

# Bylaws of the Wisconsin REALTORS® Association, Inc.

Last Amended 2.3.23

## ARTICLE I - Name and Objects

**Section 1.** The name of the organization shall be the WISCONSIN REALTORS® ASSOCIATION, INC., hereinafter referred to as the WRA.

**Section 2.** The objects of the WRA shall be to unite local boards of REALTORS®, hereinafter referred to as Boards and their members, and individual members, in the State of Wisconsin for the purpose of serving its members and the NATIONAL ASSOCIATION OF REALTORS® in conjunction with local boards of REALTORS® by furnishing programs and services that promote an environment in which its members may successfully conduct their individual businesses while serving their clients and the public with the highest degree of professionalism; and through cooperative action, preserve and enhance the right to own, transfer and use real property.

## ARTICLE II – Membership

**Section 1.** The members of the WRA shall consist of six classes:

- (1) Member Boards,
- (2) Board Members,
- (3) Individual Members,
- (4) Institute Affiliate Members,
- (5) Affiliate Members,
- (6) Honorary Members.

Board Members and Individual Members shall be Active Members of the WRA.

Association members shall be either REALTOR® or Institute Affiliate members of a Member Board in good standing.

### Section 2.

A Member Board shall be an association chartered by the NATIONAL ASSOCIATION OF REALTORS® within the State of Wisconsin or an association chartered by the NATIONAL ASSOCIATION OF REALTORS® having secondary affiliation within the State of Wisconsin. All the REALTOR® members who hold primary membership in the association shall hold membership in this association and the NATIONAL ASSOCIATION OF REALTORS®.

### Section 3.

- (a) A Board Member shall be any individual deemed qualified for REALTOR® membership by the local Board of REALTORS®. Each principal, partner, corporate officer or branch manager actively engaged in the real estate business within the state shall be required to become a REALTOR® Member in a Member Board or as an Individual Member if any other principal of such firm, partnership or corporation is a REALTOR® Member.
- (b) Board Members who hold their primary membership in a Member Board or as an Individual Member in a state other than Wisconsin may hold secondary membership in a Member Board, the WRA or both. Persons holding secondary membership in the WRA shall have the same rights and privileges and be subject to the same obligations as all other Board Members, except that they may not hold office as a Director or Officer of the WRA.

Individuals who are actively engaged in the real estate profession other than as sole proprietors, partners, corporate officers, or branch office managers, in order to qualify for REALTOR® membership, shall at the time of application, be associated either as an employee or as an independent contractor with a designated REALTOR® member of the association or a designated REALTOR® member of another association (if a secondary member).

Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® member who shall be responsible for all duties and obligations of membership, including the obligation to arbitrate (or to mediate if required by the association) pursuant to Article 17 of the Code of Ethics and the payment of association dues as established in Article II of the Bylaws. The “designated REALTOR®” must be a sole

proprietor, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® membership established in Article II, Section 4 of the NATIONAL ASSOCIATION OF REALTORS® Bylaws.

A REALTOR® member shall be any individual engaged in the real estate profession as a principal, partner, corporate officer, or branch office manager acting on behalf of the firm's principal(s), and licensed or certified individuals affiliated with said REALTOR® member whose place of business is located in an area outside the jurisdiction of any Member Board who meets the qualifications for REALTOR® membership. Secondary REALTOR® membership shall also be available to individuals who hold primary membership in an association in another state and who desire to obtain direct membership in the state association without holding membership in a local association of REALTORS® in the state.

**Section 4.** An Individual Member shall be any individual engaged in the real estate business deemed qualified for REALTOR® membership by the WRA whose place of business is located in an area where no local association of REALTORS® exists. Application shall be on approved forms and processed under procedures specified by the Board of Directors. Each principal, partner, corporate officer or branch office manager actively engaged in the real estate business in the state shall be required to become a REALTOR® Member if any other principal of such firm, partnership or corporation is a REALTOR® Member in the state. The Board of Directors may establish procedures and standards whereby salespeople affiliated with an Individual Member may become members of the WRA. Secondary REALTOR® membership shall also be available to individuals who hold primary membership in a board/association in another state and who desire to obtain direct membership in the WRA without holding membership in a local association of REALTORS® in the state.

**Section 5.** Institute Affiliate members shall be individuals who hold a professional designation awarded by an Institute, Society, or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS® that addresses a specialty area other than residential brokerage or individuals who otherwise hold a class of membership in such Institute, Society, or Council that confers the right to hold office. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership.

**Section 6.** An Affiliate Member shall be any person who, while not qualified for REALTOR®, Institute Affiliate or Honorary membership, has interests that benefit from the work of the WRA or is in sympathy with its objectives. Of those persons associated with the same business entity who are affiliated with a Member Board as other than a REALTOR®, Institute Affiliate, or Honorary Member and who are in an industry-related field (including: banks, savings banks, savings and loan associations, credit unions, mortgage bankers, and other real estate lending institutions; abstract and title companies; attorneys; appraisers; builders and developers; rental and condominium management companies; surveyors; and home inspectors), one from the principal office of the business entity in each Member Board's jurisdictional area must be an Affiliate Member. Other qualified persons may join as Affiliate Members. (NOTE: This requires one Affiliate membership in WRA from any industry-related business affiliated with a Member Board. Other qualified persons may be local association of REALTORS® affiliates, state affiliates, or both).

**Section 7.** An Honorary Member shall be an individual who has made outstanding contributions to the WRA and to real estate, and who is so designated by action of the WRA.

### **Section 8. Membership Meetings**

- (a) Annual Meetings. The WRA shall hold an annual membership meeting on the date of the January Director meeting unless another date is specified in the notice under section (c). The annual membership meeting shall be at the WRA headquarters unless another location is specified in the notice under section (c). At the annual meeting, an officer shall report on the activities and financial condition of the WRA.
- (b) Special meetings. A special membership meeting shall be held if any of the following occurs:
  - (1) A special meeting is called by the Board of Directors or any person authorized by the articles of incorporation or Bylaws to call a special meeting.
  - (2) Members holding at least 25% of the voting power of the WRA membership sign, date and deliver to any officer one or more written demands for the meeting describing one or more purposes for which it is to be held.
  - (3) The close of business on the 30th day before delivery of the demand for a special meeting to any officer is the record date for determining if the percentage requirement of sub. (2) has been met.

- (4) A special membership meeting shall be held at the WRA headquarters.
- (c) Notice of meetings. Notice of membership meetings shall be given to all members in the Wisconsin Real Estate Magazine or its successor. Notices shall include the place, date and time of each membership meeting not more than sixty (60) days and not less than ten (10) days, or, if notice is mailed by other than first class or registered mail, thirty (30) days, before the meeting date. Notice shall include the meeting agenda, the matters for which the meeting is called and indicating any matter that must be approved by the members, if any. Notice shall also specify any matter that a member intends to raise at the meeting if requested in writing to do so by a person entitled to call a special meeting and the request is received by the WRA Secretary or Chair at least ten (10) days before the WRA gives notice of the meeting.
- (d) Record date. The record date determining entitlement for notices, voting and for exercise of any rights in respect of any other lawful action shall be sixty (60) days before the meeting or action requiring a determination of members occurs.

### **ARTICLE III - Use of the Term REALTOR® and REALTORS®**

**Section 1.** Use the terms REALTOR® or REALTORS® by members shall, at all times, be subject to the provisions of the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS® and to the Rules and Regulations prescribed by its board of directors. The WRA shall have authority to control, jointly and in full cooperation with the NATIONAL ASSOCIATION OF REALTORS®, use of the terms within those areas of the state of not within the jurisdiction of a Member Board. Any misuse of the terms by members is a violation of a membership duty and may subject members to disciplinary action by the board of directors after a hearing as provided for in the association's Code of Ethics and Arbitration Manual. (Amended 5/06)

An Institute Affiliate member shall not use the terms REALTOR® or REALTORS® shall not use the imprint of the emblem seal of the NATIONAL ASSOCIATION OF REALTORS®.

REALTOR® members of the WRA shall have the privilege of using the terms REALTOR® and REALTORS® in connection with their business so long as they remain REALTOR® Members in good standing. No other class of members shall have this privilege.

**Section 2.** Individual Members of the WRA shall have the privilege of using the terms REALTOR® and REALTORS® in connection with their business so long as they remain members in good standing. Each Individual Member shall receive a certificate from the NATIONAL ASSOCIATION OF REALTORS® licensing the use of the terms REALTOR® and REALTORS®.

