MEMBERSHIP APPLICATION
Commercial & Industrial Real Estate Council

Name: _____ _____ Mr. _____ Ms.

Company: _____

Company Address: _____

_____

Office Phone: _____ Cell Phone: _____

E-Mail: _____

Position: _____ Website: _____

I hereby apply for: ☐ Realtor® membership ☐ Affiliate membership

Complete this section if applying for Realtor® Membership

PA Real Estate License Number: _____ PA Real Estate Appraiser Certificate Number: _____

☐ Realtor® member of the Lancaster County Association of Realtors®
☐ Realtor® member of other Realtor® association(s): _____

Designations (SIOR, CCIM, etc.): _____ Number of years in real estate: _____

Primary business focus: _____

Areas of specialized activity or expertise: _____

Complete this section if applying for Affiliate Membership (REALTOR ® Sponsor Required)

Designations (CPA, engineer, banker, etc.): _____

Check one for member classification: ☐ Architecture/Construction/Engineering ☐ Environmental ☐ Insurance
☐ Legal ☐ Lender ☐ Property Maintenance/Vendor

Areas of expertise related to Commercial & Industrial real estate: _____

Sponsoring Realtor® member: _____ Phone number: _____

I attended the monthly membership meeting on _____ as a guest of _____
(date) (C&I member's name)

OVER

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C&I Council Mission Statement

The mission of the Commercial & Industrial Real Estate Council is to provide real estate and affiliated professionals with educational and networking opportunities through the exchange of information, mutual cooperation and fellowship, while promoting commerce, business and our respective professions in Lancaster County.

Affiliate applicants, are required to explain in detail how you would contribute your services to be beneficial to the needs of buyers, sellers, Realtors®, brokers, developers or other professionals directly involved in the commercial or industrial real estate market (supply enough detailed information for the Board of Directors to thoughtfully consider your response).

_____

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_____

Reason for wanting to join the C&I Council: _____

_____

_____

All applicants to complete this section

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership, if granted. I acknowledge that I have read the Membership Guidelines and the C&I Council Bylaws attached to this document. I further understand that one year's dues in the amount of $145 for Realtors® or $175 for Affiliates must accompany this application. I agree that payment of dues shall evidence my initial and continuing commitment to abide by the Bylaws and Policies of the Commercial & Industrial Real Estate Council, all as from time-to-time amended. Please email your jpg photo for the Council's website to Olivia@LCARonline.com.

Proposed Member Signature: _____ Date: _____

REALTOR® Sponsor Signature: _____ Date: _____

Please return completed application, with payment, to Olivia@LCARonline.com or LCAR, 1930 Harrington Drive, Lancaster, PA 17601. Phone (717) 569-4625.

Commercial & Industrial Real Estate Council

Membership Guidelines

Section 1: Qualifications

An applicant for Realtor® Membership must:

A. Hold a current, valid Pennsylvania Real Estate Broker's or Salesperson's License, or hold current valid Pennsylvania certification as a certified real estate appraiser.
B. Be an active member in good standing of the Lancaster County Association of Realtors®, or other Realtor® Association.
C. Engage in real estate activities with professionalism, integrity and ethical behavior.
D. Agree to abide by the Bylaws of the Commercial & Industrial Real Estate Council of the Lancaster County Association of Realtors®.

An applicant for Affiliate Membership must:

A. Be employed in an occupation which involves commercial or industrial real estate through contribution of service to the needs of buyers, sellers, Realtors®, brokers, developers or other professionals directly involved in the commercial or industrial real estate market.
B. Agree to abide by the Bylaws and meet the objectives of the Commercial and Industrial Real Estate Council of the Lancaster County Association of Realtors®.
C. Possess the reputation of professional integrity and ethical behavior.

Section 2: Application

An application for membership shall be made in such manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it. The application form shall contain among the statements to be signed by the applicant, (1) that applicant agrees as a condition of membership to familiarize himself/herself with the Bylaws of the Commercial & Industrial Real Estate Council of the Lancaster County Association of Realtors®, and will abide by same, and (2) that applicant consents that the Board may invite and receive written information and comment about applicant from any member and that applicant agrees any information and comments furnished to the Board by any person in response to the invitation shall be deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character. The applicant shall receive with the application form a copy of the Bylaws referred to above.

Section 3: Applicant Approval Procedures

The Membership Chairman shall determine whether the applicant is applying for the appropriate class of member- ship and, if so, will review the application with the Board of Directors at its next regularly scheduled meeting.

