

**THE BYLAWS OF  
THE NORTHERN FAIRFIELD COUNTY  
ASSOCIATION OF REALTORS®**



*"Your Success is core to Our Business"*

# **THE NORTHERN FAIRFIELD COUNTY ASSOCIATION OF REALTORS®**

## **\* MISSION STATEMENT \***

The purpose of The Northern Fairfield County Associations of REALTORS®, Inc. is to serve its members by providing programs and services that will enhance their competency, professionalism, and productivity in the successful conduct of their business; and through collective action, to promote the protection, preservation, and enjoyment of real property rights.

# THE BYLAWS OF THE NORTHERN FAIRFIELD COUNTY ASSOCIATION OF REALTORS®

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## ARTICLE I - NAME

### **Section 1.**

**Name;** The name of this organization shall be The Northern Fairfield County Association of REALTORS®, Inc., and hereafter referred to as the "Association."

### **Section 2.**

**REALTORS®;** Inclusion and retention of the Registered Collective Membership Mark REALTORS® in the name of the association shall be governed by the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS® as from time to time amended.

## ARTICLE II - OBJECTS

The objectives of the Board are:

### **Section 1.**

To unite those engaged in the recognized branches of the real estate profession in this community to exert a beneficial influence upon the trade and related interest.

### **Section 2.**

To promote and maintain high standards of conduct in the Real estate profession as expressed in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

### **Section 3.**

To provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interest may be safeguarded and advanced.

### **Section 4.**

To further the interest of home and other real property ownership.

### **Section 5.**

To unite those engaged in the real estate profession in the community with the Connecticut Association of REALTORS®, Inc. and the NATIONAL ASSOCIATION OF REALTORS®, thereby furthering their objectives throughout the state and nation, and obtaining the benefits and privileges of membership therein.

### **Section 6.**

To designate, for the benefit of the public, Individuals authorized to use the term REALTOR® and or REALTORS® as licensed, prescribed and controlled by the NATIONAL ASSOCIATION OF REALTORS®.

**Section 7.**

To perform any other act which a non-stock Corporation can perform according to the Connecticut NonStock Corporation Act not inconsistent with any federal income tax exemption which may be granted the Association.

**ARTICLE III - JURISDICTION**

**Section 1.**

The territorial jurisdiction of the Board as a member of the NATIONAL ASSOCIATION OF REALTORS® shall include Danbury, Bethel, Brookfield, New Fairfield and Redding.

**Section 2.**

Territorial Jurisdiction is defined to mean:

(a) The right and duty to control the use of the term REALTOR® and REALTORS® subject to the conditions outlined in these bylaws and those of the National Association of REALTORS®. In return for which the board assumes primary responsibility for the protection of the property right of the NATIONAL ASSOCIATION in the terms.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1.**

There shall be six (6) classes of members, As follows:

#### **(A) REALTOR® Members;**

REALTOR® Members whether primary or secondary shall be...

(1) Individuals who, as sole proprietors, partners, corporate officers, or branch office managers, are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate, and who maintain or are associated with an established real estate office in the state of Connecticut or a state contiguous thereto. All persons who are partners in a partnership, or all officers in a corporation who are actively engaged in the real estate profession within the state or a state contiguous thereto shall qualify for REALTOR® membership only, and each is required to hold REALTOR® membership (except as provided in the following paragraph) in an association of REALTORS® within the state or a state contiguous thereto, unless otherwise qualified for Institute Affiliate membership, as described in Section 1(b) of Article IV.

In the case of a real estate firm, partnership, or corporation, whose business activity is substantially all commercial, only those principals actively engaged in the real estate business in connection with the same office, or any other offices within the jurisdiction of the association in which one of the firm's principals holds REALTOR® membership, shall be required to hold REALTOR® membership unless otherwise qualified for Institute Affiliate membership, as described in Section 1(b) of Article IV

NOTE: REALTOR® members may obtain membership in a "secondary" association in another state.

(2) Individuals who are engaged in the real estate profession other than as sole proprietors, partners, corporate officers, or branch office managers and are associated with a REALTOR® member and meet the qualifications set out in Article V.

(3) **Franchise REALTOR® Membership;** Corporate officers (who may be licensed or unlicensed) of a real estate brokerage franchise organization with at least one hundred fifty (150) franchisees located within the United States, its insular possessions and the Commonwealth of Puerto Rico, elected to membership pursuant to the provisions in the NAR Constitution and Bylaws. Such individuals shall enjoy all of the rights, privileges, and obligations of REALTOR® membership (including compliance with the Code of Ethics) except: obligations related to association-mandated education, meeting attendance, or indoctrination classes or other similar requirements; the right to use the term REALTOR® in connection with their franchise organization's name; and the right to hold elective office in the local association, state association, and National Association.

(4) **Primary and Secondary REALTOR® Members;** An individual is a primary member if the association pays state and National dues based on such member. An individual is a secondary member if state and National dues are remitted through another association. One of the principals in a real estate firm must be a designated REALTOR® member of the association for licensees affiliated with the firm to select the association as their "primary" association.

(5) **Designated REALTOR® Members;** Each firm (or office in the case of companies with multiple office locations) shall designate in writing one REALTOR® member who shall be responsible for all duties and obligations of membership, including the obligation to arbitrate (or to mediate if required by the association) pursuant to Article 17 of the Code of Ethics and the payment of association dues as established in Article X of the Bylaws. The "Designated REALTOR®" must be a sole proprietor, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s), and must meet all other qualifications for REALTOR® membership established in Article V, Section 2 of the Bylaws. (Amended 11/11)

(B) **Institute Affiliate Members;** Institute Affiliate members shall be individuals who hold a professional designation awarded by an Institute, Society, or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS® that addresses a specialty area other than residential brokerage or individuals who otherwise hold a class of membership in such Institute, Society, or Council that confers the right to hold office. Any such individual, if otherwise eligible, may elect to hold REALTOR® or REALTOR-ASSOCIATE® membership, subject to payment of applicable dues for such membership.

