

Hamilton County Division
of
Metropolitan Indianapolis Board of REALTORS
Adopted: April 2008

The Mission of the Division

The mission of this organization shall be to provide a forum for real estate professionals who share a geographic/specialty interest to:

1. Receive an educational experience through the selection of speakers
2. Community Information provided through the selection of speakers
3. Attend events that enable members to socialize with their peers
4. Support the REALTOR Foundation and the community through fund raising events
5. Provide a link to MIBOR and communicate industry updates and awareness

I. Name

The name of this organization shall be the Hamilton County Division, hereafter referred to "Hamco Division" of Metropolitan Indianapolis Board of REALTORS, hereafter referred to "MIBOR"

II. Governing Documents

The Hamco Division and its members shall conform to these Rules and Regulations, the governing documents of the National Association of REALTORS, Indiana Association of REALTORS and MIBOR. Governing Documents including, but are not limited to, Constitution, Bylaws and the Code of Ethics of the National Association of REALTORS.

III. Character of Organization

The Hamco Division is not organized for profit.

IV. Membership

Automatic if a member is in good standing with MIBOR and located within the bounds of Hamilton County. Broker/Managers located outside the Hamco District may elect to have their office membership included in the Hamco District. MIBOR approval is required for such action.

Voting privileges shall be granted to all members who meet the following criteria:

1. Must be in good standing with MIBOR.
2. Have advised MIBOR that this is his/her Division of choice.

Any member in good standing may hold office in the Hamco Division and/or serve on committees.

V. Officers

The Officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. Officers may serve consecutive years in the same position. Chairperson and Vice Chairperson position must be held by REALTOR member. Chairperson must have previous board experience of no less than 1 year.

VI. Executive Committee

- a. The Executive Committee shall consist of the Division Chair, Vice Chair, Secretary, Treasurer, Immediate Past Chair, Committee Chairs and elected Hamco Division Director (s) - if their office of business is affiliated within Hamco Division.
- b. The Executive Committee shall develop and offer such programs and services as are necessary to accomplish the objectives of the Hamco Division. The regular business of the Hamco Division shall be conducted by the Executive Committee. Matters other than routine business shall be considered by the Executive Committee and referred to the membership for action.
- c. A vacancy in the office of the Chair shall be filled by the Vice Chair; other vacancies in the Executive Committee may be filled by the Executive Committee.

1. Role Descriptions for Executive Committee/ Directors

HAMCO DIVISION CHAIR

- Assign and Delegate
- Coordinate and Preside over Monthly Meetings
- Email agenda before Executive Committee Meetings
- Ensure minutes are taken
- Communicate with MIBOR Staff
- Be a sounding board for new ideas
- Act as an ex-officio of all committees EXCEPT the Nomination Committee
- Appoint Committee Chairs, where they are not defined by the Rules & Regulations the Executive Committee has the right to approve or disapprove appointments
- Create and/or maintain a manual of event/ meeting schedules, planning, execution, contact information.
- Serve as Chair/Co chairman for at least 1 committee
- Create Annual Budget

VICE-CHAIR

Prepare to lead meeting if Chair is not available - must be given advance agenda
Support Chair's instructions and delegations
Confirm facility reservations for all monthly meetings
Create and/or maintain a manual of event/meeting schedules, planning, execution, contact information.
Serve as Chair/ Co chairman for at least 1 committee
Create Annual Budget

SECRETARY

Keep minutes of Executive Meetings
Email minutes to Executive Committee
Report to Hamco Division
Create and/or maintain a manual of event/meeting schedules, planning, execution, contact information, meeting notes.
Serve as Chair for at least 1 committee event
Create Annual Budget

TREASURER

Collect and Deposit all Funds
Pay Bills
Balance checkbook monthly
Buy gifts for guests speakers
Supervise the selling of 50/50 raffle tickets at each monthly meeting
Monthly report to Executive Committee
Provide MIBOR with annual financial update
Create and/or maintain a manual of financial schedules/budgets, planning, execution, contact information, password, account numbers and locations.
Serve as Chair for at least 1 committee
Create Annual Budget

DIRECTORS

IMMEDIATE PAST CHAIR

Support Hamco Division Chair and Vice-Chair
Serves as the Nomination Committee and nominates Vice-Chair, Secretary, Treasurer to executive committee.
Offer guidance and wisdom from past experience
Be a resource for knowledge, research, and expertise
Support Hamilton County Division

Elected MIBOR DIRECTOR - Provided the MIBOR Director office is affiliated with Hamco Division

Hamilton County Director to MIBOR Board of Directors

Governance, Industry Issues, Membership, Professional Standards

Inform Hamco Division Membership of MIBOR Activities

HAMCO DIVISION COMMITTEES

A. COMMUNICATION COMMITTEE - 1 Chair / 1 Co-Chair

Chair to establish a team of distribution volunteers when necessary

Design and manage mass email announcements for meetings and special events to include monthly reminders to Executive Committee meetings.

Buy stock, design and print postcards when necessary

Supervise printed material distribution- outsource or personal distribution

Supervise updates to website

Create and/or maintain a manual of event schedules, planning, execution, contact information, expenses, passwords. On a computer maintain a file of sponsor logos.