If the applicant receives a majority vote of the Board of Directors, he/she shall be declared elected to membership and shall be so advised in writing within 10 days of approval.

Should there be a denial of the application, the reasons shall be specifically stated and forwarded to the applicant within 10 days of such decision.

Section 4: Disqualification

Any individual can be denied membership or have existing membership discontinued or not renewed if the individual:

A. Has an outstanding balance, including dues, fees, fines, or other assessments, payable to the Lancaster County Association of Realtors® or the LCAR C&I Council.
B. Has, at the discretion of the Board of Directors, no longer met the qualifications for membership noted in Section 1.
C. Has failed to notify the Board of Directors of a status change noted in Section 6.

Section 5: Duration of Membership

Membership shall continue during the existence of the Council unless terminated because of disqualification under Section 4 or as hereinafter provided.

A. If dues are not paid within 60 days of the billing date, provided one month's delinquent notice has been given in writing, membership will be terminated.
B. Resignation of any member shall become effective when received, in writing, by the Board of Directors, provided, that if the member submitting his/her resignation is indebted to the Council for fees, charges, etc., the Directors shall condition the right of the resigning member to reapply for membership upon payment of all such monies owed.

Section 6: Status Change

A member who changes the conditions under which membership is held shall notify the Board of Directors, in writing, within sixty (60) days of the change. Failure to do so may result in disqualification of membership.

Updated 2/21/23

Commercial & Industrial Real Estate Council

Policies on Membership Meetings

Haves/Introduction of Listings

- Any Realtor® member who has the subject property listed in the multiple list system (MLS), currently subscribed to by the Lancaster County Association of Realtors® (LCAR), can present at a meeting.
- Must have sufficient number of printed handouts.
- Maximum number of five (5) listings per person for oral presentations.
- Must have written, exclusive right to sell/lease contracts in order to present.

Wants/Needs

- Realtor® members only.
- Limited to three (3) per person.

Attendance

- Guests may attend only one meeting per year, prior to joining.
- Non-sponsored breakfasts entail a minimum fee for members.

Off-Site Meetings

- Must be appropriate facility with meeting room.
- Must be approved by the board of directors at least one month in advance of the meeting date.

BYLAWS of the COMMERCIAL & INDUSTRIAL REAL ESTATE COUNCIL

of the Lancaster County Association of Realtors®

ARTICLE I

SECTION 1: NAME

The name of this organization shall be the "Commercial & Industrial Real Estate Council of the Lancaster County Association of Realtors".

ARTICLE II

SECTION 1: PURPOSE

The mission of the Commercial & Industrial Council is to provide real estate and affiliated professionals with educational and networking opportunities through the exchange of information, mutual cooperation and fellowship, while promoting commerce, business and our respective professions in Lancaster County.

ARTICLE Ill

SECTION 1: FISCAL YEAR

The fiscal year shall be January 1st of each year and end on December 31st of each year.

ARTICLE IV

SECTION 1: MEMBERSHIP AND DUES

There shall be two classifications of membership:

A. REALTOR®

Realtor® members shall be those individuals who are actively engaged in the real estate profession and maintain a current, valid real estate brokers or salespersons license or who are licensed or certified by the State Board of Certified Real Estate Appraisers and who pay dues annually to the Council. A Realtor" member shall be an active member in good standing of the Lancaster County Association of Realtors", or other Realtor" Association.

B. AFFILIATE

Affiliate members shall be those individuals who are employed in an occupation which involves commercial or industrial real estate through contribution of service to the needs of buyers, sellers, Realtors", brokers, developers or other professionals directly involved in the commercial or industrial real estate market. They shall possess the reputation of professional integrity and ethical behavior and pay dues annually to the Council.

Applicants must meet the qualifications as set forth in the C&I Real Estate Council Membership Guidelines in effect at the time the application was submitted. Dues for membership shall be set annually by the Board of Directors; however, dues paid in December shall include 13 months of membership. Members are expected to attend the regular meeting of the C&I Real Estate Council.

ARTICLE V

SECTION 1: MEETING OF MEMBERS

A. REGULAR MEETINGS

Regular meetings of the membership shall be held on the second Wednesday of each month at 8:00 a.m. at a place designated by the Board of Directors or, if it sees fit, it may delegate this responsibility to the Program Committee. The Board of Directors may adjust the meeting schedule if necessary and may waive up to two meetings per year. Offsite meetings outside of LCAR's offices shall be hosted by a cooperating broker member of the C&I Council who has the host site listed on the MLS, provided that the host site is for sale or lease. Otherwise, the host site is not required to be on the MLS.