(C) **Affiliate Members;** Affiliate members shall be real estate owners and other individuals or firms who, while not engaged in the real estate profession as defined in paragraphs (a) or (b) of this section, have interests requiring information concerning real estate and are in sympathy with the objectives of the association.

(D) **Public Service Members;** Public Service members shall be individuals who are interested in the real estate profession as employees of or affiliated with educational, public utility, governmental, or other similar organizations but are not engaged in the real estate profession on their account or in association with an established real estate business.

(E) **Honorary Members;** Honorary members shall be individuals not engaged in the real estate profession who have performed notable service for the real estate profession, for the association, or for the public.

(F) **Student Members;** Student members shall be individuals who are seeking an undergraduate or graduate degree with a specialization or major in real estate at institutions of higher learning, and who have completed at least two years of college and at least one college-level course in real estate, but are not engaged in the real estate profession on their own account or not associated with an established real estate office.

## **Section 2.**

**Member in Good Standing;** A member in good standing is any member who has qualified, and been elected a member, is current in his/her obligations to the Board, its dues, fees, and finances, and is not in violation of these Bylaws, or the Bylaws of the Connecticut Association of REALTORS® and the NATIONAL ASSOCIATION OF REALTORS®.

## **Section 3.**

**Voting;** REALTOR® and Affiliate Members in good standing shall have full voting privileges on all matters requiring a vote of the membership. No other member class shall have voting privileges.

## **ARTICLE V - QUALIFICATION AND ELECTION**

### **Section 1. Application**

An application for membership shall be made in such manner and form as may be prescribed by the board of directors and made available to anyone requesting it. The application form shall contain among the statements to be signed by the applicant (1) that applicant agrees as a condition to membership to thoroughly familiarize himself/herself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, the Constitutions, Bylaws, and Rules and Regulations of the association, the State and National Associations; and if elected a member, will be bound by the Constitutions and Bylaws and Rules and Regulations of the association, State, and National Associations and, if a REALTOR® member, will be bound by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the obligation to arbitrate (or to mediate if required by the association) controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further specified in the *Code of Ethics and Arbitration Manual* of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, and (2) that applicant consents that the association, through its membership committee or otherwise, may invite and receive information and comment about applicant from any member or other persons, and that applicant agrees that any information and comment furnished to the association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character. The applicant shall, with the form of application, have access to a copy of the Bylaws, Constitution, Rules, and Regulations, and Code of Ethics referred to above. (Amended 11/11)

Among other potential sanctions specified in the Code of Ethics and Arbitration Manual, the maximum penalty for a Code of Ethics violation is Fifteen thousand dollars (\$15000.00)

An application for any other form of membership shall be made in such manner and form as may be prescribed by the Board of Directors.

### **Section 2. Qualification**

(a) An applicant for REALTOR® membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the association, through its membership committee or otherwise, that he/she is actively engaged in the real estate profession, and maintains a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy\*, has no record of official sanctions involving unprofessional conduct\*\*, agrees to complete a course of instruction covering the Bylaws and rules and regulations of the association, the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon, as may be required by the committee, and shall agree that if elected to membership, he/she will abide by such Constitution, Bylaws, rules and regulations, and Code of Ethics.

**NOTE 2:** Article IV, Section 2, of the NAR *Bylaws* prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics.

\*No recent or pending bankruptcy is intended to mean that the applicant or any real estate firm, in which the applicant is a sole proprietor, general partner, corporate officer, or branch office manager, is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three (3) years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the association establishes that its interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash in advance for association and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later). If an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from

bankruptcy. \*\*No record of official sanctions involving unprofessional conduct is intended to mean that the association may only consider:

- A Judgments against the applicant within the past three (3) years of violations of (1) civil rights laws, (2) real estate license laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities
- B Criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten (10) years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date

(b) Individuals who are actively engaged in the real estate profession other than as sole proprietors, partners, corporate officers, or branch office managers, in order to qualify for REALTOR® membership, shall at the time of application be associated either as an employee or as an independent contractor with a designated REALTOR® member of the association or a designated REALTOR® member of another association (if a secondary member) and must maintain a current, valid real estate broker's or salesperson's license or be licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has no record of official sanctions involving unprofessional conduct\*, shall complete a course of instruction covering the Bylaws and rules and regulations of the association, the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and shall pass such reasonable and nondiscriminatory written examinations thereon as may be required by the membership committee, and shall agree in writing that if elected to membership he/she will abide by such Constitution, Bylaws, rules and regulations, and the Code of Ethics

\*\*No record of official sanctions involving unprofessional conduct is intended to mean that the association may only consider:

- A Judgments against the applicant within the past three (3) years of violations of (1) civil rights laws, (2) real estate license laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities
- B criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten (10) years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date

(c) The association will also consider the following in determining an applicant's qualifications for REALTOR® membership:

- All final findings of Code of Ethics violations and violations of other membership duties in this or any other REALTOR® association within the past three (3) years
- Pending ethics complaints (or hearings)
- Unsatisfied discipline pending
- Pending arbitration requests (or hearings)
- Unpaid arbitration awards or unpaid financial obligations to any other association or association MLS
- Any misuse of the term REALTOR® or REALTORS® in the name of the applicant's firm

\* "Provisional" membership may be granted in instances where ethics complaints or arbitration requests (or hearings) are pending in other associations or where the applicant for membership has unsatisfied discipline pending in another association (except for violations of the Code of Ethics; see Article V, Section 2(a), NOTE 2), provided all other qualifications for membership have been satisfied. Associations may reconsider the membership status of such individuals when all pending ethics and



arbitration matters (and related discipline) have been resolved or if such matters are not resolved within six (6) months from the date that provisional membership is approved. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of REALTOR® membership. If a member resigns from another association with an ethics complaint or arbitration request pending, the association may condition membership on the applicant's certification that he/she will submit to the pending ethics or arbitration proceeding (in accordance with the established procedures of the association to which the applicant has made application) and will abide by the decision of the hearing panel. (Amended 11/09)

