



~~CCRIM CONTRA COSTA REAL ESTATE IN MOTION~~

**Draft Constitution and By-Laws**

**of the**

**CONTRA COSTA REALTORS IN MOTION**

**(The CCRIM)**

~~Amended August 29, 2010~~  
~~July 7, 2015~~

**November 5, 2019**  
**4.13.23 DRAFT**

**CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023**

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# CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

## MISSION STATEMENT

To embrace and foster professionalism for the real estate community by providing networking and educational opportunities at CCRIM meetings and beyond

## ARTICLE I

### *NAME:*

The name of the Association shall be set forth above in the title of this Constitution and By-Laws as the “Contra Costa Realtors in Motion” also known as “The CCRIM”.

## ARTICLE II

### *PURPOSE:*

The purpose of this CCRIM shall be:

- The specific and primary purpose of the CCRIM is to operate a Business League within the meaning of Section 23701e of the California Revenue and Taxation Code.  
  
To help members improve awareness of inventory and market conditions.
- To network with other licensed real estate professionals and affiliates.
- To provide members with instructions, educational materials, and opportunities which will help to sustain a high level of professionalism in the real estate industry.

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- To provide opportunities for members to enhance service to the community.
- To encourage members to engage in the highest ethical and professional standards.
- This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes. Copy of Tax-Exempt status is found in **Appendix 1.**
- ~~Notwithstanding any of the above statements of purposes and powers, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of the association.~~

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**ARTICLE III**

***MEETINGS:***

~~This Association~~ **CCRIM** shall meet regularly once a week or as otherwise provided by the Constitutions and By-Laws of this CCRIM.

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- Regular meetings ~~of this Association~~ shall be held ~~every~~ **Tuesdays** at such an hour and at a place as the CCRIM shall designate. ~~from time to time.~~
- Special meetings may be called by a majority vote of the members at any regular meeting.

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- The Board of Directors ~~of this Association~~ shall meet monthly. Additional Board meetings may be held as it is required to further the business of ~~this Association~~ **CCRIM.**

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ARTICLE IV

*DUES and MEMBERSHIP*

Every member of the ~~Association~~ CCRIM shall also be a member in good standing of the Contra Costa Association of Realtors. Every Member shall pay a fee, as prescribed by the duly elected Board of ~~Directors~~ and as described in ARTICLE IX: Fees. **A member is defined as one who has attended at least twelve (12) meetings in the calendar year.** Evidence of membership may be obtained through Annual Fees or through a 12 Pack Program. ~~Every member and non-member attending weekly meetings is requested to bring their business card.~~

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ARTICLE V

*~~ASSOCIATION~~ CCRIM OFFICERS (aka Board of Directors):*

- The officers of ~~this Association~~ CCRIM shall be President, ~~President-Elect, delete P-E~~, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, Tour Director, Past President and ~~Social Media~~ Communications Director ~~-5 advisory members~~
- The President, ~~President-Elect~~, Past President and Tour Director shall always be an active licensed ~~real estate agent~~ Realtor in good standing.
- Vice President, Secretary, Treasurer, Sergeant-At-Arms may be either an active Realtor or industry affiliate.
- All officers, together with a past President shall constitute the Board of Directors of this CCRIM having general administrative powers. ~~The officers shall be elected as provided in the By-Laws (Article X) of this CCRIM, and shall all be members of good standing. Licensed Realtors serving as board members to be a member of CCAR in good standing.~~

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- The immediate Past President shall act in an Advisory capacity.  ~~together with 5 elected Advisory elected members~~ The recent Past President shall chair the Advisory Council and serve in an advisory capacity for a term ~~no greater than 2 Years.~~ ~~The membership at large shall elect the Advisory Council, numbering 5 members and no more than 6 members held to the same requirements as the Board of Directors. The purpose of the Advisory Council shall be to review policy and procedures of the Association and to advise, as needed, the Board of Directors. The Advisory Council officers shall be staggered to that approximately one half of the officers are elected each year. No Advisory Council Member shall serve more than two (2) consecutive terms on the Advisory Council,~~
- The term of each officer shall commence on January 1, and shall continue through December 31 (a period of one year). No officer shall serve more than two (2) consecutive terms in the same office.
- ~~The President-Elect is to succeed the President upon the expiration of the President's term or in the event the President is no longer able to conduct his/her position as leader of the Association. Suggest the P-E be eliminated.~~

## ARTICLE VI

### **QUORUM:**

#### ARTICLE VI

### QUORUM:

- A. A majority of the current Board of Directors shall constitute a quorum for the transaction of all business and elections of this Association.
- B. A two-thirds (2/3) vote of the Board of Directors shall constitute a quorum to pass a motion. The Past President shall have voting rights.