B. ANNUAL MEETINGS

There shall be an annual meeting of the membership of the organization for the election of the Board of Directors and the transaction of any other business. This meeting shall be held in November of each year at such time and place as may be designated by the Board of Directors.

C. SPECIAL MEETINGS

A special meeting of the membership may be called by the President whenever, in their opinion, it seems advisable to do so. A meeting shall be called by the President upon the written request of at least five members of the organization.

D. NOTICE OF MEETINGS

Written notice of the time and place of all meetings of the membership shall be emailed or mailed to the members as their last known address at least seven days prior to any meeting.

E. QUORUM

Twenty percent (20%) of the total membership shall constitute a quorum for the transaction of business at any meeting of the organization.

F. RULES

Any questions concerning parliamentary procedure at meetings shall be determined by reference to Robert's Rule of Order.

G. PRIVILEGE OF VOTING

Each member entitled to vote at meetings of the membership may vote in person or, if the meeting is held electronically, then via electronic means as determined by the presider of the meeting. No one shall be permitted to vote by proxy. The privilege of the floor shall be extended to any member entitled to vote at meetings of this organization.

ARTICLE VI

SECTION 1: DIRECTORS: NUMBER AND COMPOSITION

The Board of Directors shall consist of eight (8) elected members and the Immediate Past President. Six of the Directors shall be Realtor® members of the C&I Council and Realtor® members of the Lancaster County Association of Realtors®; and two Directors shall be Affiliate members of the C&I Council. No more than two members of the Board of Directors may serve through the same firm as of the date of election.

This provision will be waived, however, in the event that more than two members from the same firm results from a company merger, acquisition or personnel transfer during the members' terms of office. In this event, each individual serving through the same firm will be permitted to complete their term of office.

SECTION 2: DIRECTORS: TERMS

The Realtor® member Directors shall be elected by a plurality of the votes cast at the annual meeting to serve for a period of two years beginning January 1st and until their successors are elected. The initial election, held under this provision, shall be such that one-half of the Directors shall be elected for two-year terms and one-half for one-year terms. Affiliate member Directors shall be elected by a plurality of the votes cast at the annual meeting to serve for a period of one-year beginning January 1st and until their successors are elected. Directors may serve an unlimited number of non-consecutive terms but no more than two consecutive terms.

SECTION 3: DIRECTORS: VACANCIES

Any vacancy occurring on the board of directors for any reason, including a resignation of a director, may be filled by the affirmative vote of a majority of the remaining directors though there is less than a quorum of the board of directors. If the directors in office constitute fewer than a quorum of the board, they may fill the vacancy by the affirmative vote of a majority of all the directors in office. A director elected to fill a vacancy shall be elected for the unexpired term of the director's predecessor in office.

ARTICLE VII

SECTION 1: MEETINGS OF THE BOARD OF DIRECTORS

A. MEETINGS

There shall be an annual meeting of the Board of Directors for the purpose of planning the program and setting the dues for the coming year. The meeting shall be held within 30 days following the annual membership meeting. There may be additional meetings of the Board of Directors as the President, in their discretion, may call.

B. QUORUM

A majority (but no less than five) of the Directors, then in office, shall constitute a quorum for the transaction of any business.

C. TRANSACTING BUSINESS

A majority vote of the quorum shall be required to resolve business at a meeting.

ARTICLE VIII

SECTION 1: OFFICERS

A. OFFICERS AND TERMS

The officers of this organization shall be the President, Vice President, Secretary and Treasurer, except as otherwise provided in these Bylaws, must be Realtor members of the C&I Council. At the first Directors' meeting following the annual meeting of the membership, the newly elected Directors and those Directors with remaining terms shall elect the officers to serve for the following year. These officers shall serve for a period of one (1) year beginning January 1st and continuing until their successors are elected. Any officer can hold more than one office.

B. PRESIDENT

The President shall be the Chief Executive Officer of the organization; they shall preside at all meetings of the members, officers, and Board of Directors. The President shall appoint from among the members, subject to confirmation by the Board of Directors, those committees deemed necessary for the operation of the organization. The President shall have general and active management of the business of the organization; shall see that all orders and resolutions of the officers and Board of Directors are carried into effect; and, subject to the right of the Board of Directors to delegate to any other officer or officers any specific powers except such as may be by statute exclusively conferred on the President, shall be an ex-officio member of all committees, and shall have the general powers and duties of supervision and management usually vested in the office of President of an organization.

