

**BY-LAWS**  
**TRI-COUNTY REALTY ASSOCIATION**  
**APPROVED January 2105**

**Article I**

**Sec. 1. Name** — The official name of the organization as registered with the Ohio Secretary of State's office is Tri-County Area Realty Association, Inc. commonly referred to as Tri-County Realty Association. It shall be known throughout this document as TARA.

**Sec. 2. Location** — This organization shall conduct its meetings and business within the boundaries of Franklin, Fairfield, or Licking County.

**Article II**

**- Purpose -**

**Sec. 1.** The TARA shall exchange real estate related information among the members.

**Sec. 2.** The TARA shall promote better real estate relations and cooperation between Realtors®, affiliates who support the real estate community, and the general public.

**Sec. 3.** The TARA shall encourage cooperation in any and all sales transactions.

**Sec. 4.** The TARA shall encourage and assist in the organization and active functioning of the National Association of Realtors®, Ohio Association of Realtors®, and Columbus Board of Realtors®.

**Sec. 5.** The TARA shall relate pertinent information and changes regarding the real estate industry to the membership.

**Article III**

**- Membership -**

**Sec. 1. Eligibility for Membership** — Eligibility for active membership in TARA shall be as follows:

**Par. 1.** Realtors® who are in good standing with a local Board of Realtors® and conduct their real estate business in accordance with the Realtor® Code of Ethics and/or affiliates who support the real estate industry.

**Par. 2.** Have a current paid membership status.

**Par. 3.** Have completed a membership form.

**Sec. 2. Meetings** —

**Par. 1.** The TARA shall hold a regular meeting for all members to be held every Wednesday at 9:00 a.m. unless announced otherwise. Special meetings may be called by the Executive Committee as needed.

**Par. 2.** Attendance at TARA meetings is not mandatory but highly encouraged.

Par. 3. In the event of a "Snow Day" for the Pickerington and/or Reynoldsburg Local School Districts, this organization will not meet on that day.

Par. 4. The members present at any regular weekly meeting or special meeting shall constitute a quorum.

**Sec. 3. Membership Dues** — Members shall be assessed an annual membership fee. Each member shall also be assessed a meeting fee for each meeting that they attend. The annual fee and the weekly fee shall be determined from time to time throughout the year upon a seconded motion of any member and the majority vote of the members in attendance at a regular meeting.

## ARTICLE VI

### - Officers and Duties -

**Sec. 1.** The governing authority of TARA shall be the Executive Committee.

**Sec. 2.** The Executive Committee shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer.

**Sec. 3.** The Executive Committee shall consist of the following appointed officers, to be appointed and serve at the discretion of the elected officers of the Executive Committee: Sergeant at Arms and Tour Director.

**Sec. 4.** Various non-voting positions may be created by the Executive Committee as needed.

**Sec. 5.** The duties of the elected officers are as follows:

**President** — Shall be the chief executive and administrative officer of the organization. He/she shall insure that all members of the Executive Committee shall perform the duties of their respective offices and shall be responsible for the welfare and dignity of the chapter during his/her term office. The President shall preside at all meetings and have the final say over all matters which do not require a vote of the TARA Executive Committee or general membership. The President shall also be the official representative from this organization to outside functions.

**Vice President** — Shall assist the President in the performance of such duties as may be requested by the President. The Vice President will also have the duty of overseeing the Executive Committee officers, making sure they are doing their jobs, and then reporting to the President.

**Secretary** — Shall be the chief recorder and correspondent of this organization. He/she shall keep a true and complete record of all matters pertaining to this organization and shall certify thereto when necessary. The Secretary shall be the custodian of the organization minutes and administrative records. The Secretary shall also be responsible for taking minutes and reporting to them to the membership. He/she shall maintain a record of **all** members.

**Treasurer** — Shall be the chief financial officer of this organization, shall have charge of **all** organization funds and the collection and disbursement thereof. The Treasurer shall keep a record of money received and disbursed.

**Sec. 6.** The duties of the appointed officers are as follows:

**Sergeant at Arms** — Shall be responsible for keeping and preserving order at the meetings and organization functions.

**Tour Director** — Shall be responsible scheduling and creating the video tours.

**Sec. 5. Removal of Elected Officers** — Elected officers may be removed for failure to perform his/her prescribed duties properly and in good faith.

**Par. 1.** If it is of the opinion of the voting membership that any of the elected officers are not adequately performing the duties of their office, upon two weeks notice, given by verbal announcement at two consecutive regular meetings, a vote may be taken, requiring a majority of those members present, to remove that person from office.

## **ARTICLE V**

### **- Elections -**

**Sec. 1. Officers** — The elected officers shall be comprised of the President, Vice President, Secretary and Treasurer. The Positions of Vice President and President must be a Realtor®. Affiliates may fill the offices of Secretary, Treasurer, Tour Director and Sergeant at Arms.

