

AFFILIATES, a Council of the Omaha Area Board of REALTORS®

CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of this organization shall be “Affiliates, a Council of the Omaha Area Board of REALTORS®.”

ARTICLE II – VISION STATEMENT

Become the trusted, professional resource dedicated to members of the Omaha Area Board of REALTORS®

ARTICLE III – MISSION STATEMENT

Promote, support, and serve the real estate community through educational efforts, events, and ongoing partnerships with members of the Omaha Area Board of REALTORS®

ARTICLE IV - GEOGRAPHIC JURISDICTION

The geographic jurisdiction of the Affiliate Membership shall be concurrent with that of the Omaha Area Board of REALTORS® and may be adjusted to reflect changes in OABR jurisdictional boundaries.

BYLAWS

ARTICLE I – MEMBERSHIP

Section 1. Classes of Affiliate Membership. There shall be one class of membership referred to as Affiliate Member.

Section 2. Qualification of Affiliate Members. Affiliate Members shall be individuals who maintain high ethical standards within their professions and are in sympathy with the real estate profession and the objectives of the Omaha Area Board of REALTORS®.

Section 3. Application for Affiliate Membership. An Application for membership shall be made in such manner and form as may be prescribed by the Board of Directors of the Omaha Area Board of REALTORS®. If accepted for membership, the Affiliate member will abide by the Bylaws of the Affiliates.

ARTICLE II – PRIVILEGES AND OBLIGATIONS

Section 1. Affiliate Rights and Privileges. Affiliate Members shall have rights and privileges and be subject to obligations prescribed by the Board of Directors of the Omaha Area Board of REALTORS® and the Bylaws of the Affiliates.

Section 2. Affiliate Obligations. It shall be the obligation of each member to observe the Bylaws strictly and to do so in such a manner as always to reflect credit upon the Affiliate Membership of the Omaha Area Board of REALTORS®.

Section 3. Affiliate Services and Operations.

- a. All administrative services, including, but not limited to, accounting, membership dues billing, processing, and record-keeping, shall be provided by and under the direction of the Omaha Area Board of REALTORS®.
- b. A Staff Assistant shall be provided by the Omaha Area Board of REALTORS® to assist the Affiliates at both the Membership level and the Executive level. The Staff Assistant shall attend all Membership Meetings as well as Executive Meetings of the Affiliates.
- c. Additional administrative services provided by the Omaha Area Board of REALTORS® shall be adopted by the Affiliates and included in the annual budget, providing the budget has been submitted to and approved by the OABR Board of Directors within sixty (60) days of the end of each fiscal year.
- d. Any additional services not covered in the budget shall be the responsibility of the Affiliate Membership.

ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

Section 1. Affiliate Offices. The officers of the Affiliates shall be President, Vice President, Secretary, and Treasurer. The officers of the Affiliates will be nominated from and elected by the Affiliate Membership at the Annual Meeting. Except for the Treasurer, elected officers may not serve more than two consecutive terms.

Section 2. Duties of Affiliate Officers.

- a. **President:** Oversee all functions of the Affiliates, including facilitating Executive and Membership meetings. The President shall act as a liaison between the Affiliates and the Omaha Area Board of REALTORS®, serving as an ex-officio member of the Board of Directors, and will work in conjunction with other area organizations in order to coordinate events and calendars.
- b. **Vice President:** Support the President in all aspects and take over in the President's absence. The Vice President shall assist the President with the selection of Committee Chairs for all standing committees and will monitor committee functions.
- c. **Secretary:** Assist the President and Vice President. The Secretary shall oversee ongoing updates

of Affiliates, including newsletter articles, Affiliate Spotlight, web updates, and other Affiliate notifications. The Secretary will coordinate efforts with the Staff Assistant of the Omaha Area Board of REALTORS® and record minutes at meetings if the Staff Assistant is not present.

- d. Treasurer: Manage the checkbook for the Affiliates keeping track of all deposits and payments. The Treasurer shall provide a report at each Membership Meeting and will track expenses and revenues for each Affiliate event.

This is a partial list of the main duties of the officers. All Affiliate Officers shall provide support and assistance to the standing committees whenever necessary and work to promote the Affiliates in all regards.

Section 3. Affiliate Executive Committee. The governing body of the Affiliates shall be an Executive Committee composed of the elected officers named above and the chairs of all standing committees. The President may appoint additional members to the Executive Committee to achieve professional diversification if deemed necessary.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Affiliates will be held in August each year as designated by the Executive Committee. Among other items of business, the annual meeting shall approve Bylaw changes, approve budgets, and elect officers.

Section 2. Membership Meetings. Membership meetings shall be held no less than quarterly and are open to any Affiliate Member.

Section 3. Executive Meetings. Executive meetings shall be held as needed and no less than quarterly. Executive meetings are open to members of the Executive Committee and invited guests.

Section 4. Notice of Meetings. Notice shall be given to each Affiliate member prior to any membership meeting.

Section 5. Quorum. A quorum for the transaction of business at the Annual Meeting or any Membership Meeting will be defined as a majority of those Affiliate members present.

ARTICLE V – COMMITTEES

The President shall, with the approval of the Executive Committee, appoint such standing and special committees among the Affiliate Members as may be necessary.

ARTICLE VI - ELECTION OF OFFICERS

The Nominating Committee is composed of the current Affiliate Officers and two past presidents appointed by the President.

Beginning 90 days before the Annual Meeting, the names of individuals interested in serving as an officer will be submitted to the Nominating Committee for consideration as a candidate. At least 15 days before the Annual Meeting, the Nominating Committee will, by a majority vote, deliver a slate of officer candidates for publication.

All members will be notified of the Election with the slate of candidates at least 10 days before the Annual Meeting. The Election of Officers will occur at the Annual Meeting, and all votes will be cast in person. Additional candidates may be placed in nomination by members in attendance. The officer candidate does not need to be in attendance to be elected; however, all officer candidates must be active participants in Affiliate Council meetings and activities.

At the Annual Meeting, the Chair will read the slate of candidates brought forward by the Nominating Committee. Officers will be elected, one office at a time, in the order of President, Vice-President, Secretary, and Treasurer. For each office, the Chair will open the floor for additional nominations. Members present may nominate one additional name per office; nominations do not require a second. All members in attendance will have the opportunity to make a nomination before nominations for that office are closed by the Chair. If the ballot contains more than one candidate, discussion about the candidates will be allowed, followed by a ballot vote. When one candidate receives a majority of the votes cast, that individual will be declared elected. If multiple candidates are on the ballot, the candidates receiving a majority of the votes will move forward to a subsequent ballot until one candidate receives a majority of the votes cast. If the ballot is uncontested, the balloting will be deemed unnecessary, and the candidate for that office will be declared elected with no further action required. This process then repeats for each office.

ARTICLE VII - FISCAL AND ELECTIVE YEAR

The fiscal and elective year of the Affiliates shall be September 1 to August 31 inclusive.

ARTICLE VIII – AMENDMENTS

This Constitution and Bylaws may be amended by a majority vote of the members present at any meeting, of which notice was given to members.