A majority of the active membership shall constitute a quorum for the transaction of all business and elections of this CCRIM. The definition of an "active member" shall be determined by the Board of Directors ~~and the Advisory Council~~ and as defined in Article IV Dues and Membership.

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### ARTICLE VII

#### *AFFILIATION AND MEMBERSHIP.*

The members of the CCRIM this CCRIM shall be actively involved with the real estate industry and supporting affiliate services as defined in Article IV.

### ARTICLE VIII

#### *POLICY AND PRACTICES:*

- The articles of the CCRIM shall be governed by the Realtors' Code of Ethics and the California Association of Realtors Code of Ethics *and Arbitration Manual*.
- The most current revision of *Roberts' Rules of Order* shall be the final authority as to parliamentary procedure.

The CCRIM must abide by State and Federal laws regulating “not-for-profit organizations.” And more specifically “business Leagues” (Internal Revenue Code Section 501© (6): California Revenue and Taxation Code Section 23701(e)

### ARTICLE IX

#### *AMENDMENTS:*

These Constitutions and By-Laws may be amended at any regular meeting of this CCRIM by a majority vote of the active members. Such amendments must be proposed in writing by an active member at a meeting *at least two weeks* preceding that at which the amendment is to be voted upon.

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### ARTICLE X

#### *FEES:*

- The fees and dues shall be determined by the elected Board of Directors.
- ~~The CCRIM must abide by State and Federal laws regulating “not-for-profit organizations.” And more specifically “business Leagues” (Internal Revenue Code Section 501© (6)- California Revenue and Taxation Code Section 23701©- Moved to article VIII~~
- The Board of Directors shall present a balanced budget at the end of their terms of office.

### ARTICLE XI

#### *ELECTIONS OF OFFICERS*

- The elected officers of this CCRIM shall be the President, (~~President-Elect~~), Vice President, Secretary, Treasurer, Sergeant-At-Arms, Tour Director, Communications Director ~~Social Media Coordinator~~ and a past President (aka Advisory Council).
- 4 weeks prior to election: Nominating Committee presents its report (nominations?) to regular meeting
- 3 Weeks prior to election: Nominations made by floor, telephone, or email.
- Nominees consult with corresponding board member.
- First Tuesday in November - Floor speeches by nominees and Elections
- ~~Nominations for Association officers shall be made by the Nominating Committee chaired by the Past president or in their absence a member appointed by the President at least Six four weeks prior to the election. This committee shall consist of three active members, using the Constitution and By-Laws as their guidelines for nominations. It is recommended that at least one member of the Nominating Committee~~



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~~shall be a past President and member of the Advisory Council.~~

- ~~This committee shall present its report at the regular meeting at least Six four weeks preceding the meetings at which the election is to take place and shall present only the names of eligible active members who have consented to serve if elected.~~
- ~~Nominations may be made from the floor, or by telephone or email commencing three weeks prior to the election. The nominees shall be active members having attended a minimum twelve meetings in the calendar year.~~
- All elections shall be by secret ballot of a majority vote of all active members present at the meeting.
- The President, Secretary and Sageant at Arms shall be responsible for distributing the ballots to and collecting completed ballots from attendees meeting the membership requirements.
- ~~Nominations for officers shall take place three weeks prior to the 1st Tuesday in November.~~ The speeches for offices of President, Vice-President, Secretary, Treasurer, Sergeant-At Arms, Communications Director and Tour Director shall take place on the day of the election (first Tuesday in November). New officers shall take office at the first meeting in January, and shall serve for a term commencing January 1<sup>st</sup>, and concluding December 31<sup>st</sup>.       ▪   ▪
- ~~Candidates for Realtor of the Year and Affiliate of the Year are nominated by the CCRIM membership.~~
- ~~Candidates for “Realtor of the Year” and “Affiliate of the Year” Awards shall not campaign or make speeches.~~
- Any vacancy in office shall be filled by a special election at the meeting two weeks following the announcement of the vacancy.

