



LAGUNA BOARD
OF REALTORS®

EST 1924

How to Become an Affiliate Member of the Laguna Board of REALTORS®

You will need a copy of your driver's license and business license

Completed Affiliate application

Association dues and fees are posted on this website, but you will need to get an exact quote on your dues when you contact us.

Thank you,

The Laguna Board of REALTORS®

939 Glenneyre St., Suite A
Laguna Beach, 92651
(949) 497-2474



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Affiliate Membership Application

Application Fee: \$ 50 Marketing Session Affiliate Fund: \$50
Annual Dues: \$100 (prorated monthly) Affiliate Directory (Optional): \$50

I hereby apply for membership in the Laguna Board of REALTORS®

Firm Name: _____

Address: _____

City: _____

State/Zip: _____ E-mail: _____ Web Address: _____

Phone: _____ Fax: _____

Type of Business: _____ License # _____
Provide a copy of your business license and CA drivers license.

I am the Representative:

Name: _____ Phone: _____

Billing Address: _____

City: _____ State/Zip: _____

Cell Phone: _____

I agree to notify the Board of any change in the above information.

I irrevocably waive all claims against the Board, its Officers, Directors or Members for any act in connection with the business of the Board.

I agree to abide by such Rules and Regulations as the Board of Directors may from time to time establish regarding Affiliate Members and their activities.

Memberships are held by individuals and are not transferrable.

Applicant Signature _____

Date _____

Revised

The applicant agrees to conduct their business in accordance with the The Code of Ethics and Standards of Practice of the National Association of REALTORS and the Laguna Board of REALTORS bylaws.

Laguna Board of REALTORS®

Affiliate Division

Bylaws

Affiliate Division Organization

Mission Statement

The purpose of the Affiliate Division is to (1) interact with the Board and REALTOR® members, to exert a positive influence on the real estate industry and the community, (2) participate in and within the Division structure of the Board, and (3) support the Board in its activities at all levels of organized real estate.

Structure

The Affiliate Division is comprised of individuals, firms and REALTOR® members. The Division shall operate within the guidelines of the Division Bylaws and the Board Bylaws. The Affiliate Division shall have an Executive Committee comprised of 10 officers including a Chairman, two Vice-Chairmen, Secretary, Treasurer, immediate past Chairman and four Directors. The Chairman shall serve as a non-voting member on the Board of Directors of the Board.

Responsibilities

The responsibilities of the Division are to:

1. interact with and support the Board in all of its activities;
2. provide programs to members which will promote and enhance their professionalism;
3. keep the Board and the REALTOR® members informed on relevant economic and industry trends;
4. provide professional ancillary services necessary to efficiently and professionally complete real estate transactions;
5. sponsor, promote and participate in Board events and programs;
6. serve on Board committees and task forces;
7. assure that the Affiliate Division and members operate within the Bylaws of the Division and the Bylaws of the Board.
8. report regularly to the Board of Directors on the activities of the Affiliate Division;
9. prepare a budget for programs/events which the Affiliate Division oversees or is involved; and
10. implement programs for maintaining accurate membership records, verifying the validity of membership and recruiting new members.

**LAGUNA BOARD OF REALTORS®
BYLAWS**

Section 1. Purpose. The purpose of the Affiliate Division is to interact with the Laguna Board of REALTORS® (hereafter "Board") and its REALTOR® members to exert a positive influence on the real estate industry and to be an integral part of the Board.

Section 2. Structure. The Division shall operate within the guidelines of these operating rules and the Board Bylaws. In the event of a conflict between the Division Bylaws and the Board Bylaws, the Board Bylaws shall prevail.

Section 2. Members. Affiliate members shall be individuals or firms who desire information concerning real estate and are in sympathy with the objectives of the Board, who (1) do not qualify for REALTOR® membership, or (2) are licensed or certified to engage in real estate practice who, if otherwise eligible, do not elect to hold REALTOR® membership in the Board, provided the applicant is engaged exclusively in a specialty of the real estate business other than brokerage or real property. If an individual holds a real estate license, or a license or certification from the Office of Real Estate Appraisal (OREA) and is engaged in the real estate business, he/she may elect to hold REALTOR® and Affiliate membership.

Section 4. Application. An individual or firm shall automatically become an Affiliate member upon (1) completion and submission of the appropriate documentation, (2) payment of the required application fee and dues, completion of any other requirements required by the Board of Directors.

