

Constitution and By-Laws
of the
CONTRA COSTA REALTORS® IN MOTION

(The CCRIM)

APPROVED OCTOBER 2023

Draft Amendment September 2025

Treasurer-Elect & President-Elect

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

Table of Contents

MISSION STATEMENT.....	3
ARTICLE I.....	3
NAME:.....	3
ARTICLE II	3
PURPOSE:	3
ARTICLE III	4
MEETINGS:	4
ARTICLE IV	4
DUES and MEMBERSHIP	4
ARTICLE V	5
CCRIM OFFICERS (aka Board of Directors):	5
ARTICLE VI.....	5
ARTICLE VII.....	5
ARTICLE VIII	6
ARTICLE IX.....	6
AMENDMENTS:.....	6
ARTICLE X.....	6
FEES:.....	6
ARTICLE XI.....	7
ELECTIONS OF OFFICERS	7
ARTICLE XII.....	8
DUTIES OF OFFICERS:	8
ARTICLE XIII	12
ARTICLE XIV	12
ARTICLE XV	12

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 The CCRIM shall be:

- a. 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.
- b. To help members improve awareness of inventory and market conditions.
- c. To network with other licensed real estate professionals and affiliates.
- d. To provide members with instructions, educational materials, and opportunities which will help to sustain a high level of professionalism in the real estate industry.
- e. To provide opportunities for members to enhance service to the community.
- f. To encourage members to engage in the highest ethical and professional standards.
- g. 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.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

ARTICLE III

MEETINGS:

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

- a. Regular meetings shall be held Tuesdays at such an hour and at a place as the CCRIM shall designate.
- b. Special meetings may be called by a majority vote of the members at any regular meeting.
- c. The Board of Directors shall meet monthly. Additional Board meetings may be held as it is required to further the business of CCRIM.

ARTICLE IV

DUES and MEMBERSHIP

Every member of the 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 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.

ARTICLE V

CCRIM OFFICERS (aka Board of Directors):

- a. The officers of CCRIM shall be President, **President-Elect**, Vice-President, Secretary, Treasurer, **Treasurer-Elect**, Sergeant-At-Arms, Tour Director, **Immediate Past President** and Communications Director.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

- b. The President, **President-Elect**, **Immediate Past President** and Tour Director shall always be an active licensed Realtor in good standing.
Vice President, Secretary, Treasurer, **Treasurer-Elect**, Sergeant-At-Arms may be either an active Realtor or industry affiliate.
- c. The **Immediate Past President** shall act in an Advisory capacity.
- d. CCRIM elections will include the position of **Treasurer-Elect**, who will begin shadowing the current Treasurer starting in the third quarter of each calendar year. This role is intended to ensure a smooth transition of responsibilities and strengthen the continuity of financial oversight within the organization.
- e. 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.
- f. **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.**

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 Director shall constitute a quorum to pass a motion. The Immediate Past President shall have voting rights.
- c. A majority of the active membership shall constitute a quorum for all business and elections of The CCRIM. The definition of an “active member” shall be determined by the Board of Directors and as defined in Article IV Dues and Membership.

ARTICLE VII

AFFILIATION AND MEMBERSHIP:

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

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

ARTICLE VIII

POLICY AND PRACTICES:

- a. 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*.
- b. The most current revision of Roberts' Rules of Order shall be the final authority as to parliamentary procedure.
- c. 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 The 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.

ARTICLE X

FEES:

- a. The fees and dues shall be determined by the elected Board of Directors.
- b. The Board of Directors shall present a balanced budget at the end of their terms of office.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

ARTICLE XI

ELECTIONS OF OFFICERS

- a. The elected officers of The CCRIM shall be the President, **President-Elect**, Vice President, Secretary, Treasurer, **Treasurer Elect**, Sergeant-At-Arms, Tour Director, Communications Director and a Immediate Past President (aka Advisory Council).
- b. 4 weeks prior to election: Nominating Committee presents its report (nominations?) to regular meeting.
- c. 3 Weeks prior to election: Nominations made by floor, telephone, or email.
- d. Nominees consult with corresponding Board Members.
- e. First Tuesday in November - Floor speeches by nominees and Elections
- f. All elections shall be by secret ballot of a majority vote of all active members present at the meeting.
- g. The President, Secretary and Sargeant at Arms shall be responsible for distributing the ballots to and collecting completed ballots from attendees meeting the membership requirements.
- h. 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 1st, and conclude December 31st.
- i. Any vacancy in office shall be filled by a special election at the meeting two weeks following the announcement of the vacancy.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

