013).

Section 3. Other Meetings. Meetings of the members shall be held at other times as the president or board of directors may determine, or upon the written request of at least ten (10%) of the members eligible to vote.

Section 4. Notice of Meetings. Notice shall be e-mailed to every member, entitled to participate in the meeting, at least one (1) week preceding all meetings. If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting.

Section 5. Quorum. A quorum for the transaction of business at general and/or specials meetings of the membership shall consist of a majority of the members present and eligible to vote , except as may otherwise be required by State law. (Amended 05/2013).

Section 6. Electronic Transaction of Business. To the fullest extent permitted by law, the board of directors or membership may conduct business by electronic means. (Adopted 1/05)

Section 7. Action without Meeting. Unless specifically prohibited by the articles of incorporation, any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more directors. All the approvals evidencing the consent shall be delivered to the Chief Staff Executive to be filed in the corporate records. The action taken shall be effective when all the directors have approved the consent unless the consent specifies a different effective date (Adopted 1/05)

## **ARTICLE XIII- COMMITTEES**

Section 1. Standing Committees. The president shall appoint from among the REALTOR® members, subject to confirmation by the board of directors, the following standing committees:

- Budget/Finance\*\*
- Bylaws
- Executive Committee
- Member/Public Engagement
- Professional Development
- REALTOR® Advocacy Committee

\*\*Past and/or current Treasurers to serve (Amended 12/20)

Executive Committee – An Executive Committee shall be composed of the President, President-Elect, Vice President, Secretary/Treasurer, CEO and Immediate Past President, or in the event the immediate Past President is unable to serve, a Past President willing to serve, appointed by the President, shall meet regularly, a minimum of four (4) times per year, with the CEO to set the agenda and make recommendations for the BOD meetings, to review the financial condition of the Association and to perform such other duties as may be delegated by the BOD. (Adopted 12/20)

Section 2. Special Committees. The president shall appoint, subject to confirmation by the board of directors, special committees as deemed necessary.

Section 2.1 Subcommittees. A subcommittee of any standing committee may be appointed by the president. Subcommittees may include non-members of a committee.

All actions of subcommittees must be subject to the approval of the board of directors.

Section 2.2 Councils and Information Exchanges. Councils and Information Exchanges shall hold meetings, discuss issues and business related to their purpose and shall report directly to the chair of their standing committee.

Section 3. Organization. All committees shall be of such size and shall have duties, functions and powers as assigned by the president or the board of directors except as otherwise provided in these Bylaws.

Section 4. President/Chief Staff Executive. The president and the chief staff executive shall be ex-officio member (s) of all standing committees and shall be notified of their meetings.

Section 5. Action without meeting. Any committee may act by unanimous consent in writing without a meeting. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more of the members of the committee. (Amended 1/05)

Section 6. Attendance by Telephone. Members of a committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the president and shall constitute presence at the meeting. (Adopted 1/05)

## **ARTICLE XIV FISCAL AND ELECTIVE YEAR**

Section 1. The fiscal year of the Association shall be January 1 to December 31. (Amended 1/05)

Section 2. The elective year of the Association shall be January 1 to December 31. (Adopted 1/05)

## **ARTICLE XV RULES OF ORDER**

Section 1. Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Association, its board of directors and committees in all instances wherein its provisions do not conflict with these Bylaws.

## **ARTICLE XVI AMENDMENTS**

Section 1. The Bylaws may be amended by the following means: (a) a quorum of eligible members at any membership meeting, or at a special meeting called for that purpose, provided that such amendments shall be plainly stated in the notice of the meeting at which they are to be considered; or, at the discretion of the Board of Directors, (b) amendments may be posted on the association website and members may vote by mail or by electronic means as specifically instructed by the Board of Directors. A two-thirds vote is required to adopt an amendment for either (a) or (b). (Amended 12/20)

(a) When Bylaws amendments are mandated by NAR policy, these Bylaws may be automatically amended to reflect the mandate as of the effective date of the mandatory policy authorized by the NATIONAL ASSOCIATION OF REALTORS®. The association shall provide notice of that change in a regular or special membership communication. (Adopted 01/05)

Section 2. Notice of all meetings at which amendments are to be considered, shall be e-mailed to every member eligible to vote at least one (1) week prior to the meeting. (Amended 12/20)

Section 3. Amendments to these Bylaws affecting the admission or qualification of REALTOR® and Institute Affiliate Members, the use of the term REALTOR® and REALTORS®, or any alteration in the territorial jurisdiction of the Association shall become effective upon their approval as authorized by the board of directors of the NATIONAL ASSOCIATION OF REALTORS®.

## **ARTICLE XVII DISSOLUTION**

Section 1. Upon the dissolution of this Association, the board of directors, after providing for the payment of all obligations, shall distribute any remaining assets to the FloridaRealtors® or, within its discretion, to any other non-profit tax exempt organization. (Amended 1/05)

## **ARTICLE XVIII-MULTIPLE LISTING**

Section 1. Authority. The Association of REALTORS® shall maintain for the use of its members, a Multiple Listing Service, which shall be operated by a separate corporation, hereinafter referred to in these Bylaws, as the MLS. Participants, subscribers, and users shall abide by the Bylaws and Rules and Regulations of the MLS.

Section 2. Local Service Center Fees. The Association of REALTORS®, through its Directors, shall establish a local service center fee for Participants, Subscribers and Users of the MLS.

Section 3. Application for Participation. Application for participation shall be made in such a manner and form as may be prescribed by the MLS and made available to any real estate brokerage principal of this or any other REALTOR® association requesting it. The MLS shall determine the application form. The application form shall require a signed agreement, accepting the terms of use. (Amended 12/20)