Section 5. Officers. The officers of the Affiliate Division shall be a chairman, 2 vice-chairmen, secretary, treasurer and the immediate past chairman and 4 directors.

Section 6. Board of Directors. The Board of Directors shall consist of the officers and four directors.

Section 7. Executive Committee. The Executive shall consist of the officers of the Affiliate Division.

Section 8. Election of Officers and Directors. The election of officers and directors will be held in November of each year. The Affiliate Division members shall nominate one or more individuals for each position to be filled. The Affiliate Executive Committee shall determine the nomination process. An Affiliate Division meeting for the election of officers will be held in

November with a meeting notice sent to all Affiliate members between 7 and 15 days prior to the meeting. Officers will be elected by a majority vote of the Affiliate members attending the November meeting.

Section 9. Duties of Officers. It shall be the duty of each officers to (1) support and work closely with the other officers and the Affiliate members, (2) participate in the functions of the Division, including attendance at committees, task force and working group meetings and (3) oversee compliance of the bylaws by the Division members.

Additional duties of officers shall be:

- A. **Chairman:** The Chairman shall (1) preside at all meetings of the Division; (2) supervise the administration of the Division; (3) report to the Board of Directors on the activities of the Division and request approval of Division recommendations and (4) report to the Affiliate Division on the activities of the Board.
- B. **Vice-Chairman:** The Vice-Chairman shall preform the duties of the Chairman in his/her absence.
- C. **Secretary:** The Secretary shall (1) take minutes at all Division, task force and working group meetings and (2) perform the duties of Chairman and Vice-Chairman in their absence.
- D. **Treasurer:** The Treasurer shall (1) work closely with the Board Executive Vice President for the purpose of reporting the status of the Division's finances.
- E. **Immediate Past Chairman:** The Immediate Past Chairman shall (1) provide guidance to the officers and the Division when requested and (2) perform the duties of the Chairman in the absence of the Chairman, Vice-Chairman and Secretary.

Section 10. Terms of Officers and Directors. The term of each officer and director shall be one (1) year.

Section 11. Voting. Individual Affiliate members shall have voting rights at all meetings of the Division, task forces or working groups.

Section ~~10~~ 12. Executive of Contracts and Disbursements of Funds. The administration of the Division shall be vested in the officers, however, contracts shall be approved and executed by the Board's Executive Vice President. Requests for disbursement of funds or reimbursement for funds advanced on behalf of the Division shall be made by *Check Request* in advance and shall be completed in detail. All *Check Requests* shall be signed by the Treasurer of the Division and the individual seeking reimbursement, if applicable. If Check Request is for reimbursement of funds advanced, receipt(s) for funds advanced shall be attached.

Check Request. Check Request shall be submitted to the Executive Vice President for approval. Execution of checks shall be by any authorized signatory on the Board's checking accounts. At the discretion of the Executive Vice President, the execution of contracts or disbursements of any checks may be subject to approval of the Board of Directors.

Section 13. Meetings.

- A. **Regular Meetings:** Regular meetings of the Division shall be held monthly, at a time and place designated by the Chairman. Under extenuation circumstances, the Chairman may change the date, time and/or location of meetings.
- B. **Special Meetings:** Special meetings of the Division may be called by the Chairman.
- C. **Executive Committee Meetings.**

Section 14. Notice of Meetings. Notice of all Division meetings shall be given to Affiliate members at least five (5) days prior to said meeting.

Section 15. Quorum. A quorum for the transaction of business by the Division shall be a minimum of at least ten (10) members. Firms with multiple representatives shall count as one (1) member for purposes of a quorum.

Section 16. Attendance. Any officer or director who misses three (3) regular meetings, or, task force or working group meetings, without an excuse deemed acceptable to the other officers and directors, may be replaced by another member of the Division and that individual be removed as an officer or Director of the Board of Directors.

Section 17. Vacancies. Vacancies among the officers or directors shall be filled by the Board of Directors for the balance of the term. If a vacancy occurs in the position of Immediate-Past Chairman, the position shall not be filled.

Section 18. Recognition.

- A. Affiliate members shall be individually recognized for their contribution of time, effort, financial resources and/or gifts at Board events.
- B. One or more Affiliate members may be recognized for outstanding service to the Board and the Division by the Member Services Committee in the form of the "Affiliate of the Year" award.