## ARTICLE XII

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### *DUTIES OF OFFICERS:*

#### **PRESIDENT**

- The President shall lead the weekly meetings as prescribed by Article XII: Duties of Officers of the Constitution and By-Laws.
- Leads the Monthly Board Meetings: set and distribute agenda, review outstanding projects, manage any issues arising from weekly meetings.
- Shall create a nominating committee 4 weeks prior to Board Elections for the purpose of holding nominations and election for the Board of Directors.
- Represents the CCRIM at the Board meetings and other such organizations for the purpose of furthering the mission of CCRIM
- Is responsible for identifying a professional tax preparer for the purpose of filing tax returns for CCRIM for their year of office. This responsibility is shared with the Treasurer.
- 

#### **PRESIDENT ELECT**

- ~~Vice President-Elect shall, in the absence of the President, lead the monthly Board of Directors meeting on behalf of the President and stand in for the president at the weekly CCRIM meetings and other meetings that will further the mission of this Association.~~

*The President shall appoint a qualified person to review the CCRIM Insurance Policy and make recommendation for any changes to ensure adequate coverage.*

***PRESIDENT SHALL Ensure** the CCRIM has a volunteer who will publish the weekly Tour Sheet. The tour sheet should contain the following:*

- Cover page with Date of meeting
- 2<sup>nd</sup> page to contain Board of Directors Names and contact information.
- 3<sup>rd</sup> page to contain the List of Sponsors
- 4<sup>th</sup> page to contain the CCRIM Protocols.

#### **VICE PRESIDENT**

- Shall be responsible for securing sponsors for each meeting, will maintain a database of sponsors.
- Shall be responsible for invoicing and collecting payments from sponsors.
- Shall in the absence of the President lead monthly Board of Director meetings on behalf of the President and stand in for the President at

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weekly CCRIM meetings and any other meeting(s) that will further the Mission of CCRIM

- Shall be responsible for sharing the Sponsorship information with the parties who require such information for scheduling presentations, for advertising and for coordination of sponsorship benefits.
- Together with the current Board, is responsible for securing a venue for the meetings through March 31 the year after they are in office.
- Shall arrange for refreshments at the meeting, cost to be approved by the Board of Directors.

### SECRETARY

- The Secretary has custody of the CCRIM's Constitution and the By-Laws and all other records and documents of the CCRIM, including but not limited to bank account numbers, location and pin codes or passcodes, credit card numbers (if any), Licenses for Software Programs and Licenses and Administrative codes for Website.
- Name and contact information for Insurance coverage.
- Copies and number for Tax Exempt status
- Tax ID number
- *Copy of the most current lease agreement for the weekly meetings*
- The Secretary shall keep an accurate record of the monthly board meetings of the CCRIM and shall transmit same to the successor in the office. The Secretary is responsible for providing the Presentation Certificates at each meeting, and procuring the quarterly Realtor and Affiliate plaques or certificates.

### TREASURER

- The Treasurer receives, deposits and disburses, with the approval of the CCRIM, all Association funds, pays all debts as they become due, and keeps an accurate account of all financial transactions. The Treasurer shall make financial reports to the Board of Directors on a monthly basis, and to the CCRIM upon request, but no less than semi-annually. The Treasurer shall prepare a balanced budget for the membership at year's end, transmit the accounts and any undistributed funds to the successor in office by December 31<sup>st</sup>. The treasurer shall prepare the final books for review by appointed accountant who will be directed to prepare the CCRIM's Annual Tax Returns. The Treasures shall maintain the CCRIM Bank accounts in good standings.

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- SEE APPENDIX \_\_\_\_\_

### SERGEANT -AT-ARMS

- The Sergeant-At-Arms is responsible for setting up and take down of the room at each CCRIM meeting. Sergeant-At-Arms shall be responsible for the check in at the front desk and collection of funds and business cards of from meeting attendees, transferring money to the Treasurer, report weekly attendance figures by REALTOR and AFFILIATE category, collect property presentation flyers, and community announcements. The Sergeant-At-Arms is responsible for the orderly behavior of members and enforces the orders of the President at the meetings.

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### TOUR DIRECTOR

- Tour Director oversees the preparation of the tour on Monday making sure that each participant has followed the guidelines, and has the discretion to allow minor exceptions to the guidelines. Cut off time to submit properties is 12 noon Monday.
- At the Tuesday meeting, is responsible for having **all participating listing agents check in at the tour desk**
- The Tour Director is responsible for ensuring the prospective Caravan Tour properties are listed on the Multiple Listing Service.
- The tour director will use these properties to design the weekly tour and determine the order in which the tour will take place.
- Will announce the tour at the CCRIM meeting.
- Shall be ~~is in charge and is~~ responsible for taking a roll call of all participating listing agents at the first house and making sure that they attend all properties on tour.
- ~~At the last house on tour,~~ Shall be responsible for collecting business cards of all agents who attended the tour at the last house. The cards are then used on the following Monday to verify the attendees (qualify for the Tuesday tour)
- ~~The Tour Director will maintain this information on the web at the CCRIM website.~~