### **Section 3. Election.**

The procedure for election to membership shall be as follows:

- (a) The chief staff executive (or duly authorized designee) shall determine whether the applicant is applying for the appropriate class of membership. If the association has adopted provisional membership, applicants for REALTOR® membership may be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of membership. Provisional membership is granted subject to final review of the application by the board of directors.
- (b) If the board of directors determines that the individual does not meet all of the qualifications for membership as established in the association's Bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within 90 days from the association's receipt of their application, membership may, at the discretion of the board of directors, be terminated. In such instances, dues shall be returned to the individual less a prorated amount to cover the number of days that the individual received association services and any application fee. The board of directors shall vote on the applicant's eligibility for membership. If the applicant receives a majority vote of the board of directors, he/she shall be declared elected to membership and shall be advised by written notice.
- (c) The board of directors may not reject an application without providing the applicant with notice of the findings, an opportunity to appear before the board of directors, to call witnesses on his/her behalf, to be represented by counsel, and to make such statements as he/she deems relevant. The board of directors may also have counsel present. The board of directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings.
- (d) If the board of directors determines that the application should be rejected, it shall record its reasons with the chief staff executive (or duly authorized designee). If the board of directors believes that denial of membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that denial shall become effective upon entry in a suit by the association for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring that the rejection violates no rights of the applicant.

### **Section 4. New Member Code of Ethics Training.**

Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership who have completed comparable orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less. Failure to satisfy this requirement within 90 days of the date of application will result in denial of the membership application or termination of provisional membership.

Note: Orientation programs must meet the learning objectives and minimum criteria established from time to time by the NATIONAL ASSOCIATION OF REALTORS®. (Adopted 1/01)

**Section 5. Continuing Member Code of Ethics Training.**

Effective *January 1, 2017*, through *December 31, 2018*, and for successive *two* year periods thereafter, each REALTOR® member of the association (with the exception of REALTOR® members granted REALTOR® Emeritus status by the National Association) shall be required to complete quadrennial ethics training of not less than two (2) hours and thirty (30) minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, the State Association of REALTORS®, the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any two (2) year cycle shall not be required to complete additional ethics training until a new two (2) year cycle commences.

Failure to satisfy this requirement shall be considered a violation of a membership duty. Failure to meet the requirement will result in suspension of membership for the first two months (January and February) of the year following the end of any two (2)-year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

**Section 6. Status Changes**

(a) A REALTOR® who changes the conditions under which he/she holds membership shall be required to provide written notification to the association within 30 days. A REALTOR® (non-principal) who becomes a principal in the firm with which he/she has been licensed or, alternatively, becomes a principal in a new firm which will be comprised of REALTOR® principals may be required to satisfy any previously unsatisfied membership requirements applicable to REALTOR® (principal) members but shall, during the period of transition from one status of membership to another, be subject to all of the privileges and obligations of a REALTOR® (principal). If the REALTOR® (non-principal) does not satisfy the requirements established in these Bylaws for the category of membership to which they have transferred within 30 days of the date they advised the association of their change in status, their new membership application will terminate automatically unless otherwise so directed by the board of directors.

A REALTOR® (or REALTOR-ASSOCIATE®, where applicable) who is transferring his/her license from one firm comprised of REALTOR® principals to another firm comprised of REALTOR® principals shall be subject to all of the privileges and obligations of membership during the period of transition. If the transfer is not completed within 30 days of the date the association is advised of the disaffiliation with the current firm, membership will terminate automatically unless otherwise so directed by the board of directors. (Amended 1/98)

(b) Any application fee related to a change in membership status shall be reduced by an amount to any application fee previously paid by the applicant.

## **ARTICLE VI - PRIVILEGES AND OBLIGATIONS**

### **Section 1.**

The privileges and obligations of members, in addition to those otherwise provided in these Bylaws, shall be as specified in this Article.

### **Section 2.**

Any member of the Board may be reprimanded, fined, placed on probation, suspended or expelled by the Board of Directors for a violation of these Bylaws and Board Rules and Regulations not inconsistent with these Bylaws, after a hearing as provided in the Code of Ethics and Arbitration Manual of the Board. (Although Members other than REALTORS®, are not subject to the Code of Ethics nor its enforcement by the board, such members are encouraged to abide by the principles established in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® and conduct their business and professional practices accordingly. Further, Members other than REALTORS® may, upon recommendation of the Membership Committee, or upon recommendation by a hearing panel of the Professional Standards Committee, be subject to the discipline as described above, for any conduct which in the opinion of the Board of Directors, applied on a nondiscriminatory basis, reflects adversely on the terms REALTOR®, and the real estate industry, or for conduct that is inconsistent with or adverse to the objectives and purposes of the local Board, the State Association, and the NATIONAL ASSOCIATION OF REALTORS®.

### **Section 3.**

Any REALTOR® Member of the Board may be disciplined by the Board of Directors for violations of the Code of Ethics or other duties of membership, after a hearing as described in the Code of Ethics and Arbitration Manual of the Board, provided that the discipline imposed is consistent with the discipline authorized by the Professional Standards Committee of the NATIONAL ASSOCIATION OF REALTORS® as set forth in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION.

### **Section 4.**

Resignations of Members shall become effective when received in writing by the Board of Directors, provided, however, that if any Member submitting the resignation is indebted to the Board for dues, fees, fines, or other assessments of the Board or any of its services, departments, divisions, or subsidiaries, the Board may condition the right of the resigning Member to reapply for membership upon payment in full of all such monies owed.