**Section 3.** A REALTOR® member who is a principal of a real estate firm, partnership or corporation may use the terms REALTOR® or REALTORS® only if all the principals of such firm, partnership or corporation who are actively engaged in the real estate profession within the State of Wisconsin or a state contiguous thereto are REALTOR® or Institute Affiliate members.

**Section 4.** An Institute Affiliate Member shall not use the term REALTOR® or REALTORS® and shall not use the imprint of the emblem seal of the NATIONAL ASSOCIATION OF REALTORS®.

### **ARTICLE IV – Dues**

**Section 1.** The annual dues of each Member Board as defined in Article II of these Bylaws shall be equal to the sum of the annual dues established by the NATIONAL ASSOCIATION OF REALTORS® plus the amount established as annual state REALTOR® dues by the Board of Directors multiplied by the number of REALTOR® Members of the Member Board and the number of real estate salespersons (including broker licensees practicing as salespersons under REALTOR® Members) and licensed or certified appraisers employed by or affiliated as independent contractors or who are otherwise directly or indirectly licensed with REALTOR® members of the Board who are not themselves REALTORS® or Institute Affiliate Members, provided, that no dues for the NATIONAL ASSOCIATION OF REALTORS® shall be payable by the Member Board for any person to the extent NATIONAL ASSOCIATION OF REALTORS® dues have been paid for that person through another Member Board in which such person holds primary membership or Institute Affiliate membership.

The annual dues of each Member Board shall be (1) an amount as established by the Board of Directors times the number of REALTOR® members who hold primary membership in the association, plus (2) an amount as established by the board of directors times the number of real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors with REALTOR® members of the association who are not themselves REALTOR® or Institute Affiliate members. In calculating the dues payable by a Member Board, nonmembers, as defined in the preceding sentence, shall not be included in the computation of dues if dues have been paid in another association in the state or a state contiguous thereto, provided the association notifies the WRA in writing of the identity of the association to which dues have been remitted.

The annual dues of each designated REALTOR® member shall be in such amount as established annually by the board of directors, plus an additional amount to be established annually by the board of directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any association in the state or a state contiguous thereto or Institute Affiliate members of the association. In calculating the dues payable to the association by a designated REALTOR® member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the designated REALTOR® has paid dues based on said non-member licensees in another association in the state or a state contiguous thereto, provided the designated REALTOR® notifies the association in writing of the identity of the association to which dues have been remitted. In the case of a designated REALTOR® member in a firm, partnership, or corporation whose business activity is substantially all commercial, any assessments for non-member licensees shall be limited to licensees affiliated with the designated REALTOR® (as defined in (1) and (2) of this paragraph) in the office where the designated REALTOR® holds membership, and any other offices of the firm located within the jurisdiction of this association.

A REALTOR® member of a Member Board shall be held to be any member who has a place or places of business within the state or a state contiguous thereto and who, as a principal is actively engaged in the real estate profession as defined in Article III, Section 1 of the Constitution of the NATIONAL ASSOCIATION OF REALTORS®. An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or by any broker who is licensed with the REALTOR®, or by any entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2(a)(1) hereof) provided that such licensee is not otherwise included in the computation of dues payable by the principal of the entity.

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling, or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this section and shall not be included in calculating the annual dues of the designated REALTOR®. Designated REALTORS® shall notify the association within three (3) days of any change in status of licensees in a referral firm.

The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property) other than referrals, and dues for the current fiscal year shall be payable.

Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® membership during the preceding calendar year.

## **Section 2.**

(a) The annual dues of each Individual Member as defined in Article II of these Bylaws shall be equal to the sum of the annual dues established by the NATIONAL ASSOCIATION OF REALTORS® plus the amount established as annual state Individual Member REALTOR® dues by the Board of Directors.

The Board of Directors may adopt an application fee for REALTOR® membership in reasonable amount, not exceeding three (3) times the amount of the annual dues for REALTOR® membership, which shall be required to accompany each application for REALTOR® membership and which shall become the property of the association upon final approval of the application.

The annual dues of REALTOR® members other than the designated REALTOR® shall be as established annually by the Board of Directors.

(b) The annual dues of each Individual Member who is the Designated REALTOR® of a firm, partnership or corporation shall include an amount equal to the annual dues of an Individual Member for each real estate salesperson (including broker licensees practicing as salespersons under the Designated REALTOR®) and licensed or certified appraiser employed by or affiliated as an independent contractor or otherwise directly or indirectly licensed with the Designated REALTOR® who is not a REALTOR® Member of any Board in the state or a state contiguous thereto or Institute Affiliate Member of a Board or the WRA. Any Individual Member(s) delinquent in payment of dues by more than ninety (90) days may be dropped from the membership in the WRA by the Board of Directors.

**Section 3.** An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or any broker who is licensed with the REALTOR®, or by any entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in the paragraph immediately below hereof) provided that the licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer, or branch office manager of the entity.

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the local association of REALTORS® on a form approved by the local association of REALTORS® a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this section and shall not be included in calculating the annual dues of the Designated REALTOR®.

Membership dues shall be prorated for any licensee included on a certification form submitted to the local association of REALTORS® who during the same calendar year applies for REALTOR® membership in the local association of REALTORS®. However, membership dues shall not be prorated if the licensee held REALTOR® or membership during the preceding calendar year.

**Section 4.** The annual dues of each Institute Affiliate member shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

**Section 5.** Upon payment to the WRA of the dues required in Section 1, 2 and 3, of this Article, each REALTOR® Member of Member Boards within the State, and each Individual Member and each Institute Affiliate Member within the State, shall be deemed a REALTOR® or Institute Affiliate Member, as the case may be, in good standing of the WRA.

**Section 6.** The annual dues of each Affiliate Member shall be established by the Board of Directors.

**Section 7.** There shall be no dues for Honorary Members.

**Section 8.** Where the dues for an Active Member, any salesperson, and licensed or certified appraiser, employed by or affiliated as an independent contractor or otherwise directly or indirectly licensed with the Active Member who are not themselves REALTORS® or Institute Affiliate Members and for whom the Active Member would have been charged dues, have been paid either by a Member Board or directly if the principal place of business of the Active Member is in an unassigned area, no additional dues shall be payable under this Article by the Member Board or

directly by the Active Member with respect to other places of business, provided this does not affect any obligation to pay dues to local association of REALTORS® or to pay dues for those for whom dues have not been otherwise paid.

**Section 9.** On September 1 of each year the Member Board shall file with the WRA, in such format as shall be determined by the WRA, a list of REALTOR® Members (as defined in Article III, Section 1 (C) Constitution, NATIONAL ASSOCIATION OF REALTORS®) and real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors or who are otherwise directly or indirectly licensed with such REALTOR® Members, Affiliate Members (as defined in Article II, Section 6 herein) and Institute Affiliate Members (as defined in Article II, Section 5 herein) who are not REALTOR® Members of any Board in the state or a state contiguous thereto or Institute Affiliate Members of the Board, certified by the Chair of the Board, and that Member Board shall pay dues for the succeeding calendar year on the basis of such list; provided, however, that adjustments shall be made each quarter for members enrolled by the Member Board during the preceding quarter. Payment by an Active Member shall be made through the Member Board. On a quarterly basis, the Member Board shall report to the WRA the names and addresses of REALTORS®, Affiliate Members and Institute Affiliate Members dropped or enrolled during the preceding quarter. In the event that a Member Board is delinquent in payment of dues by more than ninety (90) days, the Board of Directors may recommend to the NATIONAL ASSOCIATION OF REALTORS® that the Member Board's Charter be revoked.

**Section 10.** All dues shall be payable annually in advance of September 1. The Board of Directors may establish a differential in annual state REALTOR® dues between Members who are Designated REALTORS® of firms and other active Members. For dues purposes this status shall be determined as of the date of dues payment.

**Section 11.** Notwithstanding anything in this Article to the contrary, REALTORS® Emeritus, Distinguished Service Award recipients as recognized by the NATIONAL ASSOCIATION OF REALTORS® and past NATIONAL ASSOCIATION OF REALTORS® Presidents shall be liable to pay only that portion of the annual membership dues which is computed on the basis of the number of real estate salespersons and licensed or certified appraisers who are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member and who are not REALTOR® Members of any Board in the state or a state contiguous thereto or Institute Affiliate members of a Board or the WRA.