### PAST PRESIDENT

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- Past President is responsible for the continuity of process and procedures established during their tenure as President. They will provide advice to any situation arising out of the CCRIM meetings. Past President will lead the election process of new officers and the selection of Realtor of the Year and Affiliate of the year. Past President will oversee the Nominating Committee:
  - Solicit nominations for officers from the membership at designated meetings.
  - Supervise secret balloting for election of officers at designated meeting.
  - Will oversee the selection process for REALTOR of the Year and Affiliate of the Year Awards:
  - Solicit nominations from previous recipients.
  - Oversee membership vote at designated meeting(s)
  - Arrange with Secretary for providing presentation plaques
  - Coordinate award presentation with President.

### ~~SOCIAL MEDIA COORDINATOR~~ ~~COMMUNICATIONS DIRECTOR~~

The **Communications Director** shall be responsible for managing and updating all social media outlets on a weekly basis with fresh content. The **Communications Director** shall facilitate and send out a CCRIM meeting preview via email, every Monday prior to Tuesday's meeting, and in the event there is a "review", shall send the review by Wednesday following the CCRIM meeting. The **Communications Director** is responsible for gathering the Sponsorship logos from the Vice President and the Digital flyers from the Tour Director so he/she can display the sponsors and formal presentations at each weekly meeting on the AV System. The **Communications Director** will manage and run the Audio Video at each meeting.

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**ARTICLE XIII**

***PROCEDURES FOR REMOVAL FROM OFFICE:***

Should an officer be found in breach of the Code of Ethics set forth by the ~~Board~~ Association of Realtors convicted of a felony charge or absent from the meetings for a protracted and unreasonable period of time, that officer shall be subject to removal from office by a majority vote of the active members.

**ARTICLE XIV**

The following Committees shall be formed as needed as needed at the start of each calendar year:

- Nominating
- Membership
- Sponsorship
- Finance and Budget
- Communication
- Tour Desk
- Hospitality

~~Advisory This could be discussed.....might consider elimination, AND PROVIDE FOR "COMMITTEE AS NEEDED".~~

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### ARTICLE XV

#### *DISSOLUTION OF THE CCRIM:*

In the event of the dissolution of the CCRIM, distribution of any funds after payment of any indebtedness may be made by a refund to its active members or be donated to a designated community service project as selected by a majority vote of the active members.

#### FORMAL PRESENTATION PROTOCOLS

Anyone wishing to make a formal presentation will advise the Communications Director no later than noon the day before by emailing to ~~at the front desk, give him/her 2 copies of the flier for the property which is to be presented (unless the flyer has been emailed to~~ [presentation@ccrimtoday.com](mailto:presentation@ccrimtoday.com) ~~and receive a number for the order in which they shall present.~~ Each presenter will have approximately ~~30~~ 60 seconds for their presentation. ~~Presentations should be of new listings or listings that have not been presented in the last 30 days.~~

#### HAVES AND WANTS PROTOCOLS

Anyone wishing to make a presentation during our Haves and Wants segment will be limited to a ~~45~~ 30 second presentation (approx.) and must adhere to “Clear Cooperation Rules”. This segment is to be used only for **advising** the audience as to new listings, price changes, buyer needs and wants and only for real property. The Master of Ceremonies will call for Haves and Wants and **those wishing to make a presentation should come forward and form a single line to await their turn to present.**

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### COMMUNITY ANNOUNCEMENTS

Anyone wishing to make a community announcement must check in with the person designated to handle this task. This designee will be the sole judge as to whether the presentation is a community service that will benefit our members. The designee will prepare a list of those making community service announcements and give to the Master of Ceremonies, who will call the presenters up in the order received from the designee. The presenter should bring a flyer advertising their event or cause. There must be no financial or personal gain for anyone presenting in this segment.

This segment is meant for community service announcements **and not sales presentations, self-promotion** or any event in which the announcer has a vested interest. Each presenter will have up to approximately 30 seconds for their presentation.

All presentation times are at the discretion of the Master of Ceremonies depending upon the length of the meeting.