### **Section 5.**

If a Member resigns from the association or otherwise causes membership to terminate with an ethics complaint pending, the complaint shall be processed until the decision of the association with respect to disposition of the complaint is final by this association (if respondent does not hold membership in any other association) or by any other association in which the respondent continues to hold membership. If an ethics respondent resigns or otherwise causes membership in all Boards to terminate before an ethics complaint is filed alleging unethical conduct occurred while the respondent was a REALTOR®, the complaint, once filed, shall be processed until the decision of the association concerning the disposition of the complaint is final. In any instance where an ethics hearing is held after an ethic respondent's resignation or membership termination, any discipline ratified by the Board of Directors shall be held in abeyance until the respondent rejoins an association of REALTORS®.

(a) If a member resigns or otherwise causes membership to terminate, the duty to submit to arbitration (or to mediation if required by the association) continues in effect even after membership lapses or is terminated, provided that the dispute arose while the former member was a REALTOR®. (Amended 1/00 and 11/11)

**Section 6. REALTORS® Members**

(a) REALTOR® Members whether primary or secondary, in good standing whose financial obligations to the Board are paid in full shall be entitled to vote, and to hold elective office the Board; may use the term REALTOR® and REALTORS®, which use shall be subject to the provisions of Article VIII; and have their primary responsibility to safeguard and promote the standards, interests, and welfare of the Board and the Real Estate Profession.

(b) If a REALTOR® member is a sole proprietor in a firm, a partner in a partnership or an officer in a corporation and is suspended or expelled, the firm, partnership, or corporation shall not use the terms REALTOR® or REALTORS® in connection with its business during the period of suspension, or until readmission to REALTOR® membership, or unless connection with the firm, partnership, or corporation is severed, whichever may apply. The membership of all other principals, partners, or corporate officers shall suspend or terminate during the period of suspension of the disciplined member, or until readmission of the disciplined member, or unless connection of the disciplined member with the firm, partnership, or corporation is severed, whichever may apply. Further, the membership of REALTORS® other than principals who are employed by or affiliated as independent contractors with the disciplined member shall suspend or terminate during the period of suspension of the disciplined member or until readmission of the disciplined member or until connection of the disciplined member with the firm, partnership, or corporation is severed, or unless the REALTOR® member (non-principal) elects to sever his/her connection with the REALTOR® and affiliate with another REALTOR® member in good standing in the association, whichever may apply.

If a REALTOR® member who is other than a principal in a firm, partnership, or corporation is suspended or expelled, the use of the terms REALTOR® or REALTORS® by the firm, partnership, or corporation shall not be affected.

(c) In any action taken against a REALTOR® Member for suspension or expulsion under Section 6 hereof, notice of such action shall be given to all REALTORS® employed by or affiliated as independent contractors with such REALTOR® Member and they shall be advised that the provisions in Article VI, Section 6 apply.

**Section 7.**

**Institute Affiliate Members**

Institute Affiliate Members shall have rights and privileges and be subject to obligations prescribed by the Board of Directors consistent with the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

NOTE: Local associations establish the rights and privileges to be conferred on Institute Affiliate Members except that no Institute Affiliate Member may be granted the right to use the term REALTOR®, REALTOR-ASSOCIATE®, or the REALTOR® logo; to serve as President of the local association; or to be a Participant in the local association's Multiple Listing Service.

**Section 8.**

**Affiliate Members.**

Affiliate Members shall have rights and privileges and be subject to obligations prescribed by the Board of Directors.

**Section 9.**

**Public Service Members**

Public Service Members shall have such privileges and rights and be subject to such obligations as may be prescribed by the Board Directors

**Section 10.**

**Honorary Members**

Honorary Members shall confer no rights except the right to attend meetings and participate in discussions, and shall impose no obligations.

**Section 11.**

**Student Members**

Student Members shall have such privileges and rights and shall be subject to such obligations as may be prescribed by the Board of Directors.

**Section 12.**

**Certification by REALTOR®.**

"Designated" REALTOR® Members of the Board shall certify to the Board during the month of August on a form provided by the Board, a complete listing of all individuals licensed or certified in the REALTOR®'s office(s) and shall designate a primary Board for each individual who holds membership. Designated REALTORS® shall also identify any non-member licensees in the REALTOR®'s office(s) and if Designated REALTOR® dues have been paid to another Board based on said non-member licensees, the Designated REALTOR® shall identify the Board to which dues have been remitted. These declarations shall be used for purposes of calculating dues under Article X, Section 2(a) of the Bylaws. "Designated" REALTOR® Members shall also notify the Board of any additional individual(s) licensed or certified with the firm(s) within 30 days of the date of affiliation or severance of the individual.

**Section 13. Harassment.**

Any member of the association may be reprimanded, placed on probation, suspended or expelled for harassment of an association or MLS employee or association officer or director after an investigation in accordance with the procedures of the association. As used in this section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the president, and president-elect and/or vice president and one member of the board of directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint names the president, president-elect or vice president, they may not participate in the proceedings and shall be replaced by the immediate past president or, alternatively, by another member of the board of directors selected by the highest ranking officer not named in the complaint.

**NOTE:** Suggested procedures for processing complaints of harassment are available on line at <http://www.REALTOR.org> or from the Member Policy Department. (Amended 5/08)

## **ARTICLE VII - PROFESSIONAL STANDARDS AND ARBITRATION**

### **Section 1.**

The responsibility of the Board and of Board Members relating to the enforcement of the Code of Ethics, the disciplining of members and arbitration of disputes, and the organization and procedures incident thereto, shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as amended from time to time, which is by this reference incorporated into these Bylaws, provided, however, that any provisions deemed inconsistent with state law shall be deleted or amended to comply with state law.

### **Section 2.**

It shall be the duty and responsibility of every REALTOR® Member of this Board to abide by the Constitution and Bylaws and the Rules and Regulations of the Board, the Constitution and Bylaws of the State Association, the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, and to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further defined and in accordance with the procedures set forth in the Code of Ethics and Arbitration Manual of NATIONAL ASSOCIATION OF REALTORS® as amended from time to time, which is by this reference incorporated into these Bylaws, provided however, that any provisions deemed inconsistent with state law shall be deleted or amended to comply with state law.