**Section 12.** In addition to the dues set forth in Sections 1 and 2 of this Article, each new Active Member shall pay an amount established by the Board of Directors as an initiation fee and all assessments established by the Board of Directors. Payment by an Active Member other than an Individual Member, shall be made through the Member Board.

## **ARTICLE V - Board of Directors**

**Section 1.** The government of the WRA, including taking positions on public policy and legislation of major importance to the Members of the WRA and endorsing of candidates running for statewide office and court of appeals, shall be vested in a Board of Directors.

### **Section 2. Definitions**

- (1) Company. For the purposes of this Article a "company" is a real estate brokerage entity in Wisconsin, which operates under a single license as a sole proprietor, corporation, partnership or limited liability company.
- (2) Company Employees. For the purposes of this Article "company employees" are defined as members of the WRA who are affiliated with a company as an employee, independent contractor or both.
- (3) Members of the WRA. For the purposes of this Article "members of the WRA" are defined as persons in the following membership classes: a) Board Members; b) Individual Members; c) Institute Affiliate Members; or d) Honorary Members.
- (4) Membership Location. For the purposes of this Article "membership location" shall be determined as follows:
  - (a) Board Members - by the location of the person's board;
  - (b) Individual Members - by the location of the person's office according to WRA records;
  - (c) Honorary Members - by the location of the person's board; and
  - (d) Institute Affiliate Members - by the location of the person's board unless the Institute Affiliate Member is not a member of a local association of REALTORS® in which case location is determined by the location of the person's office according to WRA records.

### **Section 3. Number of Directors**

The number of directors on the WRA Board of Directors shall be determined as follows:

#### **3(a). STATEWIDE COMPANY DIRECTORS**

There shall be three (3) Statewide Company Directors, one each from each of the three (3) Statewide Companies. "Statewide Companies" are defined as the three largest companies in Wisconsin, determined by number of Wisconsin licensees with the firm, which operate under a single license as a sole proprietor, corporation, partnership or limited liability company. If a Statewide Company declines to be represented in a year when selected, then for that year only, the next largest company in the state (not already selected as a Statewide Company) will be offered the Statewide Company directorship. However, in the following year the order shall again be determined by company size.

If two or more companies tie for the final Statewide Company directorship, the Statewide Company shall be selected as follows:

- (1) by mutual agreement of the tying companies delivered to the WRA President and Chief Executive Officer (CEO) in writing no later than ten days after notice of the tie has been delivered to the companies;
- (2) if there is no timely mutual agreement per 1), the company which has not served as a Statewide Company or a Regional company for the greatest length of time shall serve as the Statewide Company; and
- (3) if there is no mutual agreement and more than one of the companies has not served as a Statewide Company or a Regional Company previously, the Statewide Company shall be selected by the flip of a coin.

The term for a Statewide Company Director shall be one year. There is no limit to the number of years that a Statewide Company Director can serve. A Director must be an officer, owner or Designated REALTOR®/Manager of the company selected. If a Statewide Company Director who sits on the Board by virtue of Statewide Company selection terminates affiliation with such Company during the one-year term or for any other reason is unable to serve following appointment, the Statewide Company must replace such individual with another officer, owner or Designated REALTOR®/Manager. If the Statewide Company fails to replace the Statewide Company Director, the position shall remain vacant until filled the following year.

The size of the Statewide Company shall be determined by counting the number of company employees who are members of the WRA according to the WRA membership records as of February 28th of that year. The actual certification of company size from WRA membership records shall be done by the President and Chief Executive Officer (CEO) and confirmed by the WRA Chair. If there is an appeal or challenge to the size count, company size shall be determined by the Executive Committee. The WRA shall identify the Statewide Companies first for Director allocation each year before determining the five (5) Regional Company Directors. After a Statewide Company is selected, that company shall not be eligible to be a Regional Company and no employee of that particular company may run during that year for a Regional Representative Director position, even if the Statewide Company declines or is unable to fill the Statewide Company Director position.

Should two or more Statewide Companies combine under a single license following selection, the number of Directors from that company shall be reduced to one. The directorship(s) lost shall remain vacant for the balance of the term.

#### **3(b). REGIONAL COMPANY DIRECTORS**

There shall be five (5) Regional Company Directors. One director shall be selected from the Regional Company in each administrative region identified in the WRA Region map dated September 20, 2018, which is incorporated into and made a part of these Bylaws. A "Regional Company" shall be the largest company operating in a respective administrative region under a single license within each as a sole proprietor, corporation, partnership or limited liability company. The size of the Regional Company shall be determined by counting the number of company employees who are located in that region and who are members of the WRA according to the WRA membership records as of February 28th of that year. The location of company employees shall be their membership location according to WRA records.

If two or more companies tie for Regional Company status in a region, the Regional Company shall be selected as follows:

- (1) by mutual agreement of the tying companies delivered to the WRA President and Chief Executive Officer (CEO) in writing no later than ten days after notice of the tie has been delivered to the companies;

- (2) if there is no timely mutual agreement per 1), the company which has not served as a Statewide Company or a Regional Company for that region for the greatest length of time shall serve as the Regional Company; and
- (3) if there is no mutual agreement and more than one of the companies has not served as a Statewide Company or a Regional Company for the region previously, the Regional Company shall be selected by the flip of a coin.

A Statewide Company is not eligible for Regional Company status. No single company may represent more than one region in the same year. If a single company qualifies as the Regional Company for more than one region in the same year, that company shall be offered the choice of which region to represent. If a timely choice is not made, the company shall represent the region in which it has the greatest number of employees. For the region(s) which the Regional Company declines or is unable to act as a Director, then the next largest company in the region (which is not already a Statewide Company or Regional Company) will be offered the Director position. In the following year the Regional Company Directors shall again be determined by this process.

A Regional Company Director must be either an officer, owner or Designated REALTOR®/Manager of the company selected. The term for the Regional Company Director is one year. There is no limit to the number of years that a Regional Company Director can serve. If a company within this category declines or is unable to act as a Director in a year when selected, then for that year only, the next largest company in the region will be offered the Director position. However, in the following year, the order shall again be determined by company size.

The actual certification of company size from WRA membership records shall be done by the WRA Treasurer and President and Chief Executive Officer (CEO). If there is an appeal or challenge to the size count, company size shall be determined by the Executive Committee.

Should a Regional Company combine with one or more Regional or Statewide Companies under a single license following selection, the number of Directors from that company shall be reduced to one. The company shall identify which Director shall remain in place. The directorship(s) lost as a result of the combination shall remain vacant for the balance of the term.

If a Director who sits on the Board by virtue of Regional Company selection terminates his/her affiliation with such company during the one year term or for any other reason is unable to serve following election, the Regional Company must replace such individual with another officer, owner or Designated REALTOR®/Manager. If the Regional Company fails to replace the Regional Company Director, the position shall remain vacant until filled the following year.

### **3(c). REGIONAL REPRESENTATIVE DIRECTOR**

There shall be Regional Representative Directors selected from each of the five (5) administrative regions as follows:

- (a) one Director representing each region with 2,500 or less members of the WRA;
- (b) two Directors representing each region with more than 2,501 members of the WRA;

The size of each region shall be determined by counting the number of members according to the WRA membership records as of February 28th.

The term for Regional Representative Directors shall be two years. No Regional Representative Director may serve for more than two consecutive terms.

The membership location of Regional Representative Directors must be in the region which the Director represents. At the time of application, a Regional Representative Director must disclose if the applicant is engaged by a Statewide or Regional Company to provide brokerage services on behalf of the Statewide or Regional Company, or has any other relationship, affiliation or association with another company or a Statewide or Regional Company and the nature of the relationship. Relationship, affiliation or association may include but is not limited to, being a business representative for another licensed business entity, participating in independent practice as permitted under Wisconsin law, acting as broker or salesperson for another company, or has a financial investment or is involved with the business of another company. Regional Representative Directors cannot be affiliated, engaged or otherwise associated with a Statewide Company or a Regional Company.

If the Regional Representative Director combines with begins any relationship, affiliation or association with another company including a Statewide or Regional Company, the President and CEO must be informed in writing immediately as to the nature of the relationship.

