

Central Illinois Board of REALTORS® , Inc.

Policy and Procedures Manual

I. Quorums:

For the purpose of conducting business at membership meetings a quorum shall consist of 10% of the Members eligible to vote.

For the purpose of conducting business at the Executive Committee meetings, a quorum shall consist of five of the Directors and the acting President.

II. Executive Committee - Vacation month or special meetings

For the purpose of conducting business during a vacation month, specially called meetings or when a majority of the Directors cannot be physically present at a stated meeting, business may be conducted by contacting the individual directors by means of phone or facsimile, advising of the agenda items and rationale, with that officer or director casting their vote via the phone or facsimile to be followed by a written approval or rejection from that officer or director to the Association Executive.

III Officer Job Description

President:

Shall appoint all standing committees and their chairman subject to Board of Director approval and be an ex-officio of all committee's without vote.

Conduct all Executive Committee and Membership meetings.

Carry out the functions of President as the title suggests.

Attend IAR meetings when possible and cast the vote of the CIBR at Director meetings

Vice President:

Shall be the chairman of the Programs & Mini Series Committee.

Carry out the functions of the President when unable to attend meetings.

Carry out the functions of the Vice President as the title suggests.

Secretary:

Shall be the overseer of the Minutes of the Board of Directors and Membership meetings. Take minutes of these meetings if the Executive Officer is unable to attend.

Shall be the responsible for the corporate signature of the Treasurer on any documents so requiring.

Treasurer:

Shall chair the Budget Committee & Finance Committee and assist in preparing the Budget annually. Shall be responsible for calling meetings of this committee to review periodically the financial status of the Board and make recommendations to the Board of Directors for adjustments if needed. Shall assist the Audit Committee with their function of auditing the books annually.

Shall be the responsible for the corporate signature of the Treasurer on any documents so requiring.

Shall issue checks in behalf of the Board in the event the Association Executive is unable to receive or disburse monies for the Board.

Committee Chairman:

Shall be responsible to the Association Executive in making recommendations for action by this Board.

Shall notify the Association Executive in advance of calling meetings so they may be scheduled and members of the committee notified.

Shall be responsible for the Minutes of committee meetings when the Association Executive is unable to attend.

When approved by the Board of Directors then committee chairman shall report committee approved recommendations, events or changes to the general membership of the Central Illinois Board of REALTORS®. Minutes of the Committee meeting shall be forward to the Association Executive in a timely manner.

IV Membership:

Applications for membership shall be submitted in a manner as to be received by the Membership Committee within 60 days of becoming licensed to be voted on by the Board of Directors at the next scheduled meeting.

The application fee of \$150.00 and annual dues or pro-ration of dues, whichever the case may be, shall accompany the application and will be deposited upon receipt.

The Membership Committee shall approve or reject the application and shall submit said recommendation to the Board of Directors as outlined in Section 3, Article V of the Bylaws.

Notice to Members of applications received shall be printed on the monthly meeting announcements.

V Transfer of Membership (from another Board)

Should an applicant be relocating to the area under the jurisdiction of the Central Illinois Board of REALTORS®, he/she must:

Submit an application.

Submit a letter of recommendation from the previous Board of Realtor® which shall show whether or not the member was in good standing (meaning all dues and fees being paid) and having completed a course of Orientation or Indoctrination.

Submit the proper fees for membership at that given time, being pro-rated local dues, if State and National are current.

Submit a \$25.00 transfer fee.

Should a prospective member not be in good standing with another Board in the State of Illinois, he shall follow the guidelines for new membership, submit the proper fees, and shall be required to complete a course of Orientation.

VI Orientation:

The Central Illinois Board of Realtors® shall provide the meals of the new members and guest speakers during an Orientation.

VII Dropped Membership

Should a member resign and ask to be reinstated within one (1) years time (dues year), having previously completed this Boards course of Orientation, shall not be required to pay the application fee again. Should the resigned member request Membership after the year limit, they shall apply as a new member with the application fee being required. This prospective member should convey in letter form to the Board of Directors when re-applying the circumstances from which they resigned or weredropped and reinstatement with or without fees shall be at the discretion of the Board of Directors.

VIII Dues:

The dues amount of each member shall be established annual by the Board of Directors.

VIII.a. Dues statements shall be mailed to the members in the fall as soon as physically possible. Dues shall be due by October 10 for the next fiscal year. Dues not received by October 10th shall be subject to \$1.00 per day fine until paid.

