

**Northside Division  
of the  
Metropolitan Indianapolis Board of REALTORS®**

**Governing Rules and Regulations**

*Adopted: October 5, 1979  
Amended: August 11, 1982  
June 17, 1987  
June 15, 1992  
December 31, 2005  
October 31, 2008 (subject to MIBOR approval)*

**The Mission of the Division**

The mission of this organization shall be to enhance all aspects of the real estate business. The organization encourages participation and support of The Metropolitan Indianapolis Board of REALTORS® through knowledge, growth and community service among its members.

**I. Name**

The name of this organization shall be the Northside Division, hereafter referred to “Division” of Metropolitan Indianapolis Board of REALTORS®, hereafter referred to “MIBOR”.

**II. Governing Documents**

The 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 Division is not organized for profit.

**IV. Membership**

Membership shall be open to any REALTOR® offices located within the boundaries of District 1. Broker/Managers outside District 1, but in a district adjacent to District 1, may elect to have their office membership included in the Northside Division. MIBOR approval is required for such action. All MIBOR Affiliate members who hold a current membership with MIBOR are welcome to participate in all Northside functions.

**V. Officers**

The Officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. Chair and Vice Chair may not serve consecutive years in the same position and must be REALTOR® members. Secretary and Treasurer may serve up to three consecutive years and may be either REALTOR® or Affiliate members.

**VI. Executive Committee**

- a. The Executive Committee shall consist of the Division Chair, Vice Chair, Secretary, Treasurer, Immediate Past Chair, elected District 1 Director(s) and Committee Chairs.
- b. The Executive Committee shall develop and offer such programs and services as are necessary to accomplish the objectives of the Division. The regular business of the 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. Executive Committee vacancies may be filled by appointment from the Executive Committee members.

**Role Descriptions for Executive Committee**

**DIVISION CHAIR**

Perform, Assign or Delegate the following:  
Coordinate & Preside over Monthly Meetings.  
Attend 2 MIBOR Division Leadership Meetings.  
Oversees the coordination of Speakers & Feature Affiliates.  
Email agenda before Executive Committee Meetings.  
Ensure minutes are taken.  
Write Thank You notes.  
Communicate w/MIBOR Staff.  
Be a sounding board for new ideas  
Act as an ex-officio of all committees EXCEPT the Nominating Committee.  
Appoint Committee Chairs where they are not defined by the Rules & Regulations. The Executive Committee has the right to approve or disapprove appointments.  
Responsible for confirming meeting locations and reservations.

**VICE CHAIR**

Prepared to lead meetings if Chair is not available  
Support Chair's instructions & delegations  
Attend 2 MIBOR Division Leadership Meetings  
Obtain Annual Platinum Sponsors  
Coordinate Sponsorship for Division  
Chair Holiday and Summer Party Committees

Coordinates annual bus to the Housing Summit

**SECRETARY**

Keep minutes of Executive Meeting  
Email minutes to Executive Committee  
Develop action items & accountability list based upon Executive Meeting  
Bring copies of prior meeting minutes to Executive Meeting for approval

**TREASURER**

Collect & Deposit all Funds  
Pay Bills  
Balance Checkbook Monthly  
Buy Gifts for Guest Speakers  
Sell 50/50 raffle tickets at each monthly meeting  
Monthly Report to Executive Committee  
Provide MIBOR w/year end financial tax statement  
Annual re-signing of bank signatures by current chair and treasurer

**IMMEDIATE PAST CHAIR**

Support Division Chair and Vice Chair  
Serve as the Nominating Committee Chair  
Offer guidance & wisdom from past experience  
Be a resource for knowledge, research, and expertise  
Support and attend Northside Division monthly meetings and events.

**Elected MIBOR DIRECTOR**

Attend monthly Northside division meeting  
Report to division membership current MIBOR activities – if unable to attend, arrange appropriate spokesperson to deliver report  
Act as a resource for Governance, Industry Issues, Membership, Professional Standards, etc.

**VII. Division Committees**

**A. Communication Committee - 1 Chair**

Coordinate email communication through a professional vendor to Members & Affiliates.  
Send out meeting announcements on Fridays, Mondays and Tuesdays before monthly meetings.  
Attend monthly meetings and executive committee meetings  
Report division meeting attendance to executive committee  
Help as requested at monthly meetings  
Update e-mail list

Print, distribute and collect sign-in sheets at meetings  
Coordinate website updates

## **B. Program Committee**

**2 Chairs:** one Affiliate and one REALTOR®.

### **Programming**

Consult with Co-Chair on meeting topics.  
Coordinate w/division Chair about Programming.  
Confirm Speaker, Date & time.  
Communicate topic w/presenter, establish credibility & accountability.  
Write Thank You notes to guest speakers.  
Provide list to communications and webmaster prior to monthly mailings  
Keep records of past speakers & featured affiliates

### **Meeting Sponsors**

Responsible for securing two sponsor per meeting  
Send written confirmations prior to the meeting  
Place reminder call prior to meeting to confirm attendance  
Confirm MIBOR membership of all individuals prior to presentation  
Provide list of sponsors to the Executive Committee  
Provide list to communications and webmaster prior to monthly mailings

## **C. Nominating Committee – Consisting of 5 Members**

**Chaired by:** Immediate Past Chair

Second Past Chair

Current REALTOR® of the Year

Current Affiliate of the Year

One Member at Large – Member-at-Large may not be a current member of the Executive Committee. If any one of the above required Committee Members is one-in-the-same, the Committee shall select two Members-At-Large. Election of Member-at-Large must be completed at the same time Officers are elected by the membership. Members interested in serving as an officer, may not serve on the Nominating Committee. All members of the Nominating Committee shall be from different firms and shall not serve consecutive years.

## **D. Award Committee – Consist of 5 members**

**Co-Chaired by:** Immediate past Northside REALTOR® of the Year & Affiliate of the Year Award Recipients.

The committee shall include one member-at-large selected by the general membership at the annual election of officers.

The committee should have a majority of past recipients but NOT ALL members are past recipients.

The Award Committee Co-Chairs shall solicit nominations from the membership in writing.

All nominations shall be presented to the Awards Committee.

All nominees shall be an active member of MIBOR.

The current Division Chair, Vice-Chair, Secretary and Treasurer are ineligible.

Prior recipients shall be eligible to receive an award more than once.

All members of the Awards Committee shall not serve consecutive Years.

### **VIII. Annual Elections**

A. Candidates for office shall be nominated and elected in the month of November. Nominations will be made by the Nominating Committee and a multiple slate will be presented to the membership in October. Additional nominations may be made from the floor.

B. 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.

C. Those members elected shall take office the first meeting in January.

D. Elected officers shall serve for one year and may not succeed himself/herself, with the exception of secretary and treasurer who may serve for no more than 3 years.

### **IX. Division Meetings**

A. The regular Division meeting shall be held on the second Wednesday of each month or as determined by the Executive Committee.

B. The Division is encouraged to provide representation, as ex-officio members, to various MIBOR Committees and groups as presented by MIBOR.

### **X. 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 Division may engage in voluntary fundraising, partnership activities to assist with the mission of the Division as determined by the Executive Committee or General Committees

**XI. Quorum**

A. A quorum shall consist of those active members present at any given regular scheduled meeting. A motion must receive the affirmative vote of a majority of those voting.

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

**XII. 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 ten 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.