If the membership location of a Regional Representative Director changes to another region the individual's directorship shall be immediately terminated. If the Regional Representative Director's company combines, with or the Regional Representative Director solely becomes engaged, associated or otherwise affiliated with a Statewide Company or Regional Company the individual's directorship shall be immediately terminated.

If the Regional Representative Director begins a relationship, affiliation or association other than those stated previously with another company including a Statewide or Regional Company the Board of Directors will determine whether the individual's directorship is terminated. In the event any circumstance not contemplated by these bylaws occurs, the Board of Directors will determine whether the individual's directorship is terminated.

No earlier than November 15th, but no later than February 1st, at least two notifications of the Regional Representative Director positions which shall be elected for the upcoming term shall be published in the Wisconsin Real Estate Magazine or its successor and on the WRA website (<http://www.wra.org> or its successor site). The notice shall indicate the deadline for submissions to the Nominating Committee which shall be March 15th. The Nominating Committee shall identify a slate of Regional Representative Director nominees which shall be published in the Wisconsin Real Estate Magazine or its successor or on the WRA website (<http://www.wra.org> or its successor site) no later than May 15th. Additional nominees may submit their names to the Chair of the Nominating Committee for addition to the slate of Regional Representative Director nominees no later than May 31st. In order for additional nominees to be eligible to submit their names, the additional nominees must meet the following criteria: (a) minimum three years as a member of the WRA; (b) submission of the signatures of 50 members from outside the additional nominee's company in support of the nomination and (c) submission of a biography.

The Board of Directors shall conduct an election to select the Regional Representative Directors at the summer meeting. All candidates shall be notified of the election date, time and location no later than seven (7) days prior to the election. Notification of the election results shall be given to each candidate and shall be published after the summer Board of Directors meeting in the WISCONSIN Real Estate Magazine or its successor, and on the WRA website (<http://www.wra.org> or its successor site).

Any vacancies of a Regional Representative Director position shall be filled by selection of the Chair of the Board and be confirmed by the Board of Directors at the next meeting of the Board. Individuals selected to fill vacancies will complete the remaining length of the term.

### **3(d). WRA PAST CHAIR OF THE BOARD**

There shall be two (2) Past WRA Chairs of the WRA Board Directors. The Past WRA Chair of the Board Directors shall be selected annually, no later than May 15th, by the WRA Past Chair of the Board Council. The term for WRA Past Chair of the Board Directors shall be one year. Any vacancy of a WRA Past Chairs of the Board Director position shall be filled by the WRA Past Chair of the Board Council.

### **3(e). AT-LARGE DIRECTORS**

There shall be two (2) At-Large Directors. The At-Large Directors shall be nominees from affiliated organizations. The term of the At-Large Directors shall be two years. The WRA President and Chief Executive Officer (CEO) shall annually consult with the WRA Chair of the Board-elect as to prospective nominees for the At-large Director positions. The Chair of the Board-elect shall, at the Chair of the Board-elect's sole discretion, either appoint the nominees to the At-Large Directorships or request additional nominees until appointments can be made which are satisfactory to the Chair of the Board-elect. Appointments of At-Large Directors shall be made no later than May 15th.

Any vacancy of an At-Large Director position shall be filled by the WRA Chair of the Board.

### **3(f). NATIONAL ASSOCIATION OF REALTORS® LEADERSHIP POSITION.**

There shall be a Director position for a member seeking or holding a NATIONAL ASSOCIATION OF REALTORS® leadership team position or a Regional Vice President position. The term for this Director position shall be one year and continue each year, as recognized by the Nominating Committee, for the duration the Director is seeking or

holding a NATIONAL ASSOCIATION OF REALTORS® leadership team position or holding a Regional Vice President position. In the event more than one member is seeking or holding a NATIONAL ASSOCIATION OF REALTORS® leadership team position or holding a Regional Vice President position, then each member seeking or holding said position shall be a Director. Any vacancy of this Director position shall only be filled if there is a member seeking or holding a NATIONAL ASSOCIATION OF REALTORS® leadership team position or holding a Regional Vice President position. For the purposes of this section, NATIONAL ASSOCIATION OF REALTORS® leadership team includes the President, President-Elect, First Vice President, Treasurer, Vice President of Association Affairs, Vice President of Government Affairs, Immediate Past President and Chief Executive Officer and any other position identified by the NATIONAL ASSOCIATION OF REALTORS®.

#### **Section 4.**

- (a) Directors may be removed for cause by the Board of Directors. Cause for removal might exist if a Director misappropriates funds of the WRA, embarks on a course designed to involve the WRA in long and costly litigation for the purpose of harassment, engages in a calculated plan of harassment of staff, Officers or other Directors, or otherwise materially violates the oath as a Director or fiduciary duties to the WRA. The above examples of cause for removal are for illustrative purposes only and are not intended to be all-inclusive or to otherwise limit the legitimate reasons for removal for cause.
- (b) Vacancies of Statewide Company Director, WRA Past Chair of the Board Director and At-Large Director directorships on the Board of Directors, however caused, shall be filled by the same procedure as that used to elect the person whose directorship has been vacated, unless otherwise indicated. Individuals selected to fill vacancies for any class of Director will complete the remaining length of term.

#### **Section 5.**

- (a) Newly elected Directors shall be installed at the annual state convention. Directors who are not installed at the annual state convention shall be installed by the Chair of the Board or the Chair of the Board's designee prior to or at the first Board of Directors meeting attended by said Director(s).
- (b) The Board of Directors shall hold regular meetings three times a year in the months that occur during winter (January/February), summer (May/June/July/August) and fall (September/October/November)
- (c) Special meetings of the Board of Directors may be called by the Chair of the Board or any five Directors.
- (d) Regular meetings of the Board of Directors may be held without notice. Regular meetings are those meetings where the time and place of the meeting is fixed by the Bylaws or by the Board. The time and place of special meetings shall be determined by the Chair of the Board and notice, including specific agenda items if needed, shall be sent to Directors at least two (2) days prior to the meeting. Notice may be sent by mail, electronic mail or personal delivery to the current address, or e-mail address provided to the WRA by each respective Director.
- (e) The attendance of a majority of the Directors at any regular or special meeting shall constitute a quorum with full authority to transact business.
- (f) Each Director shall be entitled to one vote on the Board of Directors. No proxy voting is permitted.

#### **Section 6. Executive Committee**

- (a) The Board of Directors shall include an Executive Committee consisting of the Chair of the Board, Chair of the Board-elect, Treasurer, the immediate past Chair of the Board, and two (2) Vice Presidents. Vice Presidents may not concurrently serve as a Statewide Company, Regional Representative, At-large or NATIONAL ASSOCIATION OF REALTORS® Leadership Board of Director. Any Board of Director vacancy due to a position on the Executive Committee shall be filled by the Chair of the Board with a qualified candidate who shall serve the remainder of the vacated term. Any vacancy of a Vice President's position shall be filled by the Chair of the Board and confirmed by the Board of Directors with a qualified candidate who shall serve for the remainder of the vacated term.
- (b) The Executive Committee may exercise the powers of the Board of Directors between meetings of the Board, except it may not: amend the bylaws, make rules or regulations governing nominations or elections, or prescribe regulations for professional standards proceedings. The Executive Committee may express a public opinion or position on any matter including legislation of major import to the Members of the WRA, but only in extraordinary circumstances where a special meeting of the Board of Directors cannot be convened to provide a timely WRA position upon the critical issue at hand. The Board of Directors shall be noticed in the same manner as the Executive Committee of any such meeting of the Executive Committee. The Executive Committee shall report any actions taken to the Board of Directors at its next meeting except that any public opinion or position on any matter including legislation of major import to the Members of the WRA shall be

reported to the Board of Directors immediately. Any action required or permitted to be taken at a meeting of the Executive Committee may be taken by written action signed by two-thirds (2/3) of the members of the Executive Committee then in office.