**Sec. 2. Election of Officers** —

**Par. 1.** Elections shall be completed by the first Wednesday of December with officers to assume their offices on January 1<sup>st</sup> of the following year.

**Par. 2.** Each officer shall advance in automatic succession of the offices from Secretary to Treasurer, Treasurer to Vice President, and Vice President to President, unless the position is filled by an affiliate in which case they would be only able to advance to the position of Treasurer. In this scenario, it may only be necessary to fill the position of Secretary.

**Sec. 4. Vacancy of Office** — In the event of a vacancy in any office, there shall be an automatic succession of the officers as is necessary to fill all offices. Should the vacancy be less than 6 months prior to the end of the term and in the office of the President, the succeeding President will serve out the remainder of that term and his/her own term.

**Par. 1.** Remaining vacant offices shall be filled by appointment of the Executive Committee. Vice President and President must be a Realtor®.

**Par. 2.** Affiliates may fill the offices of Secretary, Treasurer, Tour Director and Sergeant at Arms.

**Sec. 3. Nomination Procedure** — Nominations for the position of Secretary will be chosen by the Executive Committee and presented to the general membership two (2) weeks before the election date.

**Par. 1.** Open nominations from the floor will be accepted at that time for the position of Secretary.

**Par. 2.** Any individual member of this organization shall be eligible for nomination as an officer as long as they have met the following requirements:

- a. The candidate must have met all the requirements of an active member as stated in *Article III, Sec. 1.* and *Article IV, Sec. 3.*
- b. The candidate will agree to uphold the duties and time commitments for the office which he/she is running for.

**ARTICLE VI**  
**- Voting Procedure -**

**Sec. 1. Overview** — *Robert's Rules of Order* shall be in effect with the out going President running the election and counting the vote's cast. The outgoing President shall vote only in the event of a tie.

**Sec. 2. General Vote** — A general vote is defined as any vote that arises at a chapter meeting, is of a general topic, and calls for an immediate vote. A simple majority of members present in good standing is needed to pass a general vote.

**Sec. 3. Voting Criteria** — Any active member is eligible to vote, according to *Article II Sec. 1*.

**Sec. 4. Voting** — The vacant positions will be chosen by receiving a majority of the votes cast by active members that are present at the meeting at which elections are to be held.

**ARTICLE VII**  
**-Organization Operations-**

**Sec. 1.** The Executive Committee must approve all organization expenditures.

**Sec. 2.** The Executive Committee shall have the authority to approve expenditures for the necessary operations of the organization.

**Sec. 3.** The Executive Committee shall hold a quarterly meeting at a place and time designated by the President within Fairfield, Franklin or Licking County.

**Sec. 4.** The Executive Committee shall approve speakers and special guests for meetings and organization events.

**Sec. 5.** The Executive Committee shall enforce club dues and approve all club membership forms.

**Sec. 6.** The Executive Committee may introduce, approve, and implement actions and activities necessary and proper for the functioning of the TARA.

**Sec. 7.** The dues amount cannot change without a vote of the general membership.

**ARTICLE VIII**  
**- Donations -**

**Sec. 1.** Donations may be made for charitable or other purposes from time to time throughout the year upon a seconded motion of any member and the majority vote of the members in attendance at a meeting.

**Sec. 2.** Excess funds in the treasury at the end of the year may be donated to local charitable organizations within the Tri-County area.

**ARTICLE IX**  
**- Finances -**

**Sec. 1.** Annual dues shall be paid by all members of the TARA, the amount which is set by vote of the general membership as stated in *Article III, Sec. 4* and *Article VII, Sec. 7*.

**Sec. 2. Handling of Funds** —

**Par. 1.** All funds belonging to the TARA shall be deposited and dispersed through the bank account established for the TARA.

**Par. 2.** The TARA bank account will be administered by the Executive Committee.

**Par. 3.** All funds must be accounted for by the Treasurer.

**Par. 4.** All elected officers shall be listed with the bank, on the checking account,

## **ARTICLE X**

### **- Amendments -**

**Sec. 1.** Any active member may propose an amendment to the By-laws. The proposed amendment must be presented to and approved by the Executive Committee

**Sec. 2.** If the Executive Committee approves the proposed amendment; two week's notice must be given to the membership so that a vote on the amendment may take place. This includes the full text of the proposed amendment and any language it would change, before any amendment may be considered at a meeting.

**Sec. 3.** If the proposed amendment is approved by majority vote of active members present at the meeting, the amendment shall become part of the By-laws.

## **ARTICLE XI**

### **- Parliamentary Authority -**

**Sec. 1.** The rules contained in the current edition of *Robert ' Rules of Order Newly Revised* shall govern **all** meetings of the TARA, unless said rules conflict with these By-laws and any special rules of order which the TARA adopts.