## **ARTICLE VIII - USE OF THE TERMS REALTOR® AND REALTORS®**

### **Section 1.**

Use of the terms REALTOR® and REALTORS®, by Members, shall, at all times, be subject to the provisions of the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS® and the Rules and Regulations prescribed by its Board of Directors. The Board shall have the authority to control, jointly and in full cooperation with the NATIONAL ASSOCIATION OF REALTORS®, use of the terms within its jurisdiction. Any misuse of the terms by members is a violation of a membership duty and may subject members to disciplinary action by the Board of Directors after a hearing as provided for in the association's Code of Ethics and Arbitration Manual.

### **Section 2.**

(a) REALTOR® Member of the Board shall have the privilege of using the terms REALTOR® and REALTORS® in connection with their places of business within the state or a state contiguous to it so long as they remain REALTOR® Members in good standing. No other class of Members shall have this privilege.

### **Section 3.**

(a) REALTOR® Member who is the principal of a real estate firm, partnership, or corporation may use the terms REALTOR® and REALTORS® only if all the principals of such firm, partnership, or corporation who are actively engaged in the real estate profession within the state or a state contiguous thereto are REALTOR® Members or Institute Affiliate Members as described in Section 1 (b) of Article IV.

(e) In the case of a REALTOR® member who is a principal of a real estate firm, partnership, or Corporation whose business activity is substantially all commercial, the right to use the term REALTOR® or REALTORS® shall be limited to office locations in which a principal, partner, corporate officer, or branch office manager of the firm, partnership, or corporation holds REALTOR® membership. If a firm, partnership, or corporation operates additional places of business in which no principal, partner, corporate officer, or branch office manager holds REALTOR® membership, the term REALTOR® or REALTORS® may not be used in any reference to those additional places of business.

### **Section 4.**

Institute Affiliate Members shall not use the terms REALTOR® or REALTORS® nor the imprint of the emblem seal of The NATIONAL ASSOCIATION OF REALTORS®.

## **ARTICLE IX - STATE AND NATIONAL MEMBERSHIPS**

### **Section 1.**

The association shall be a member of the NATIONAL ASSOCIATION OF REALTORS® and the Connecticut Association of REALTORS®. By reason of the such membership, each REALTOR® member shall be entitled without further payment to membership in the NATIONAL ASSOCIATION OF REALTORS® and the Connecticut Association of REALTORS® without further payment of dues. The association shall continue as a member of the State and National Associations, unless by a majority vote of all of its REALTOR® members, decision is made to withdraw, in which case the State and National Associations shall be notified at least one month in advance of the date designated for the termination of such membership.

### **Section 2.**

The Board recognizes the exclusive property right of the NATIONAL ASSOCIATION OF REALTORS® in the term REALTOR®. It shall forthwith discontinue use of the terms in any form in its name upon ceasing to be a member of the NATIONAL ASSOCIATION, or upon a determination by the Board of Directors of the NATIONAL ASSOCIATION that it has violated the conditions imposed upon the terms.

### **Section 3.**

The Board adopts the Code of Ethics as the same may be enforced now and amended from time to time of the NATIONAL ASSOCIATION OF REALTORS® and agrees to enforce the Code of Ethics among its REALTOR®. The Board and all of its members agree to abide by the Constitution and Bylaws, Rules and Regulations and policies of the NATIONAL ASSOCIATION and the Connecticut Association of REALTORS®.



## **ARTICLE X - DUES, FEES AND FINANCES**

### **Section 1. Application Fee**

(a) The Board of Directors may adopt an application fee for REALTOR® Membership in reasonable amount, not exceeding three times the amount of annual dues for REALTOR® Membership which shall be required to accompany each application for REALTOR® Membership, and which shall become the property of the Board upon final approval of the application.

(b) The Board of Directors may make a distinction between the application fees to be paid by applicants who will be Designated REALTORS® and those who will not be Designated REALTORS®. When a REALTOR Member who is not a Designated REALTOR® elects to become one, he/she shall pay an additional amount, equal to the difference, if any, between these fees.

(c) The application fee required of a Secondary Member shall be the same as that required of a Primary REALTOR® Members, and with the same distinction as indicated in paragraph B of this Article.

### **Section 2. Dues**

(a) The Annual dues of Members shall be as follows:

The annual dues of each designated REALTOR® member shall be in such amount as established annually by the board of directors, plus an additional amount to be established annually by the board of directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any association in the state or a state contiguous thereto or Institute Affiliate members of the association. In calculating the dues payable to the association by a designated REALTOR® member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the designated REALTOR® has paid dues based on said non-member licensees in another association in the state or a state contiguous thereto, provided the designated REALTOR® notifies the association in writing of the identity of the association to which dues have been remitted. In the case of a designated REALTOR® member in a firm, partnership, or corporation whose business activity is substantially all commercial, any assessments for non-member licensees shall be limited to licensees affiliated with the designated REALTOR® (as defined in (1) and (2) of this paragraph) in the office where the designated REALTOR® holds membership and any other offices of the firm located within the jurisdiction of this association.

(1) For the purpose of this section, a REALTOR® member of a Member Board shall be held to be any member who has a place or places of business within the state or a state contiguous thereto and who, as a principal, partner, corporate officer, or branch office manager of a real estate firm, partnership, or corporation, is actively engaged in the real estate profession as defined in Article III, Section 1 of the Constitution of the NATIONAL ASSOCIATION OF REALTORS®. An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or by any broker who is licensed with the REALTOR®, or by any entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2(a)(1) hereof) provided that such licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer, or branch office manager of the entity.

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling, or appraising real property. The individuals disclosed on such form shall not be

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deemed to be licensed with the REALTOR® filing the form for purposes of this section and shall not be included in calculating the annual dues of the designated REALTOR®.