- (c) There shall be committees as specified in these Bylaws and any other committees, councils, panels and forums shall be created by the Board of Directors by resolution, which shall include the number and qualification of members, their manner of selection, the purposes for which the committees are created, the term of their existence and any other appropriate matters. Any committee that spends or disburses money, takes positions on legislation or policies, legal cases or legal challenges, or makes recommendations to the Board of Directors must be created by the Board of Directors by resolution or included in the Bylaws. Committees may create subcommittees or work groups to assist in their operations. All committees shall be assigned to a Department of the WRA for administrative purposes. The Chair of the Board may establish advisory task forces. Unless otherwise specified in these Bylaws the Chair of the Board shall appoint the members of each committee, council, task force, panel, or forum. Members of a committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the Chair and shall constitute presence at the hearing.
- (d) Committee members may be removed for cause such as disruptive behavior or repeated absences by the Chair of the Board. The examples of cause for removal are for illustrative purposes only and are not intended to be all-inclusive or to otherwise limit the legitimate reasons for removal for cause.
- (e) The Chair of the Board shall be an ex-officio member of all committees, except the Nominating Committee. The Chair of the Board as an ex-officio committee member, when in attendance, may be counted in the quorum and have the same rights as any other committee member.

**Section 7.** The Board of Directors shall, for administrative purposes, divide the state into regions. The map dated (September 20, 2018), regionalizing the state, is incorporated into and made a part of these Bylaws herein referred to as WRA Region map. The regions shall be reapportioned every five (5) years thereafter.

#### **Section 8.**

- (a) The Board of Directors shall administer the finances of the WRA including the adoption of the annual budget, establishing WRA dues for the various categories of membership and appropriation of funds.
- (b) The accounts of the WRA shall be audited or reviewed annually by a certified public accountant.

### **ARTICLE VI – Officers**

#### **Section 1.**

- (a) The elective officers of the WRA shall be a Chair of the Board, a Chair of the Board-elect, a Treasurer and two (2) Vice Presidents, all of whom shall be REALTOR® Members of the WRA.
- (b) The Chair of the Board and Treasurer shall perform those duties normally incident to such offices and such duties as may be assigned to them by the Board of Directors or required by law. If there is a vacancy in the office of the WRA President and CEO, the Treasurer shall serve as Secretary-Treasurer and perform the duties normally incident to both offices.
- (c) The Chair of the Board-elect shall perform those duties normally incident to the office of Vice-Chair of the Board and such duties as may be assigned by the Chair of the Board, the Board of Directors or required by law.
- (d) The Vice Presidents shall perform those duties assigned to them by the Chair of the Board and the Board of Directors.
- (e) The Chair of the Board may appoint task forces to serve during the term of the Chair of the Board to investigate and research issues which fall outside the jurisdiction of existing committees, councils, panels and forums.

#### **Section 2.**

- (a) The Nominating Committee, no later than the end of May of each year, shall nominate at least one candidate for the offices of Chair of the Board-elect, Treasurer, two Vice Presidents, Regional Representative, and NATIONAL ASSOCIATION OF REALTORS® Regional Vice President (if required). The Nominating Committee shall meet to select the NATIONAL ASSOCIATION OF REALTORS® Directors no later than September 15th. In addition, the Nominating Committee shall nominate in a timely manner at least one candidate for Chair of the Board, if the Chair of the Board-elect is unable or unwilling to assume the Chairship, and for each of the appropriate offices of the NATIONAL ASSOCIATION OF REALTORS®.

- (b) Candidates for positions other than Chair of the Board-elect and Treasurer may also be nominated by a Director from the floor provided the nominee is seconded by two other Directors, is qualified for the office and agrees to serve if elected.
- (c) Other persons may be nominated for Chair of the Board-elect and Treasurer by petition signed in the case of each candidate by not less than 200 active Members of the WRA (no more than 75 from any one Board) and filed on or before May 31st of the year of election, provided that a statement is submitted by the candidate that he or she consents to nomination for the office designated in the petition. All nominations are subject to the approval of the Board of Directors.

**Section 3.**

- (a) The Chair of the Board-elect, Treasurer, Vice-Presidents, and Regional Representative shall be elected by the Board of Directors at the summer meeting.
- (b) NATIONAL ASSOCIATION OF REALTORS® Director nominees shall be voted for recommendation to NATIONAL ASSOCIATION OF REALTORS® by the Board of Directors no later than September 15th.

**Section 4.**

- (a) The terms of elected officers shall be one year beginning on January 1 after being installed under section (b). The Chair of the Board, Chair of the Board-elect and Treasurer may serve only one term in each such office, provided the Chair of the Board-elect may complete the term of the Chair of the Board in the event of the Chair of the Board's death, disability, resignation or removal, and serve a full term thereafter.
- (b) The officers shall be installed at the annual convention and shall serve until their successors are elected, qualified, and installed. Officers who are not installed at the annual state convention shall be installed prior to or at the first Board of Directors meeting.
- (c) The Chair of the Board-elect shall automatically succeed to the office of Chair of the Board unless unable or unwilling to do so. If a Chair of the Board-elect is unable or unwilling to succeed the Chair of the Board the election shall be held at the summer meeting.

**Section 5.**

- (a) An elected officer may be removed from office for cause by the Board of Directors at any regular meeting or a special meeting called for that purpose.
- (b) A vacancy in any elected office, except for the Chairship, however caused, shall be filled by the Chair of the Board and confirmed by the Board of Directors. A vacancy in the office of Chair of the Board shall be filled by the Chair of the Board-elect serving as acting Chair of the Board unless the Chair of the Board-elect is unable or unwilling to do so. If a Chair of the Board-elect is unable or unwilling to fill the vacancy in the office of the Chair of the Board an election shall be held at the next meeting of the Board of Directors.

**Section 6.**

- (a) The Board of Directors may employ a person to be President and Chief Executive Officer (CEO) who shall be the chief administrative officer and Secretary of the WRA. The President and Chief Executive Officer (CEO) shall be the appointing and supervising authority for all staff of the WRA, shall keep and maintain its books, records, and accounts and shall perform such other duties as may be necessary for the proper conduct of the activities of the WRA.
- (b) The Board of Directors by resolution may establish additional non-elective offices of the WRA. Persons named to these offices shall perform the duties assigned to them by the Board of Directors and the President and Chief Executive Officer (CEO).

**Section 7.** The Treasurer, the President and Chief Executive Officer (CEO) and such other employees as the Board of Directors may determine shall provide surety bonds in amounts satisfactory to the Board. The cost of these bonds shall be paid by the WRA.

**ARTICLE VII – Conventions**

The WRA shall hold annually a convention which shall be open to all members upon payment of a registration fee to be determined by the Board of Directors. The proceeds shall be used to defray expenses of said convention, any balance to be distributed as determined by the Board of Directors. The Convention Chair, the incoming and outgoing Chair of the Board, their spouses, and the office staff of the WRA shall not be required to pay a registration fee. The Board of Directors may also exempt official guests and their spouses.

## **ARTICLE VIII – Councils**

**Section 1.** There shall be a Past Chair of the Board's Council composed of all the living past Chair of the WRA. The Past Chair of the Board Council shall establish its own rules and procedures, provided any individual elected by it to serve on the Board of Directors or Executive Committee must be a REALTOR® Member of the WRA.

**Section 2.** There shall be an Executive Officers Council of the WRA made up of all chief staff officers of the Member Boards of the WRA. The Council shall meet periodically during the year to conduct business and hold education seminars to assist Executive Officers in their profession. The Chair of the Board of the WRA shall appoint the Chair of the Executive Officers Council.

## **ARTICLE IX - Nominating Committee**

**Section 1.** There shall be a Nominating Committee consisting of a Chair who is a past Chair of the Board of the WRA and nine other members. Unless otherwise stated in these Bylaws, the nine remaining members of the Nominating Committee shall consist of the Chair of the Board-Elect of the WRA, three (3) WRA Past Chairs of the WRA Board selected by the WRA past Chair of the Board Council and five (5) Regional Representatives selected by the WRA Chair of the Board. One Regional Representative shall be selected from each of the five (5) regions. Each Regional Representative shall be a member in good standing of the WRA.

**Section 2.** All appointments to the Nominating Committee must be confirmed by the Board of Directors.

**Section 3.** If a member of the Nominating Committee runs for any position for which the candidates are nominated by the Nominating Committee, the member shall resign from the Nominating Committee. The Chair of the Board shall fill any vacancy on the Nominating Committee.

## **ARTICLE X - REALTORS® Political Action Committee – Wisconsin**

**Section 1.** There shall be a REALTORS® Political Action Committee to be known as RPAC-WIS whose function shall be the solicitation and distribution, on a separate, segregated fund basis, of real estate political funds.

**Section 2.** The functions of RPAC-WIS shall be vested in a Board of Trustees which shall report to the Executive Committee.