- Candidates for Realtor of the Year, Affiliate of the Year, and the Hall of Fame are presented by the Nominating Committee and by the CCRIM membership.
- Candidates for Realtor of the Year, Affiliate of the Year, and the Hall of Fame shall not campaign or make speeches.
- Self nominations are not acceptable
- Criteria for Treasurer and the Hall of Fame see Appendix A



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### APPENDIX A CRITERIA FOR TREASURER

When selecting a treasurer for a not-for-profit 501(c)(6) organization, it is important to consider several key criteria. Here are some criteria to look for in a treasurer who can effectively manage banking, balance the checkbook, and handle QuickBooks:

1. **Financial Knowledge and Experience:** Look for candidates who have a strong understanding of financial principles and practices. They should be familiar with basic accounting concepts, banking procedures, and financial reporting.
2. **Banking Expertise:** The treasurer should have experience with banking operations, such as opening and managing bank accounts, depositing funds, writing checks, and reconciling bank statements. Knowledge of online banking platforms and electronic payment systems is also valuable.
3. **Bookkeeping Skills:** It is crucial for the treasurer to be proficient in bookkeeping. This includes recording financial transactions, maintaining accurate records, and categorizing income and expenses appropriately. Familiarity with accounting software like QuickBooks is highly desirable.
4. **Attention to Detail:** The treasurer must possess strong attention to detail to ensure accurate financial records. They should be meticulous in reviewing and reconciling financial statements, bank statements, and other financial documents.
5. **Organizational Skills:** Effective treasury management requires good organizational skills. The treasurer should be capable of maintaining an orderly filing system for financial records, receipts, and invoices. They should also be able to manage deadlines for financial reports and tax filings.
6. **Integrity and Trustworthiness:** Since the treasurer has access to the organization's funds and financial information, they must be trustworthy and demonstrate the highest level of integrity. A background check and reference verification can help confirm this.
7. **Communication and Collaboration:** The treasurer should have good communication skills to work effectively with other board members, staff, and external parties such as auditors or tax advisors. They should be able to explain financial information clearly and provide regular updates to the board.
8. **Understanding of Nonprofit Finances:** While not limited to nonprofit experience, it is beneficial if the treasurer has knowledge of nonprofit financial regulations, reporting requirements, and tax laws specific to 501(c)(6) organizations. This understanding can ensure compliance and enable them to provide appropriate financial guidance.

When selecting a treasurer, it is essential to review each candidate's qualifications, experience, and track record. Conducting interviews, asking for references, and considering their commitment to the organization's mission can help you identify the most suitable person for the role.

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### APPENDIX A HALL OF FAME

The CCRIM "Hall of Fame" selection represents a high honor bestowed upon individuals who have made significant and enduring contributions to CCRIM over an extended period of time. Here are some common factors considered when evaluating candidates for such recognition:

1. Longevity: Candidates must have had a notable presence or active involvement in their field for a substantial period, demonstrating consistency and dedication.
2. Impact: The individual's contributions should have had a significant and lasting impact on their field, influencing its development, advancement, or direction.
3. Excellence: The candidate must have consistently exhibited exceptional skills, achievements, or expertise throughout their career, showcasing a high level of proficiency in their domain.
4. Innovation: Recognition is often given to those who have introduced groundbreaking ideas, methods, or technologies that have positively transformed their field, or CCRIM &/ or pushed its boundaries.
5. Influence: Candidates should have played a prominent role in shaping their industry or profession, influencing the work and practices of others, and leaving a lasting legacy with CCRIM
6. Leadership: Demonstrating leadership qualities, such as guiding and inspiring others, fostering collaboration, or spearheading significant initiatives, can be an important factor in considering candidates.
7. Recognition and Awards: Previous honors, awards, and acknowledgments received by the individual from reputable organizations or industry bodies (i.e. CCAR, RMA, their own Brokerage or Company) may be taken into account as indicators of their outstanding achievements.
8. Integrity and Character: Candidates are expected to have maintained a high level of professionalism, ethics, and integrity throughout their career, serving as a positive role model to others.
9. Continued Contributions: Candidates who have remained active even after their peak years, continuing to contribute to their field through mentorship, teaching, writing, or other means, may receive additional consideration.
10. Overall Impact on Society: The impact of the candidate's work beyond their immediate field may also be evaluated, considering how their contributions have influenced society, culture, or public perception.

It's important to note that the specific criteria and their weightage can vary. These criteria provide a general framework for assessing candidates, but the selection process is often subjective and involves the judgment of a panel or committee responsible for making the final decisions. There can be up to 3 new HOF members each year. In the event of a tie in the vote, there will be a run off.