

Michigan REALTOR® Associations Executive Council
STATEMENT OF ORGANIZATION
AND PURPOSE

Approved September 25, 1988

Amended March 31, 1989

Amended June 14, 1990

Amended September 2004

Amended October 8, 2009

NAME: Michigan REALTOR® Associations Executive Council (MRAEC).

MEMBERSHIP: Membership is available to any paid Association Executive Officer and staff of Member Associations, Boards, Institutes, Societies, Councils and Multiple Listing Services recognized by the National and Michigan Associations of REALTORS®. Qualifications for membership are to make application, pay dues and subscribe to the principles of the MRAEC.

PURPOSE: The purpose of the MRAEC is to:

Promote sound, efficient, and progressive practices in the administration and management of Member Associations and Boards.

Foster cooperation and networking in the exchange of information based on the experience and knowledge of members.

Provide a forum in which members may enhance their professional image.

Expand members' management skills through education, communication, and mutual support.

Promote understanding of the objectives and policies of the National Association of REALTORS® and the Michigan Association of REALTORS®.

PRIVILEGES AND OBLIGATIONS: By becoming and remaining a member, each member agrees that he/she has the following privileges and obligations:

- To vote and hold elective office
- To prepare for and attend all meetings
- To pay dues promptly
- To willingly serve the MRAEC
- To share information and experience with others
- To integrate new members into the MRAEC
- To inform MRAEC leadership of a potential or current situation that has an effect on the MRAEC

DUES: Members shall vote at the annual meeting each year to adopt dues for the coming year to fund the activities of MRAEC. Dues shall be billed to all current members by the Treasurer during December and are due by January 15 of each year. A completed application for membership and receipt of dues payment shall serve as acceptance into the MRAEC. Anyone who applies for membership during the year shall be billed on a quarterly pro-rated basis. Dues are not refundable or transferable.

OFFICERS AND EXECUTIVE COMMITTEES: There shall be four (4) Officers of the Executive Officers Council. Their duties shall be such as their titles, by general usage, would indicate and such as may be assigned to them respectively by the membership. All expenditures and contracts shall be authorized by at least two officers.

- **PRESIDENT:** The President shall preside at all meetings of the MRAEC.
- **PRESIDENT-ELECT:** The President-Elect shall act on the behalf of the President in the President's absence. The President-Elect shall succeed to the office of President. In the event the President resigns from said position prior to the end of the elected term, then the President-Elect shall serve in that position.
- **TREASURER:** The Treasurer shall oversee the finances of the MRAEC. The Treasurer shall provide a statement of finances for every MRAEC meeting. The Treasurer shall ensure that the monies are kept in appropriate investments and financial institutions. The Treasurer shall prepare a budget for review and adoption at the Annual Meeting.
- **SECRETARY:** The Secretary shall ensure that all records are maintained and official or governmental documents are filed in a timely manner.
- **EXECUTIVE COMMITTEE:** The four (4) officers shall comprise the Executive Committee. They are responsible for all business and expenditures of the MRAEC between official meetings.

ELECTIONS/VACANCIES: The Officers shall be elected by the membership at the Annual Meeting of the MRAEC by a majority vote of those members present and voting. Office vacancies shall be filled by appointment by the Executive Committee until the next annual election. The MAR Director shall be elected by a majority vote of those Local Association Executive Officers present and voting at the Annual MRAEC Meeting. A Local Association Executive Officer shall be defined as the senior paid staff member of a Local Association in charge of their day-to-day operations. The Executive Officer MAR RPAC Representative shall be elected by the membership at the Annual Meeting of the MRAEC by a majority of those members present and voting.

ELECTIVE TERM: The officers shall serve for one year or until replaced by their successor. The elective term shall start on October 1 or the date of the Annual MRAEC Meeting, whichever is later. The MAR Director elective term shall be two (2) one year consecutive terms with a term limit of two(2) one year consecutive terms which shall start on January 1. The Executive Officer MAR RPAC Representative shall be elected for a two (2) year term which shall start on January 1.

RPAC TRUSTEE: The duties of the MRAEC RPAC (PAC) Trustee are:

- To encourage local association executives to support the goals and objectives of the PAC, and to conduct such fundraising programs or initiatives required to meet the MRAEC objectives.
- To fill the position of the National Association of REALTORS® (NAR) Regional Association Executive Political Action Committee and/or the NAR Association Executive Regional contact.

COMMITTEES: The President shall appoint, subject to ratification of the Executive Committee, such committees that are required to perform the business of the MRAEC and to fulfill the strategic objectives of the MRAEC.

NOMINATING COMMITTEE: The Nominating Committee shall be chaired by the Immediate Past President of the MRAEC. Other Members of the Committee shall be appointed by the President, subject to ratification by the Executive Committee. The Committee shall be responsible for annually nominating candidates for the positions of President-Elect, Treasurer and Secretary. The Committee will also nominate candidates for the MAR Director and the Executive Officer MAR RPAC Representative positions in the year that the current term of those positions expire. The Nominating Committee report shall be sent electronically to all MRAEC Members at least one week prior to the Annual Meeting of the MRAEC. Additional nominees for any elected position shall be nominated from the floor at the Annual Meeting of the MRAEC.

MEETINGS: The Annual Meeting shall be at the Annual convention of the Michigan Association of REALTORS®. Other meetings of the MRAEC shall be at the call of the President, or at the call of forty (40) percent of members of the MRAEC. Two (2) weeks advance written notice stating the purpose of the meeting shall be given. The MRAEC may conduct meetings via conference call, fax, phone pool, or email.

QUORUM: A quorum at meetings of the MRAEC shall be forty (40) percent of the members in good standing. A quorum must be maintained to conduct any business.

AMENDMENTS: Amendments to this Statement of Organization shall be by a vote of two-thirds (2/3) or a quorum at any meeting. Written notice of the proposed amendment(s) shall be provided two (2) weeks in advance.

RULE OF ORDER: The latest edition of Robert's Rules of Order shall govern the conduct of meetings and organization if not addressed in this Statement of Organization. Notices may be mailed, faxed, or sent via email.

DISSOLUTION: Should the Council dissolve or be disbanded, any remaining assets shall be given to a charity, or any other entity as deemed appropriate by a majority vote of those members present and voting.