Serve as Chair for at least 1 committee

Oversee the recruiting and notification of the individual office liaison members

Ensure each office liaison contact their office manager to have our scheduled monthly meetings added to the office calendar.

Co-Chair serves a minimum of 2 years

B. SPONSOR COMMITTEE - 1 Chair / 1 Co-Chair

Consult with Board about sponsors

Schedule and confirm monthly meeting sponsors

Coordinate sponsor info with Communication Chair and proof read sponsor information on website and all printed material

Distribute attendee list to sponsors after meetings

Promote annual sponsorship

Write Thank You notes as needed

Create and/or maintain a manual of event/sponsors schedules, planning, execution, contact information. On a computer Maintain a file of sponsor logos.

Serve as Chair for at least 1 committee event

Must book 1st quarter sponsors prior to December of previous year

Co-Chair serves a minimum of 2 years

C. PROGRAM COMMITTEE - 1 Chair / 1 Co-Chair

Consult with Executive Committee on types of meetings
Coordinate with Executive Committee about programming
Confirm Speaker, date and time
Communicate topic with presenter, establish creditability and accountability
Communicate speaker information to Communication Chair and proof read speaker information on website or printed material
Create and/or maintain a manual of event/speakers schedules, planning, execution and contact information.
Serve as Chair for at least 1 committee
Write Thank You notes to speakers
Must book 1st quarter speakers prior to December of previous year
Co-Chair serves a minimum of 2 years

D. FUNDRAISING COMMITTEE - 1 Chair / 1 Co-Chair

Consult with the Executive Committee on types of fund raising events
Coordinate with the Executive Committee on the timing of events
Coordinate with Executive Committee on budget concerns
Coordinate with the Executive Committee on the selection of a beneficiary for any fund raising
Create and/or maintain a manual of event schedules, planning, execution, contact information
Co-Chair serves a minimum of 2 years

E. SOCIAL COMMITTEE - 1 Chair / 1 Co-Chair

Consult with the Executive Committee on types of social events
Coordinate with the Executive Committee on the timing of events
Coordinate with Executive Committee on budget concerns
Create and/or maintain a manual of event schedules, planning, execution, contact information
Co-Chair serves a minimum of 2 years

F. NOMINATING COMMITTEE/REALTOR & AFFILIATE OF THE YEAR - Current Chair, Current Realtor and Affiliate of the Year.

The committee must seek members and nominees through the general membership and submit names to the Executive Board prior to the September meeting. If a member of the Nominating Committee is nominated that person must excuse themselves from voting for that award.

VII. In The Name of Donations

- A. Any REALTOR member of Hamilton County Division of MIBOR who dies will have a donation of \$100 made to the Realtor Foundation in their name.
- B. Donations for any 1 year can not exceed the budget constraints set for each year.

VIII. Annual Elections

- A. Candidates for office shall be elected in the month of October. Nominations will be made by the current Chair and Co-Chair and the immediate past Chair. The slate will be presented to the membership in September. Additional nominations may be made from the general membership.
- B. The Chair position must be filled from a current Officers or Executive Committee member.
- C. Those elected shall be installed in December by an Officer of MIBOR Board of Directors. In the event a MIBOR Officer is not available, the Division Chair may select a current or past MIBOR Director to administer the installation.
- D. Those members elected shall take office the first meeting in January.

IX. Platinum Affiliate Special Events

- A. With the following guidelines any Platinum Sponsor may have the use of our mailing list to help promote a special event they are hosting.
 - a. All events must be approved by the Executive Committee with requests in writing a minimum of 4 weeks in advance.
 - b. The email list will not be given to the Platinum Sponsor.
 - c. The affiliate organization will use our email service provider. The provider will create the email under the Affiliates supervision. The provider will be responsible for sending the emails with the timing selected by the Affiliate. All emails are to include the HamCo logo.
 - d. It will be the affiliates responsibility to pay the provider for services rendered in the email marketing campaign.
 - e. The Affiliate agrees to allow HamCo to post/ deliver calendars or promotional material at their event.

X. Division Meetings

- A. The regular Hamco Division meeting shall be held each month or as determined by the Executive Committee.
- B. The Hamco Division is encouraged to provide representation, as a ex-officio members, to various MIBOR Committees and groups as presented by MIBOR.

XI. Dues

A. There shall be no dues for REALTOR members. Dues and/or fee levied against Affiliate members shall be determined by the Executive Committee.

B. Division funding shall be provided from the District allocation of MIBOR membership dues. The Hamco Division may engage in voluntary fund raising, partnership activities to assist with the mission of the Division as determined by the Executive Committee or General Committees.

XII. Quorum

A. A quorum shall consist of at least five (5) Hamco Committee members, of which at least three (3) must be Executive Committee members. A motion must receive the affirmative vote of a majority of those voting.

B. Hamco Division Meeting shall be conducted by order of the most recent edition of Robert's Rules of Order.

XIII. Amendments

A. Governing Rules and Regulations of the Division can be amended providing:

1. The proposed amendment is approved by the Executive Committee
2. Notice of the proposed amendment is provided to all voting members at least 10 days prior to the time of voting.
3. The motion to amend is carried by a majority of the members voting
4. Approval is granted by MIBOR Board of Directors