Designated REALTORS® shall notify the association within three (3) days of any change in the status of licensees in a referral firm.

The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property) other than referrals, and dues for the current fiscal year shall be payable.

Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® or REALTOR-ASSOCIATE® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® or REALTOR-ASSOCIATE® membership during the preceding calendar year.

(Amended 11/09 and 11/14)

(b) The annual dues of REALTOR® Members other than the Designated REALTOR® shall be an amount determined annually by the Board of Directors.

In the case of a newly affiliated or employed salesperson, the amount to be paid by the "designated" REALTOR® under the "additional amount" described above, shall become due and payable when it is established that the salesperson's affiliation has existed for 30 days without an application for membership having been filed with the Board.

**(c) Institute Affiliate Members.** The annual dues of each Institute Affiliate member shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

**NOTE:** The Institutes, Societies, and Councils of the National Association shall be responsible for collecting and remitting dues to the National Association of Institute Affiliate members (\$105). The National Association shall credit \$35 to the account of a local association for each Institute Affiliate Member whose office address is within the assigned territorial jurisdiction of that association, provided, however, if the office location is also within the territorial jurisdiction of a Commercial Overlay Board (COB), the \$35 amount will be credited to the COB, unless the Institute Affiliate member directs that the dues be distributed to the other association. The National Association shall also credit \$35 to the account of state associations for each Institute Affiliate Member whose office address is located within the territorial jurisdiction of the state association. Local and state associations may not establish any additional entrance, initiation fees or dues for Institute Affiliate members, but may provide service packages to which Institute Affiliate members may voluntarily subscribe. (Amended 11/2013)

D. Affiliate Members. The annual dues of each Affiliate Member shall be in such amount as established annually by the Board of Directors.

E. Public Service Members. The annual dues of each Public Service Member shall be in such amount as established annually by the Board of Directors.

F. Honorary Members. Dues payable, if any, shall be at the discretion of the Board of Directors.

G. Student Members. Dues payable, if any, shall be at the discretion of the Board of Directors.

**Section 3. Dues Payable.**

Dues for all members shall be payable annually in advance on the first day of January. Dues shall be computed from the date of application and granting of provisional membership.

- (a) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Board dues, and the individual remains with the designated REALTOR®'s firm, the dues obligation of the "designated" REALTOR® (as set forth in Article X, Section 2 (a)) will be increased to reflect the addition of a non-member licensee.
- (b) Dues shall be calculated from the first day of the current fiscal year and are payable within 30 days of the notice of termination.

**Section 4. Non-Payment of Financial Obligations**

If dues, fees, fines or other Assessments including amounts owed to the Board or the Board's Multiple Listing Service are not paid within 30 days after due date, the member is subject to suspension at the discretion of the Board of Directors. 60 days after due date membership shall automatically terminate unless within that time the amount due is paid. A former member who has had his membership terminated may apply for reinstatement in the manner described for new applicants for membership, except that a reinstatement fee, in an amount determined by the Board of Directors, shall be substituted for the application fee described in Article X, Section 1. Payment in full of all past due accounts shall be made before or at the time of application for reinstatement.

**Section 5. Deposits and Expenditures.** Deposits and expenditures of funds shall be in accordance with policies established by the board of directors. (Amended 1/05)

**Section 6. Payment of Board Dues**

Any payments of Board dues to the State and NATIONAL Associations more than amounts collected from members and allocated for these purposes shall be made only upon specific authorization by the Board of Directors.

**Section 7.**

The dues of REALTOR® members who are REALTOR® Emeriti (as recognized by the National Association), past presidents and past treasurers of the National Association or recipients of the Distinguished Service Award shall be as determined by the board of directors. (Amended 11/2013)

**NOTE:** A Member Board's dues obligation to the National Association is reduced by an amount equal to the amount which the association is assessed for a REALTOR® member, times the number of REALTOR® Emeriti (as recognized by the National Association), past presidents and past treasurers of the National Association, and recipients of the Distinguished Service Award of the National Association who are REALTOR® members of the association. The dues obligation of such individuals to the local association should be reduced to reflect the reduction in the association's dues obligation to the National Association. The association may, at its option, choose to have no dues requirement for such individuals except as may be required to meet the association's obligation to the State Association concerning such individuals. Member Boards should determine whether the dues payable by the association to the State Association are reduced concerning such individuals. It should be noted that this does not affect a "designated" REALTOR®'s dues obligation to the association concerning those licensees employed by or affiliated with the "designated" REALTOR® who are not members of the local association. (Amended 11/2013)

## **ARTICLE XI - OFFICERS AND DIRECTORS**

### **Section 1. Board of Directors**

The governing body of the Association shall be a Board of Directors consisting of twelve Directors and the President, and President-Elect.

### **Section 2. Officers**

The officers of the Board shall be a President, President-Elect, Association Executive, Vice President, Secretary, and Treasurer. The Board of Directors shall choose from among its membership, a Vice-President, a Treasurer, and a Secretary. The President shall have the right to nominate candidates for such offices from among the Board of Directors.

### **Terms of office**

(a) **President-Elect/President** shall be elected annually for a two-year term, during the second year of the two-year term he/she undertakes the full responsibilities of the office of President. After that a past President may only be elected President-Elect; if there has been one full intervening term. The immediate past President shall be President Ex-Officio for one year for the Corporation, without the right of vote.

(b) **6 Directors** shall be elected annually for a term of two years and may be elected for a consecutive term. After that, a past Director may only be elected Director if there has been one full intervening term.

(c) **State Directors** shall be elected for a term of one year. The Directors of the Connecticut Association of REALTORS® may be re-elected for a maximum of two additional terms. After that, a past State Director may only be elected State Director; if there has been one full intervening term.

### **Section 3. Eligibility for Office**

(a) **President/President-Elect.** To be eligible for nomination to the office of President/President-Elect the individual may be a Primary or Secondary REALTOR member of NFCAR in good standing and must have served at least one term as an active Committee Chairperson or as a Local or State Director for NFCAR. Affiliate Members are not eligible to hold the office of President/President-Elect.