(Amended and approved: October 1992)

IX Guidelines for Reimbursement to National Association of Realtor® meetings.

Should a situation arise that requires a member of the Central Illinois Board of Realtors® to attend a NAR meeting. Such a request for reimbursement shall be submitted to the Board of Directors for their decision of approval or rejection. The Board of Directors shall establish a per diem or reimbursement.

X Guidelines for Reimbursement.

Illinois Association of Realtors® Business Meetings:

President and Vice-President shall attend all Illinois Association of Realtors® business meetings and be reimbursed for their expenses as allocated by each of their budgets.

Illinois Association of Realtors® Leadership Conference:

President Elect and Vice-President Elect shall attend the Illinois Association of Realtors® leadership conference and be reimbursed for their expenses as allocated by each of their budgets.

Other Illinois Association of Realtors® Events:

President and Vice-President may be reimbursed for expenses incurred while attending other Illinois Association of Realtors® events as allocated within each of their budgets.

In the event the President or Vice-President can not attend Illinois Association of Realtors® Business meetings, another board member in good standing will be designated as the voting delegated for the Central Illinois Board of Realtors®. The voting delegates shall receive the same benefits as would have gone to the President and Vice-President.

XI Scholarships

Spring Conference:

The Central Illinois Board of Realtors® shall provide one scholarship, pending the availability of funds and being so noted on the annual budget, to attend the conference and shall reimburse that individual for the registration fee only. There shall be a drawing of those in attendance of the meeting when the drawing is to be held.

GRI:

The Central Illinois Board of Realtors® shall sponsor a minimum of two (2) scholarships to attend GRI. One scholarship shall be for Course I only, the second may be for any undergraduate or graduate course. Tuition only will be reimbursed. Additional scholarships may be offered annually depending upon the number of scholarships received by the GRI Committee. Scholarships shall be awarded per GRI guidelines.

Convention:

The Board shall sponsor a minimum of one (1) scholarship to attend the annual convention and shall reimburse the attendee for the registration fee only.

XII Professional Standards and Grievance Committee Members

New members of the Grievance or Professional Standards Committee shall attend the Illinois Association of Realtors® sponsored Professional Standards Workshop. All attendees shall have their registration fees paid by the Board. Attendance is required for new members and existing members must attend the workshop bi-annually.

At the discretion of the Professional Standards Panel a fee may be adopted for filing an Arbitration Grievance. Any or all of the filing

fees may be refunded to either party at the discretion of the Panel.

XIII Membership Meeting Meals

The Board will provide meals for guest speakers.

The Board shall provide the meal of the current President or presiding officer.

When reservations must be guaranteed, any member making a reservation and failing to cancel shall be billed for an amount equal to that of attending that function.

XIII Expression of Sympathy

As an expression of sympathy from the Central Illinois Board of Realtors® upon the death of one of its members, an appropriate gesture shall be sent to the family or charity of their choice not to exceed \$40.00. A card should be sent upon death of immediate family members.

XV Plaques & Honors

The immediate Past President shall receive a plaque.

The Realtor of the Year shall receive an appropriate plaque and their expenses paid to attend the Illinois Association of Realtors®, Realtor® of the Year Awards banquet.

The incoming President shall receive a President's pin if available.

Committees requesting plaques shall so request through the Board of Directors and the Budget Committee.

The cost of plaques shall not exceed \$50.00 each.

XVIII Criteria For Holding Office

It is recommended that nominees for the office of President shall have served on the Board of Directors (either as an Officer or Director) for at least one term anytime prior to nomination.

It is recommended that nominees for Directors, Vice President, Secretary or Treasurer have been a member of the Central Illinois Board of Realtors® for at least two (2) years or have attended 60% of the membership meetings during the year prior to nomination.

XIX Clarification of Article VI: Privileges and Obligations of the Bylaws, Section 15, Legal Liability Training.

A member shall be deemed to have completed their obligation upon providing evidence (Certification form) to the Board, stating the course completed, signed by the member and the member's broker of record.

Illinois Continuing Education instructors may also use their teaching experience if they teach mandatory categories. Elective categories will not be considered. (Clarification provided and approved by the Board of Directors, September 1994)

Effective January 1, 2001, through December 31, 2004, and for successive four year periods thereafter, each REALTOR member of the association shall be required to complete quadrennial ethics training of not less than two hours and thirty 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 or who have completed the New Member Code of Ethics Orientation during any four year cycle shall not be required to complete additional ethics training until a new four year cycle commences.