

(Revised 1-1-2022)

## Greater Dublin Realty Association By-Laws and Constitution

### Article I – Name

This organization shall be known as the **Greater Dublin Realty Association**, a non-profit organization.

### Article II – Purpose

The purpose of this organization shall be to promote better real estate relations between REALTORS; and between REALTORS and the general public; and to promote the general welfare of the greater Dublin Area.

### Article III – Membership

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

### Article IIIA – Membership Classification

**Section 1.** Greater Dublin Realty Association shall recognize 2 distinct membership classifications.

**A. Voting Member** - A voting member is a Realtor, Affiliate Member or Vendor whose business relates to real estate sales or is directly involved in the real estate transaction process in the Greater Dublin Area. A voting member's dues must be current and must be in good standing with GDRA. These members may make announcements, place homes on tour that are listed with the Columbus Board of Realtors MLS system and distribute literature. Each voting member is entitled to one vote.

**B. Honorary Member** - Any non-realtor to whom the association may, from time to time, elect to bestow such membership in recognition of their outstanding contribution to the Association and/or the furtherance of the cause and purpose of the Association. Honorary members are not permitted to vote.

**Section 2.** Application of the Greater Dublin Realty Association. Membership must be made in writing, accompanied by the appropriate dues, and the name of one designated representative.

### Article IV - Dues:

#### Section 1.

- The Treasurer of the Greater Dublin Realty Association shall assess each member their dues for the forthcoming calendar year no later than the 3rd Friday in February of the year. Such dues will be considered delinquent if payment has not been received by the cutoff rate. Weekly fees to be **\$3.00** each meeting to be determined annually by the board.

**The amount of the dues to be assessed is as follows:**

VOTING MEMBER - Dues to be **\$36.00** annually paid by the 3rd Friday in February. This fee is for Realtors, Affiliate Members and Vendors with voting privileges.

HONORARY MEMBER - No Dues

**Section 2.**

-New members joining November 1st to the end of the year have the option of paying **\$36** for the remainder of the current year PLUS following year. (**\$10** for remainder of the year)

**Section 3.**

- Any member who has not paid their dues by March 1st will be automatically dropped from membership and removed from the GDRA website

**Section 4.**

-Yearly Total Payment of **\$136.00** per year ( **\$100.00 yearly fee** plus the **\$36.00 dues** may be paid up front for the entire year.

\* (*Credit Card Transaction Charges will be: \$136.00 per year (\$100.00 yearly charge plus \$36.00 Dues).*)

**Section 5.**

- Dues may be revised annually by recommendation of the board and a majority vote by the membership.

**Section 6.**

- Extraordinary Expenses. Any extraordinary expense of the Association for which the treasury has insufficient funds shall be borne equally by each voting member.

**Article V - Voting**

**Section 1.**

Each Voting Member shall have one (1) vote.

**Section 2.**

General Voting Issues of financial expenditures over **\$250.00**, other than day-to-day operations, and all contribution requests shall be voted on by the general membership. All requests for contributions shall be submitted to the officers prior to presenting a request for funds to the membership for a vote. **All expenditures other than day-to-day expenses must be approved by two-thirds of the members present and voting at any regular meeting.**

**Section 3.**

**Election of Officers**

A.) **Nominating Committee.** A committee of the acting President (Current) and the immediate two past presidents shall present a slate of nominees to the association at the first regularly scheduled weekly meeting in November of the current year. It is the responsibility of the nominating committee to present at least one nominee for each officer position. Additionally, nominations from the floor will be accepted at this meeting and the second scheduled weekly meeting in November. (Nominations from the floor must have prior approval of the nominee.) The nominating committee shall distribute a written list of nominees to the voting membership at the third scheduled meeting in November.

B.) Term of Officers. Officers shall serve for a period of one (1) calendar year, January through December. The President and President-elect cannot hold the same office for two consecutive terms.

C.) Officer Qualification. More than one (1) officer from each Real Estate Brokerage Company shall be permitted to hold an office during a given year.

D.) The offices of President and President-elect shall be held by individual Realtor voting members only. (The Realtor must be associated with a real estate broker in good standing with the Columbus Board of Realtors.) The offices of Secretary, Membership, Tour Director, Treasurer and Sergeant-at-Arms may be held by any voting member.

E.) 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.

F.) All candidates shall be notified of election results immediately after the ballots are collected and counted by the nominating committee. In case of a tie, a coin toss per Robert's Rules of Order shall take place at the same meeting.

## **Article VI - Permanent Officers and Standing Committees**

### **Section 1. Permanent Officers**

– Each officer will be required to keep a notebook of their activities to be turned over to the new officer at the end of the year.

**A. President.** - The President is empowered to appoint committee chairpersons and committee members to serve as he/she see fit and as is necessary. Said committees are to serve at 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 Association office which, by one reason or another, is vacated during his/her administration. From time to time it is envisioned 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 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 the President is vacated during the administrative year, the President-elect shall automatically succeed him/her to that office. The President-elect shall become President automatically upon the completion of his/her term as President-elect. The President-elect serves as the chair of the annual holiday party and is responsible for all press releases to the media.

**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 and Webmaster on assembling and maintaining the membership directory. The Secretary shall take notes of any discussions, record any motions and the results of such motions at the general membership meetings. This position shall keep the minutes at the officer's meetings. The Secretary shall be responsible for sending cards/flowers as needed to the GDRA members.