(b) **Local Director.** To be eligible for nomination to the office of Local Director the individual may be a Primary or Secondary REALTOR or a Primary or Secondary Affiliate member of NFCAR in good standing.

(c) **State Director.** To be eligible for nomination to the office of State Director, the individual may be a Primary or Secondary REALTOR Member of NFCAR in good standing and must have served at least one term as an Officer or Director for NFCAR or a CT REALTOR association.

#### **Section 4. Duties of Officers and Directors**

- ❖ **Directors** The Directors shall have the control and management of the affairs and business of the corporation. They shall administer the finances of the Board but shall not incur any obligation more than 25% over the budgeted amount of capital expenditures without authorization by a majority vote of the REALTOR Members present and qualified to vote at any meeting at which a quorum is present.
- ❖ **Executive Vice President** It shall be the responsibility of the Executive Vice President to conduct the day to day affairs of the Association as outlined in his/her job description, and such duties as the Board of Directors may direct. The Executive Vice President position is non-voting on the board of directors.
- ❖ **President** It shall be the responsibility of the President to oversee all of the activities of the Board of Directors and to provide leadership in the accomplishment of its goals. The President shall be ex-officio, a member of all standing committees and shall be notified of their meetings. The President of the association also represents the Board as a director of the CONNECTICUT ASSOCIATION OF REALTORS® in addition to our elected CAR Directors.
- ❖ **President-Elect** It shall be the responsibility of the President-Elect to assist the President and to represent the Board in whatever capacity is designated by the President. The President-Elect shall also represent the Board as a director of the CONNECTICUT ASSOCIATION OF REALTORS®; this appointment shall reduce our CAR elected allotment by one seat (1) yearly. During the second year of the President Elects two-year term, he or she undertakes the full responsibilities of the office of Association President. The President-Elect shall have full voting rights as a member of The Board of Directors
- ❖ **Vice President** It shall be the responsibility of the Vice President to assist the President and to represent the Board in whatever capacity is designated by the President.
- ❖ **Secretary** It shall be the responsibility of the Secretary to keep the records of the Board and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and to the Connecticut Association of REALTORS®.
- ❖ **Treasurer** It shall be the responsibility of the Treasurer to insure that the Board of Directors manages the Board's budget and is adequately informed about choices regarding the allocation of Board resources. The Treasurer should formulate financial issues and establish necessary procedures, which should then be administered by the Finance Committee. The Treasurer shall be responsible for long-term financial strategies and plan for the Board and its subsidiary interests, as well as for short-term financial control systems that are required by the staff and the Finance Committee. The Treasurer shall insure that the annual budget is, in fact, an instrument that actively guides and facilitates Board actions.

#### **Section 5. Elections and Appointments**

##### **(a) Elections Committee**

1. To be eligible for nomination for the Elections Committee, the individual shall be a Member of the Board and be in good standing.
2. The Elections Committee shall consist of five members appointed by the Board of Directors, from a slate of at least one or more candidates for each position, as proposed by the preceding Elections Committee. Such appointments shall be for a two-year term (maximum two terms).

##### **(b) Duties and Procedures of the Elections Committee.**

1. The Committee shall propose at least one or more candidates to fill the vacancies for the six (6) positions on the Board of Directors, at least one or more candidates for the Office of President-Elect, and a slate of at least one or more candidates for the number allotted to the Board of Directors of the Connecticut Association of REALTORS®.

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2. Notification of the commencement of nominations for the offices of Local Directors, State Directors and Elections Committee for either the biennial or interim election shall be noticed to the membership by May 15th each year. The eligibility criteria shall be included.
3. All members of the Election Committee shall receive a list of all members eligibility.
4. The Elections Committee shall actively solicit nominees through a notice in the Boards Newsletter, and by such other means, as they may deem necessary and appropriate.
5. Any REALTOR® Member may submit his/her name for nomination or the name of any other REALTOR® Member that meets the eligibility criteria.
6. The Elections Committee shall qualify each nominee for eligibility and consent by July 15th each year.
7. Written notice shall be sent to all members announcing the eligible candidates, and their qualifications received to date. Also, the Elections Committee shall set an exact date for the close of nominations (mid-August). This date shall be included with the announcement of eligible candidates.
8. Any further nominations after the close of nominations shall be in writing and signed by no fewer than 35 of the Boards REALTOR® Members.
9. No nominations will be accepted after the 21st day preceding the Annual Meeting
10. Three weeks before the Election, each REALTOR® Member shall receive a Call for the Annual Meeting and Election, a list of all candidates, Bylaws to be amended (if any), the hours and location of voting and requests for Proxy Ballots.
11. Proxy Ballots must be received at the Board Office by 5:00 PM the day preceding the Election.
12. The Election of Officers and Directors may take place at the Board Office in person between the hours of 9:00 AM and 4:00 PM or votes may be cast electronically by eligible members via secure internet voting, following proper procedures. The Ballot shall contain the names of all candidates and the offices for which they are proposed.
13. The Elections Committee shall tabulate the Ballots and shall be responsible for the breaking of ties except for the Office of President. Ties to the Office of President shall be decided by re-balloting within ten days of the election.
14. The new slate of Officers and Directors shall be announced by the Elections Committee Chairperson at the Annual Meeting.
15. Any member of the Elections Committee who is a candidate for office shall be disqualified from participation on the Committee while such a candidate.

**Section 8.**

**Removal of Officers and Directors**

In the event that an Officer or Director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the Officer or Director may be removed from office under the following procedure:

(a) A petition requiring the removal of an Officer or Director and signed by not less than one-third of the voting membership or a majority of all Directors shall be filed with the President, or if the President is the subject of the petition, with the next ranking officer, and shall specifically set forth the reasons the individual is deemed disqualified from further service.