**Section 3.** The Trustees of RPAC-WIS shall consist of a Chair; nine REALTOR® members; one local association of REALTORS® Executive Officer; one at-large Trustee and any WRA member(s) serving as NATIONAL ASSOCIATION OF REALTORS® RPAC Trustee(s). With the exception of Trustee's appointed by virtue of his/her status on NATIONAL ASSOCIATION OF REALTORS® RPAC Trustee(s), the Trustees of RPAC-WIS shall be appointed by the Chair of the Board, with reasonable consideration given to geographic balance. The terms of the Chair, executive officer and at-large Trustee shall be one year. The term of all other Trustees shall be staggered two years.

## **ARTICLE XI - Legal Action Committee**

**Section 1.** There shall be established a Legal Action Program and the committee to administer the same shall be known as the Legal Action Committee.

**Section 2.** The membership of the Legal Action Committee shall consist of a Chair, the Chair of the Board (ex-officio) and ten (10) members representing geographic diversity and a range of professional backgrounds and areas of expertise. Appointments shall be made by the Chair of the Board and confirmed by the Board of Directors. The term of the members shall be one year.

**Section 3.** The Legal Action Fund shall be available to the WRA for the implementation of the Legal Action Program. Expenditures may be authorized under procedures approved by the Board of Directors which are incorporated herein by reference as Legal Action Committee Statement of Organization and Procedure. Notwithstanding the procedures of the Legal Action Committee the Board of Directors may authorize any expenditure without prior Legal Action Committee or Executive Committee authorization.

**Section 4.** No less than five (5) members must be present to establish a quorum. Authorization for WRA to fund a case or be involved as a named party in a case may occur at any meeting of the committee but only by the affirmative vote of at least two-thirds (2/3) of the entire committee.

#### **ARTICLE XII - Wisconsin Realtors® Foundation, Inc.**

**Section 1.** There shall be established a Wisconsin Realtors® Foundation, Inc. whose function shall be the solicitation of contributions and management of contributed assets and granting of loans, scholarships, attainment awards and other educational aids to promote greater technical competence and higher professional standards in the real estate industry, and to sponsor and fund research projects on real estate and related matters which have broad public interest and applicability, and to sponsor independent study projects in response to the foregoing purposes and to engage in and support charitable and educational activities that are consistent with Section 501(c)(3) of the Internal Revenue Code.

**Section 2.** The Wisconsin Realtors® Foundation Board of Directors shall consist of at least three (3) but not more than twelve (12) persons (the "Directors"). The Directors shall be appointed by the WRA Chair of the Board and approved by the WRA Board of Directors. Each Wisconsin Realtors® Foundation Director shall serve a term of three years or until such Director's successor is appointed and qualified. A Director may serve unlimited terms. The Directors shall consist of persons who support the purpose of the Corporation and who provide representation of various constituencies, geographic areas, and industry sectors, and may include but is not limited to representation from local Realtors® Boards, real estate brokerage firms, and individual Realtors®; any Director that is a WRA member must be in good standing with the WRA and loss of membership shall be deemed a resignation from the Wisconsin Realtors® Foundation Board. Other qualifications for Directors and criteria for the selection process may be established from time to time by the WRA Board of Directors.

#### **ARTICLE XIII - Advocacy Organization**

**Section 1.** There shall be established an advocacy organization called the Wisconsin Homeowners Alliance, Inc., whose purpose shall be to advance and promote issues of concern to Wisconsin's property owners (the "Advocacy Organization"). It shall be a nonpartisan, nonprofit advocacy organization that qualifies under Section 501 (c)(4) of the Internal Revenue Code.

**Section 2.** The sole voting member of the Advocacy Organization shall be the WRA. Unless otherwise determined by the Board of Directors, the WRA shall exercise its rights as the sole voting member through its Board of Directors. The Board of Directors may authorize one or more of the WRA's officers, or any other person so designated, to exercise its vote on any member matter, except in regard to amendment or restatement of the articles of incorporation or bylaws as provided in Section 3.

**Section 3.** The articles of incorporation and bylaws of the Advocacy Organization may only be amended or restated upon the approval of two-thirds (2/3) of the Directors of the WRA.

#### **Article XIV – Strategic Advocacy Group**

**Section 1.** There shall be a Strategic Advocacy Group (SAG) whose function shall be to research, analyze, interview and make recommendations to the Board of Directors relating to the endorsement of candidates running for statewide office and court of appeals.

**Section 2.** The WRA Chair of the Board shall serve as the Chair of the SAG. There shall be no less than fifteen (15) members on the SAG. Appointments to the SAG shall be made by the WRA Chair of the Board and confirmed by the WRA Board of Directors. The membership should include, in addition to the WRA Chair, the WRA Chair-elect, the WRA Treasurer, no less than twelve (12) other members which shall include no less than five (5) past Chairpersons of the WRA. The remaining members shall represent broad geographic diversity and range of professional areas of expertise. Appointments shall be for staggered two-year terms. There shall be no term limits.

**Section 3.** No less than ten (10) members must be present to establish a quorum.

#### **Article XV – Independent Expenditure Committee**

**Section 1.** There shall be an independent expenditure committee whose function shall be to authorize and approve expenditures for communications that expressly advocate for the election or defeat of a political candidate. Such expenditures shall not be made in coordination with any candidate, or the candidate's authorized committees or agents, or a political party or its agents.

**Section 2.** The Chair of the WRA shall serve as the Chair. The committee shall be made up of the WRA Chair, the WRA Chair-elect, the WRA Treasurer and two past Chairpersons of the WRA. Appointments shall be made by the WRA Chair of the Board and confirmed by the WRA Board of Directors. Appointments shall be for staggered two-year terms. There shall be no term limits.

**Section 3.** No less than three (3) members must be present to establish a quorum.

#### **ARTICLE XVI - Public Policy Committee**

**Section 1.** There shall be a Public Policy Committee whose function shall be to monitor, analyze and take positions on state legislation, regulations and public policies that impact the WRA and local REALTOR® associations, MLSs, real estate licensees, appraisers, homeowners, property owners and the real estate industry on behalf of the WRA.

**Section 2.** The membership of the Public Policy Committee shall consist of a Chair, the WRA's Executive Committee (Chair of the Board, Chair-elect, Treasurer, immediate past Chair of the Board, and two Vice Presidents), Wisconsin's Federal Political Coordinators (FPC) for the NATIONAL ASSOCIATION OF REALTORS®, and no more than forty (40) members representing broad geographic diversity, range of professional areas of expertise, as well as past and future willingness to engage in advocacy (legislative, regulatory and political) on behalf of the WRA and meeting attendance. The Chair shall be appointed by the WRA's officer team. The members shall be appointed by the WRA Chair of the Board and confirmed by the Board of Directors.

**Section 3.** No less than fifteen (15) members must be present to establish a quorum.

**Section 4.** The term of the members, including the Chair, shall begin October 1<sup>st</sup> of the even year and ending September 30<sup>th</sup> of the following even year. The WRA Chair of the Board may remove the Chair and members from the committee for egregious behavior or repeated absences. The Chair and the committee members shall sign a confidentiality statement prior to serving on the committee.

**Section 5.** Any position taken by the Public Policy Committee as authorized under Section 1 shall be reported to the Executive Committee and Board of Directors at its next meeting.

#### **ARTICLE XVII - Diversity, Equity, and Inclusion Committee**

**Section 1.** There shall be a Diversity, Equity and Inclusion Committee that monitors and evaluates legislative, legal and regulatory trends with respect to fair housing, equal opportunity in housing, and cultural diversity, examines diversity, equity and inclusion (DEI) programs and measures and recommends DEI initiatives to the WRA, and provides resources to the membership. The Committee administers the WRA Partnership for Success Program.

**Section 2.** The membership of the Committee shall consist of a Chair and no fewer than ten (10) members from different geographic areas of the state. Each member shall be appointed by the WRA Chair of the Board.

**Section 3.** No less than four (4) members must be present to establish a quorum.

**Section 4.** The term of the members, including the Chair shall be no greater than one year and such terms shall coincide with the beginning and/or end of the WRA Chair's term.

## **ARTICLE XVIII – Professionals Standards Committee**

**Section 1.** There shall be a Professional Standards Committee responsible for the enforcement of the Code of Ethics, the disciplining of Members, the arbitration of disputes, and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, which by this reference is made a part of these Bylaws provided, however, that any provision deemed inconsistent with state law shall be deleted or amended to comply with state law, and the signed Professional Standards Enforcement Agreements between the WRA and the local Boards/Associations.

The Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® is adopted as the Code of Ethics of the WRA and shall be considered a part of its Rules and Regulations, and the Code of Ethics and the Rules and Regulations of the WRA shall, in the future, be deemed to be amended and changed whenever said Code of Ethics is amended or changed by the National ASSOCIATION OF REALTORS®.

**Section 2.** The Committee shall consist of a Chair, Vice-chair, and at least thirty (30) REALTOR® Members. Appointments shall be made by the WRA Chair of the Board and confirmed by the WRA Board of Directors. Appointments shall be for staggered two-year terms.

**Section 3.** The members must be a REALTOR® for two years, familiar with the Code of Ethics, state real estate regulations and current real estate practices. All committee members have completed professional standards training and complete professional standards training every two years.

**Section 4.** Fees relating to the enforcement of the Code of Ethics, the disciplining of Members, the arbitration of disputes shall be the maximum specified by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended. Any fee not so specified shall be \$500. Fees may be reduced or waived upon the request of a party, the recommendation of a hearing panel and the approval by the Executive Committee.

**Section 5.** A local Board that is not a signatory in the WRA statewide professional standards program prior to referring an ethics complaint, arbitration request, appeal from an ethics hearing or request for procedural review from an arbitration hearing for review to the WRA, should exhaust all efforts to impanel an impartial tribunal to conduct either the original hearing or the appeal or procedural review. Mediation is required for any arbitrable issue.

Allegations of ethical violations and contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTORS® and between REALTORS® and their customers or clients may be submitted to an ethics or arbitration panel at the WRA level under the following circumstances:

- (a) Allegations of unethical conduct made against a REALTOR® who is directly a member of the WRA and not a member of any local Board.
- (b) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between REALTORS® who are directly members of the WRA and are not members of any Board.
- (c) Contractual disputes (and specific non-contractual disputes as defined in Standard of Practice 17-4) between a REALTOR® who does not hold membership in any Board, but is directly a member of the WRA, and a REALTOR® who is a member of a Board.

**Section 6.** In the event a referral by a local Board that is not a signatory in the WRA statewide professional standards program of an appeal from an ethics hearing or a request for procedural review from an arbitration hearing is accepted by the WRA, the conduct of the hearing shall in accordance with the procedures of the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® referenced above in Section 1. The hearing shall be conducted by a Hearing Panel of REALTORS® selected from the WRA Professional Standards Committee. The final decision of the Hearing Panel shall be ratified by a panel of the WRA Professional Standards Committee. Any action required by the final decision shall be implemented by the local Board making the referral to the WRA.

## **ARTICLE XIX - Professional Standards – Code of Ethics Training**

### **Section 1. New Member Code of Ethics Orientation.**

Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics of not less than two (2) hours and thirty (30) minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one (1) year or less.

Failure to satisfy this requirement within 90 days of the date of application (or, alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of provisional membership.

### **Section 2. Continuing Member Code of Ethics Training.**

Effective January 1, 2019, through December 31, 2021, and for successive three year periods thereafter, each REALTOR® member of the association (with the exception of REALTOR® members granted REALTOR® Emeritus status by the NATIONAL ASSOCIATION OF REALTORS®) shall be required to complete ethics training of not less than two (2) hours and thirty (30) minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by a local association, the WRA, the NATIONAL ASSOCIATION OF REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any three (3)-year cycle shall not be required to complete additional ethics training until a new three (3)-year cycle commences.

Failure to satisfy the required periodic ethics training shall be considered a violation of a membership duty. Failure to meet the requirement in any three (3)-year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any three (3)-year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

## **ARTICLE XX - Real Estate Forms Committee**

**Section 1.** There shall be a Real Estate Forms Committee whose function shall be to provide counsel and advice on behalf of the WRA to the Department of Safety and Professional Services (DSPS) or its successors, regarding the use of and modification to Wisconsin forms utilized in real estate transactions.

**Section 2.** The membership of the Real Estate Forms Committee shall consist of a Chair and no fewer than fifteen (15) members from different geographic areas of the state. Each member shall be appointed by the Chair of the Board.

**Section 3.** No less than eight (8) members must be present to establish a quorum.

**Section 4.** The term of the members, including the Chairman shall be no greater than one year and such terms shall coincide with the beginning and/or end of the WRA Chair of the Board's term.

## **ARTICLE XXI - Fiscal Year**

The fiscal year of the WRA shall be January 1 through December 31.

## **ARTICLE XXII - Code of Ethics and Arbitration Manual**

The Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® is adopted as the Code of Ethics of the WRA and shall be considered a part of its rules and regulations, and the Code of Ethics and Arbitration Manual and the rules and regulations of the WRA shall in the future be deemed to be amended and changed whenever said Code of Ethics and Arbitration Manual is amended or changed by the NATIONAL ASSOCIATION OF REALTORS®.

## **ARTICLE XXIII - Rules of Order**

**Section 1.** Robert's Rules of Order, latest edition, shall be recognized as the authority governing all meetings and conferences when not in conflict with the Bylaws of the WRA.

**Section 2.** All meetings of the Executive Committee and the Board of Directors, except for meetings, or portions of meetings, held in executive session, shall be open to all members of the WRA, all local Board Executive Officers, WRA officers and staff, and any other invitees of the Board of Directors. A motion to go into executive session is a question of privilege and is adopted by a majority vote.

### **Section 3.**

(a) Directors may participate in a Board meeting either by being present at the meeting or by any means of communication by which any of the following occurs:

1. All participating Directors may simultaneously hear or read each other's communications during the meeting.
2. All communication during the meeting is immediately transmitted to each participating Director, and each participating Director is able to immediately send messages to all other participating Directors.

(b) If a meeting will be conducted through the use of any means described in par. (a), all participating Directors shall be informed that a meeting is taking place at which official business may be transacted. A Director participating in a meeting by any means described in par. (a) is considered to be present in person at the meeting. If requested by a Director, minutes of the meeting shall be prepared and distributed to each Director.

**Section 4.** An action required or permitted to be taken at a Directors meeting may be taken by written action signed by two-thirds (2/3) of the Directors then in office.

## **ARTICLE XXIV– Amendments**

**Section 1.** These Bylaws may be amended at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of the Directors present and voting, provided that a quorum is present, and provided further that notice of the substance of any proposed amendments shall first have been sent to each Director at least seven days in advance of the meetings. Notice may be sent by mail, e-mail or personal delivery, to the current address, or e-mail address provided to the WRA by the Director.

**Section 2.** Amendments to these Bylaws affecting the admission or qualification of Active Members and Institute Affiliate Members, the use of the terms REALTOR® or REALTORS® or any alteration in the territorial jurisdiction of the Member Board shall become effective upon the approval of the Board of Directors of the NATIONAL ASSOCIATION OF REALTORS®.

**Section 3.** When Bylaws amendments are mandated by NATIONAL ASSOCIATION OF REALTORS® policy, these Bylaws may be automatically amended to reflect the mandate as of the effective date of the mandatory policy authorized by NATIONAL ASSOCIATION OF REALTORS®. The WRA shall provide notice of that change in a regular or special membership communication.

## **ARTICLE XXV– Harassment**

**Section 1.** Any member of the WRA may be reprimanded, placed on probation, suspended or expelled for harassment of a WRA employee or officer or Director after an investigation in accordance with the procedures of the WRA. As used in this Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the Chair, and Chair-elect and/or Treasurer and one member of the Board of Directors selected by the highest-ranking officer not named in the complaint, upon consultation with legal counsel for the WRA. Disciplinary action may include any sanction authorized in the WRA's Code of Ethics and Arbitration Manual. If the complaint names the Chair, Chair-elect or Treasurer, they may not participate in the proceedings and shall be replaced by the immediate past Chair or, alternatively, by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint.

**Section 2.** Any member of the WRA may be disciplined for any harassment of a WRA employee that creates a hostile or intimidating work environment or otherwise significantly interferes with an employee's job performance. This explicitly includes any harassment based on the employee's status or membership in a class of individuals protected from employment discrimination under applicable federal, state or local fair employment law. Accordingly, any harassment based on any of the following classes, without limitation, is prohibited: an employee's age, race, religion, color, disability, marital status, familial status, sex, sexual orientation, national origin, ancestry, arrest or conviction record, or membership in any reserve component of the military forces of the United States or this state. Complaints will be investigated and violators subject to appropriate disciplinary action, pursuant to the procedures for handling sexual harassment complaints.

