

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 (1) 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 strictly the Bylaws 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, President-Elect, Secretary and Treasurer. The officers of the Affiliates will be nominated from, and elected by, the Affiliate Membership at the Annual Meeting.

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. President-Elect: Support the President in all aspects and take over in the President's absence. The

President-Elect 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 President-Elect. 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 shall be held each year at a time, date, place, and hour to be 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. Notification shall be given to each Affiliate member prior to any membership meeting, and shall include an agenda for the 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

A Nominating Committee shall be composed of the current Affiliate Officers. Each year, the Nominating Committee shall, by majority vote, publish a slate of officer candidates (for the positions of President, President-Elect, Secretary, and Treasurer) at least 15 days prior to the Annual Meeting.

- a. Each year beginning in May, the names of individuals interested in serving will be accepted by the Nominating Committee for consideration on the slate of officer candidates. All individuals considered for the slate of officer candidates will be active participants in Affiliate Council meetings and activities.
- b. The Nominating Committee will automatically advance the current Secretary to the position of President-Elect, and the current President-Elect to the position of President, unless a majority of the Nominating Committee votes to advance an alternate slate of officer candidates.
- c. The Treasurer will automatically be nominated for reelection unless a majority of the Nominating Committee votes to replace the Treasurer on the slate of officer candidates.

At the annual meeting, the slate of officer candidates will be presented, additional officer nominations will be solicited from the floor, discussion will take place, and the new Officers will be elected, or re-elected.

The Nominating Committee, by a majority vote, will fill any vacant officer positions until the next election.

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.