C. VICE PRESIDENT

In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President; and shall perform such other duties as from time to time may be assigned to the Vice President by the President or by the Board of Directors.

D. SECRETARY

The Secretary shall attend all meetings of the officers, Board of Directors, and the membership and shall act as clerk thereof and record all the votes of the organization and the minutes of all its transactions in a book to be kept for the purpose and shall perform like duties for any committee when requested. The Secretary shall give, or cause to be given, notice of all meetings of the members, officers and Board of Directors, and all programs of the organization, and shall perform such other duties as may be prescribed by the Board of Directors or President. The Secretary's duties may, at the discretion of the officers, be conferred upon the administrative officer of the Lancaster County Association of Realtors®.

E. TREASURER

The Treasurer shall have custody of the organization's funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the organization. The Treasurer shall disburse the funds of the organization as may be ordered by the Board of Directors, taking proper vouchers for such disbursement, and shall render to the President and Board of Directors, whenever they may require, an account of all transactions and of the financial condition of the organization. The Treasurer's duties may, at the discretion of the officers, be conferred upon the administrative officer of the Lancaster County Association of Realtors®.

F. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a liaison to LCAR Board of Directors and shall serve as liaison subject to LCAR's approval.

G. VACANCIES

Unless as otherwise provided in these Bylaws, a vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled by the affirmative vote of the Board of Directors. Lack of regular attendance at board meetings or dereliction of duties by any director may be grounds for removal at the discretion of the Board of Directors.

SECTION 2: PARLIAMENTARIAN

At its discretion, the Board of Directors may appoint a Parliamentarian. The appointment may be at any time during the fiscal year. The Parliamentarian shall serve as long as the Board of Directors requires.

The Parliamentarian shall, when practicable, attend the meetings of the Board of Directors. The Parliamentarian should be an expert in parliamentary procedure and should sit near the President, or other presiding officer, during the meetings of the Board of Directors. The Parliamentarian shall speak to the Board of Directors and may provide explanations or advice, but not rulings and shall not be considered a Director. Specifically, the duties of the Parliamentarian shall include giving advice to the President and members of the Board of Directors during its meetings, inform the President of errors in parliamentary procedures if they affect the basic rights of the members of the Board of Directors, and give advice to the members of the Board of Directors during times when there is not a meeting in process as requested, from time to time, by the President.

ARTICLE IX

SECTION 1: NOMINATIONS COMMITTEE

Each year the Nominations Committee, consisting of the Board of Directors, shall nominate three Realtor® Member Directors to two-year terms and two Affiliate Member Directors to one-year terms, provided, however, that the membership shall have the privilege of nominating additional candidates, from the floor, at the annual meeting. All Director candidates, whether nominated by the Nominations Committee or from the floor, must have held uninterrupted membership in the organization for a period of at least 12 consecutive months and regularly attend meetings of the C&I Council.

SECTION 2: OTHER COMMITTEES

In the event the Board of Directors shall appoint other committees, the President shall appoint the chairman of such committees, subject to the approval of the Board of Directors. The committees, so appointed, shall consist of as many members as the Board of Directors may deem necessary.

ARTICLE X

SECTION 1: AMENDMENT OF BYLAWS

If the Board of Directors approves of any proposed amendment to these Bylaws, then these Bylaws may be amended by a two-thirds vote of the membership present at any regular or special meeting of the C&I Council, provided that the proposed amendment is mailed electronically or through the postal service to the membership with at least seven days prior notice of the meeting at which the vote is to be taken.

ARTICLE XI

SECTION 1: EXECUTION OF WRITTEN INSTRUMENTS

Any instrument in writing entered into between the Commercial & Industrial Council and any person, co-partnership, association, or corporation shall have been properly executed for and on behalf of this organization when signed by the President, Secretary or Treasurer, properly acting on behalf of this organization.

ARTICLE XII

SECTION 1: GENDER AND NUMBER

Words of any gender herein shall include any other gender, and the singular shall include the plural and vice versa whenever the same is necessary to produce a fair and meaningful construction.

ARTICLE XIII

SECTION 1: EFFECTIVE DATE

These Bylaws shall be effective immediately upon their adoption.