#### **ARTICLE XXVI - Indemnification of Directors, Officers, and Employees**

**Section 1.** The WRA shall indemnify a Director, Officer or employee who was or is a party or threatened to be made a party to any Proceeding, including any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether with or without merit (other than an action, suit or proceeding by or in the right of the WRA) by reason of the fact that he or she is or was a Director, Officer or employee of the WRA against reasonable Expenses and Liabilities, including attorney's fees, judgments, fines and amounts paid in settlement, actually and reasonably incurred by the person in connection with such Proceeding, unless the breach or failure to perform constitutes any of the following:

- (a) willful failure to deal fairly with the WRA or its members in connection with a matter in which the Director, Officer or employee has a material conflict of interest;
- (b) violation of criminal law, unless the Director, Officer or employee had reasonable cause to believe the conduct was lawful or no reasonable cause to believe the conduct was unlawful;
- (c) a transaction from which the Director, Officer or employee derived an improper personal benefit; or
- (d) willful misconduct.

**Section 2.** The termination of any action, suit or proceeding referred to in Section 1. by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not itself create a presumption that indemnification of the Director, Officer or employee is not required under Section 1.

**Section 3.** Any indemnification under Section 1. shall be made by the WRA unless there is a determination that indemnification of the Director, Officer or employee is improper under the circumstances because he or she has breached or failed to perform a duty in the manner described in Section 1.(a) to (d). Such determination shall be made by one of the following subject to review by the court, which conducted the Proceeding, or by another court of competent jurisdiction.

- (a) By the Board of Directors of the WRA by a majority vote of a quorum consisting of members who were not parties to such Proceeding; or
- (b) By the Executive Committee of the WRA by a majority vote of a quorum consisting of members who were not parties to such Proceeding.

**Section 4.** The WRA may, at its option, provide indemnification to agents of the WRA, including an agent of the WRA acting on its behalf as a committee, division, or section member or as an appointee of an officer of the WRA, acting within the scope of their duties as such, for Expenses and Liabilities incurred in a Proceeding to the same extent as Director, Officer or employee hereunder.

**Section 5.** All capitalized terms used in this Article shall have the meaning given to them in Section 181.0871 of the Wisconsin Statutes.

#### **ARTICLE XXVII - Conflicts of Interest**

**Section 1.** Officers, members of the Executive Committee and Directors shall promptly disclose all material financial interests and any other circumstances which may result in a material conflict of interest to the President and Chief Executive Officer (CEO). The disclosure shall be made no later than three days prior to the discussion of any matter relating to the financial interest or other conflict of interest. The WRA President and Chief Executive Officer (CEO) and legal counsel shall determine if a material conflict of interest exists.

If it is decided that a material conflict of interest exists, the Director, member of the Executive Committee or Officer shall be promptly notified of the decision. If the material conflict of interest relates to a matter which is the subject of current or upcoming discussion, the Director, member of the Executive Committee or Officer shall not:

- (1) Participate in the discussion of the matter without full disclosure of the material conflict of interest prior to participation in the discussion;
- (2) Vote on any matter for which the Director, member of the Executive Committee or Officer has a material conflict of interest. The Board may ask Directors with material conflicts of interest to leave the meeting during discussion of the matter giving rise to the conflict. The Board minutes should state which Directors or Officers were present for the discussion of the matter giving rise to the conflict, the content of the discussion and any roll call of the vote. The Chair may ask members of the Executive Committee with material conflicts of interest to leave the meeting during discussion of the matter giving rise to the conflict. The Executive Committee minutes should state which members of the executive Committee were present for the discussion of the matter giving rise to the conflict, the content of the discussion and any roll call of the vote.

If the material conflict of interest is of an ongoing nature, the Director, member of the Executive Committee or Officer shall eliminate the conflict of interest or resign from the Board and/or position as Officer.

**Section 2.** An Officer, member of the Executive Committee or Director has a financial interest if that person has, or may acquire as a result of the matter being deliberated, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the WRA has a transaction or business arrangement.
- A compensation agreement with the WRA or with any entity or individual with which the WRA has a business arrangement.
- A potential ownership or investment interest or compensation arrangement with such entity.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

**Section 3.** Material Conflict of Interest. A material conflict of interest is as a situation where a Director, member of the Executive Committee or Officer has a financial, personal or other interest which has a significant likelihood of preventing the Director, member of the Executive Committee or Officer from fulfilling fiduciary duties to the WRA.

**Section 4.** Fiduciary Duties. Directors, Officers and members of the Executive Committee shall perform their duties in good faith, in a manner which is in the best interests of the WRA, and with such care as an ordinarily prudent person would exercise in a similar circumstance. Directors, Officers and members of the Executive Committee shall not take any action which unduly exposes the WRA to liability or use information obtained as a Director, Officer or member of the Executive Committee inconsistently with their fiduciary duties or otherwise to the detriment of the WRA.

**Section 5.** The conflict of interest policy of the WRA shall be distributed to and subscribed by each Director, member of the Executive Committee and Officer annually.

## **ARTICLE XXVIII - Dissolution**

Upon the dissolution or winding up of the affairs of the WRA, the Board of Directors, after providing for payment of all obligations, shall distribute any remaining assets, within its direction, to any Section 501(c)(6) or a Section 501(c)(3) tax-exempt organization.

## **ARTICLE XXIX – Member Duties and Discipline**

**Section 1.** It shall be the duty and responsibility of every REALTOR® Member of the WRA to abide by the Bylaws of the WRA and any rules and policies adopted thereunder including the WRA Web site (<http://www.wra.org> or its successor site) terms of use and other conditions and rights associated with WRA programs, products and other real, personal and intellectual property rights, the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, and the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and

as further defined and in accordance with the procedures set forth in the Code of Ethics and Arbitration Manual of the WRA as from time to time amended.

**Section 2.** Any Member of the WRA may be disciplined by the Board of Directors for a violation of these Bylaws, Rules and policies consistent with these Bylaws after a hearing as provided in Article XVII. Although Members other than REALTORS® are not subject to the Code of Ethics or its enforcement, such Members are encouraged to abide by the principles established in the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® and conduct their business and professional practices accordingly. Further, Members other than REALTORS® may, upon recommendation of a hearing panel of the Professional Standards Committee, be subject to discipline, for any conduct, which in the opinion of the Board of Directors, applied on a nondiscriminatory basis, reflects adversely on the terms REALTOR® or REALTORS®, and the real estate industry, or for conduct that is inconsistent with or adverse to the objectives and purposes of the local Board, the WRA, and the NATIONAL ASSOCIATION OF REALTORS®.

**Section 3.** Any REALTOR® member of the association may be disciplined by the board of directors for violations of these Bylaws, the Code of Ethics, or other duties of membership, after a hearing as described in the Code of Ethics and Arbitration Manual of the association, provided that the discipline imposed is consistent with the discipline authorized by the Professional Standards Committee of the NATIONAL ASSOCIATION OF REALTORS®, as set forth in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®.

**Section 4.** Any Member of the WRA may be disciplined by the Board of Directors for any unauthorized use of the WRA Web site (<http://www.wra.org> or its successor site), including but not limited to, violations of the terms of use agreement. Members shall be subject to immediate sanctions which may include fines, injunction against the dissemination of any unauthorized information, and damages as determined a court of competent jurisdiction.

**Section 5.** Resignations of Members holding direct membership in the WRA shall become effective when received in writing by the Board of Directors, provided, however, that if any Member holding direct membership in the WRA submitting the resignation is indebted to the Board for dues, fees, fines, or other assessments of the Board or any of its services, departments, divisions, or subsidiaries, the Board may condition the right of the resigning Member to reapply for membership upon payment in full of all such monies owed.

**Section 6.** If a Member holding direct membership in the WRA resigns from the WRA or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition the right of the resigning Member to reapply for direct membership in the WRA upon the applicant's certification that he or she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel.

If a member holding direct membership in the WRA resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided that the dispute arose while the former member was a REALTOR®.

**Section 7.** The responsibility of the association and of association members relating to the enforcement of the Code of Ethics, the disciplining of members, the arbitration of disputes, and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as from time to time amended, which by this reference is made a part of these Bylaws.