**D. Treasurer.** - The Treasurer shall perform those usual duties attributed to that office. The names of the President and the Treasurer shall be placed on the checking account, with the ultimate responsibility for the Association's funds resting with the Treasurer. The Treasurer shall present a quarterly report to the general membership at the beginning of each new quarter. The

Treasurer shall prepare an annual budget approved by the board. The budget shall be presented to the general membership along with the first quarterly report. The Treasurer assisted by the Secretary has the responsibility of maintaining an accurate, up-to date list of paid membership for the Association.

**E. Tour Director** - The Tour Director shall perform those usual duties attributed to that office, including but not limited to the collection of requests for homes to be put on the weekly tour, the routing of the weekly tour, and the preparation of the tour sheet. The Tour Director shall be responsible for obtaining ad sponsors for the back of the weekly tour sheet.

**F. Sergeant -at-Arms/Parliamentarian** - The Sergeant-at-Arms is empowered and shall be responsible for maintaining order at the general membership and officer's meetings. *In the capacity as Parliamentarian, this officer will be responsible for understanding and maintaining the Robert's Rules of Order.* He/she shall assist the President in presenting any new motions to the floor. He/she shall perform the duties of Secretary or Tour Director in their absence.

**G. Webmaster** - *The Webmaster is empowered to and shall maintain the GDRA Website and GDRA FaceBook Group and shall work in conjunction with Membership, Treasurer and Secretary on assembling and maintaining the membership directory.*

**H. Membership** - Membership Chairperson is empowered to and shall maintain GDRA Membership records and to evaluate members eligibility and good standing and to maintain these records for GDRA members. They are to report to President and work in conjunction with Treasurer, Secretary and Webmaster.

**Section 2.** – Standing Committees 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.

**A.) Social/Hospitality:** This committee shall be composed of a minimum of five voting members in good standing in the Association and shall be responsible for formulating and coordinating any social events.

**B.) Holiday:** This committee is comprised of the President and President- Elect and a minimum of four voting members in good standing with the Association. The President elect shall chair this committee. This committee shall be responsible for planning the annual holiday party held in December of each year. It is the responsibility of the committee to make sure the ticket sales revenue equals the expenses for this annual event. This event may serve as one of the fund raising events for the Association as executed in the past two years, 2001 and 2002.

**C.) Golf Outing:** This committee shall be comprised of a minimum of five voting members in good standing with the Association. This committee shall be responsible for planning the annual golf outing held in the summer or fall of each year. It is the responsibility of the committee to make sure the ticket sales revenue equals the expenses for this annual event. This event may serve as one of the fund-raising events for the Association.

**D.) By-laws:** This committee shall be composed of current officers, with the chair being the President, and a minimum of five voting members in good standing with the Association. This committee shall be responsible for understanding and reviewing the current bylaws. This committee is also responsible for proposing any changes/revisions to the general voting membership for a motion and vote.

**E.) Nominating:** This committee is comprised of the current President, the immediate past two presidents, and a minimum of four voting members in good standing with the

Association. It will be the responsibility of the nominating committee to follow the duties as outlined in Article V, Section 3. (A).

**F.) Donations/Scholarship:** This committee is comprised of the current officers with the chair being appointed by the President, and a minimum of four voting members in good standing with the Association. The purpose of this committee is twofold. First, it is to identify families, and or organizations primarily in the Dublin area in need of charitable contributions. (The committee may identify and propose donations outside of the Dublin area in special situations.) Second, the purpose is to identify a minimum of at least one student from each of the Dublin high schools in need of a secondary school scholarship. The chair of this committee may contact the head of each high school's guidance department for a possible recipient of the scholarship. Candidates must be graduating students from the Dublin Coffman, Dublin Scioto, and Jerome High Schools. The dollar value of each scholarship must be of equal value to each recipient.

### **ARTICLE VII: REVISION OF BY-LAWS**

*These By-laws and such rules and regulations may be adopted or changed by two thirds vote of the members present and voting at a regular meeting following two weeks written notice to all members of the proposed adoption or change. Voting on said changes shall take place on the third week following the original presentation of the proposed changes.*

### **ARTICLE VIII: TOUR**

A.) Boundaries: Tour boundaries will consist of the Dublin Corporation limit and/or the Dublin School District boundaries.

B.) The Tour: You must be a paid, licensed agent and member of GDRA and must attend the meeting the morning of tour. If the listing agent cannot be present at the meeting due to extenuating circumstances, they may have a licensed agent serve as their representative at the meeting.

1. All tour requests must be in writing to the Tour Director no later than 12:00 noon on the Wednesday preceding the weekly Friday meeting.

2. All homes are to be scheduled for tour within 60 days of the initial listing period; however, new construction is an exception. Twelve months must pass before a home may be placed on tour a second time, unless significant cosmetic changes have been made to the home.

3. All homes must be available for showing until 11:30 am.

4. An agent may have a maximum of 2 homes on tour per week.

5. If agent has a home on tour, they need not be present at the home during the tour time frame. It is, however, expected of them to tour the other homes.

**ARTICLE IX: 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. We do adopt and endorse the Code of Ethics, By-laws, Rules and Regulations as written by the National Association of Realtors, Ohio Association of Realtors, and Columbus Board of Realtors.