(b) Upon receipt of the petition, and not less than twenty (20) days or more than forty-five (45) days thereafter, a special meeting of the voting membership of the Board shall be held, and the sole business of the meeting shall be to consider the charge against the Officer or Director and to render a decision on such petition.

(c) The special meeting shall be noticed to all voting members at least ten (10) days before the meeting, and shall be conducted by the President of the Board unless the President's continued service in office is being considered at the meeting. In such case, the next-ranking Officer will conduct the meeting of the hearing by the Members. Provided a quorum is present, a three-fourths vote of Members present and voting shall be required for removal of office.

**Section 9. Vacancies**

1. In the event a vacancy occurs in the office of President, the Vice President will be appointed by majority vote of the Board of Directors to assume the Office of President.

2. In the event a vacancy occurs in the office of President-Elect, the vacancy shall be filled in the following manor. A vacancy in the office of President-Elect shall be filled by majority vote of the Board of Directors. Vacancies shall be filled within 60 days. "Also see NFCAR Policy Manual."

3. Vacancies in the Board of Directors, the Directors of the Connecticut Association of REALTORS®, or the Elections Committee, shall be filled by majority vote of the Board of Directors. Vacancies shall be filled within 60 days. "Also see NFCAR Policy manual."

## **ARTICLE XII - MEETINGS**

### **Section 1. Annual Meetings**

The Annual Meeting of the Association shall normally be held in September, the date, time and place to be determined by the Board of Directors.

### **Section 2. Meetings of Directors**

The Board of Directors shall designate a regular time and place of meetings. Absence from three consecutive meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation there from. A quorum shall consist of a simple majority of the Board of Directors. Special meetings of the Board of Directors can be called by the President and shall be called upon the written request of five members of the Board of Directors.

### **Section 3. Other Meetings**

Meetings of the Members may be held at such other times as the President, or the Board of Directors may determine or upon the written request of at least ten percent of the REALTOR® Members.

### **Section 4. Notice of Meetings**

Written notice shall be given to every member entitled to participate in the meeting at least ten days preceding all meetings. If a special meeting is called, it shall be accompanied by a statement of the purpose of the meeting, including a list of candidates, if the meeting is for an election.

### **Section 5. Quorum for Membership Meetings**

A quorum for the transaction of business at general and special meetings of the membership shall consist of 20% of the members eligible to vote, except as may otherwise be required by state law. (Amended 05/2013)

**Section 6. Electronic Transaction of Business.** To the fullest extent permitted by law, the board of directors or membership may conduct business by electronic means. (Adopted 1/05)

**Section 7. Action without Meeting.** Unless specifically prohibited by the articles of incorporation, any action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more directors. All the approvals evidencing the consent shall be delivered to chief staff executive to be filed in the corporate records. The action taken shall be effective when all the directors have approved the consent unless the consent specifies a different effective date. (Adopted 1/05)



## **ARTICLE XIII - STANDING COMMITTEES**

### **Section 1. Standing Committees**

The President shall appoint from among the REALTOR® Members subject to confirmation by the Board of Directors, a Chairman of each of the following Standing Committees:

Professional Standards	Grievance
Education	Finance
Equal Opportunity	Program
Legislative	Membership

### **Section 2. Special Committees and Task Forces**

The President shall appoint, from among the Directors, and subject to confirmation by the Board of Directors, the Chairman of such special committees and Task Forces as he may deem necessary.

### **Section 3. Committee Membership**

Each Chairman of a Standing Committee, a Special Committee or a Task Force shall select members of his/her committee, subject to ratification by the Board of Directors.

### **Section 4. Organization**

All Committees shall be of such size and shall have such duties, functions, and powers as may be assigned to them by the President or the Board of Directors, except as otherwise provided for in the Bylaws.

## **ARTICLE XIII - FISCAL AND ELECTIVE YEAR**

### **Section 1.**

The fiscal and elective year of the Board shall be the calendar year.

## **ARTICLE XV - RULES OF ORDER**

### **Section 1.**

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Board, its Board of Directors and Committees, in all instances wherein its provisions do not conflict with these Bylaws.

## **ARTICLE XVI - AMENDMENTS**

### **Section 1.**

These Bylaws may be amended by majority vote of the Members present and qualified to vote at any meeting at which a quorum is present, provided the substance of such proposed amendment or amendments shall be plainly stated in the Call for the meeting, except that the Board of Directors may, at any regular or special meeting of The Board of Directors at which a quorum is present, approve amendments to the Bylaws which are mandated by NAR policy.

### **Section 2.**

Notice by mail of all meetings at which such amendments are to be considered shall be given to every REALTOR® Member at least ten days before the time of the meeting.

### **Section 3.**

Amendments to these Bylaws affecting the admission or qualifications of REALTOR® Members, the use of the terms REALTOR® and REALTORS® or any alteration in the territorial jurisdiction of the Board shall become effective upon their approval by the Board of Directors of the NATIONAL ASSOCIATION.

## **ARTICLE XVII - DISSOLUTION**

### **Section 1.**

Upon the dissolution or winding up of the affairs of this Board, the Board of Directors, after providing for the payment of all obligations, shall distribute any remaining assets to the Connecticut Association of REALTORS®, Inc., or within its discretion to any other non-profit tax-exempt organization.

adopted 01/01/75   amended 10/20/82   amended 11/15/94   amended 11/15/01  
amended 11/01/76   amended 09/18/84   amended 08/19/96   amended 03/29/05  
amended 11/01/78   amended 09/24/86   amended 05/23/97   amended 05/05/05  
amended 11/01/79   amended 09/28/88   amended 01/29/97   amended 05/06  
amended 09/16/80   amended 11/10/92   amended 01/29/00   amended 02/08  
amended 10/14/81   amended 07/21/93   amended 06/15/00   amended 08/10  
amended 05/09/12   amended 01/23/14   amended 02/25/16   amended 1/17/17  
amended-01/01/18   amended 12/10/18