ARTICLE XII

DUTIES OF OFFICERS:

PRESIDENT

- a. The President shall lead the weekly meetings as prescribed by Article XII: Duties of Officers of the Constitution and By-Laws.
- b. Leads the Monthly Board Meetings: set and distribute agenda, review outstanding projects, manage any issues arising from weekly meetings.
- c. Shall create a nominating committee 4 weeks prior to Board Elections for the purpose of holding nominations and election for the Board of Directors.
- d. Represents the CCRIM at Board meetings and other such organizations for the purpose of furthering the mission of CCRIM
- e. 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.

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:

- f. Cover page with Date of meeting
- g. 2nd page to contain Board of Directors Names and contact information.
- h. 3rd page to contain the List of Sponsors
- i. 4th page to contain the CCRIM Protocols.

VICE PRESIDENT

- a. Shall be responsible for securing sponsors for each meeting, will maintain a database of sponsors.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

- b. Shall be responsible for invoicing and collecting payments from sponsors.
- c. 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 weekly CCRIM meetings and any other meeting(s) that will further the Mission of CCRIM
- d. 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.
- e. Together with the current Board, is responsible for securing a venue for the meetings through March 31 the year after they are in office.
- f. Shall arrange for refreshments at the meeting, cost to be approved by the Board of Directors.

SECRETARY

- a. 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.
- b. Name and contact information for Insurance coverage.
- c. Copies and number for Tax Exempt status
- d. Tax ID number
- e. *Copy of the most current lease agreement for the weekly meetings*
- f. 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 Realtor and Affiliate plaques or certificates.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

TREASURER

The Treasurer receives deposits and disburses (with the approval of the CCRIM) Board of Directors) 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 31st. The treasurer shall prepare the final books for review by an 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.

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 from meeting attendees, transferring money to the Treasurer, report weekly attendance figures, 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.

TOUR DIRECTOR

- a. The 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.
- b. At the Tuesday meeting, is responsible for having **all participating listing agents check in at the tour desk.**
- c. The Tour Director is responsible for ensuring the prospective Caravan Tour properties are listed on the Multiple Listing Service.
- d. The tour director will use these properties to design the weekly tour and determine the order in which the tour will take place.
- e. Will announce the tour at the CCRIM meeting.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

- g. Shall be 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.
- h. 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)

IMMEDIATE PAST PRESIDENT

Immediate 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.

Immediate Past President will lead the election process of new officers and the Realtor and Affiliate of the year. Immediate Past President will oversee the Nominating Committee:

- a. Solicit nominations for officers from the membership at designated meetings.
- b. Supervise secret balloting for election of officers at designated meeting.
- c. Will oversee the selection process for REALTOR of the Year and Affiliate of the Year Awards:
- d. Solicit nominations from previous recipients.
- e. Oversee membership vote at designated meeting(s)
- f. Arrange with Secretary for providing presentation plaques.
- g. Coordinate award presentation with President.

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

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

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.

ARTICLE XIII

PROCEDURES FOR REMOVAL FROM OFFICE:

Should an officer be found in breach of the Code of Ethics set forth by the 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.

- a. Nominating
- b. Membership
- c. Sponsorship
- d. Finance and Budget
- e. Communication
- f. Tour Desk
- g. Hospitality

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 donated to a designated community service project as selected by a majority vote of the active members.

CCRIM – CONTRA COSTA REALTORS® IN MOTION 2023

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 presentation@ccrimtoday.com. Each presenter will have approximately 60 seconds for their presentation.

HAVES AND WANTS PROTOCOLS

Anyone wishing to make a presentation during our Haves and Wants segment will be limited to a 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.**

COMMUNITY ANNOUNCEMENTS

Anyone who wishes 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 approximately 30 seconds for their presentation.

- a. All presentation times are at the discretion of the Master of Ceremonies depending upon the length of the meeting.
- b. 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.
- c. Candidates for Realtor of the Year, Affiliate of the Year, and the Hall of Fame shall not campaign or make speeches.
- d. Self-nominations are not acceptable

CCRIM 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 runoff.