



Real Estate Support Team Bylaws November 1, 2021

Article 1 REST Partners, LLC - also referred to as the Real Estate Support Team (REST).

A1 - Section 1: The Real Estate Support Team (REST) is a Florida Based Networking Organization, designed for regional expansion. Each Area Region will be identified by the geographical regional area it represents (example: REST Tampa Bay Region; Central Clearwater Region).

A2 - Section 2: REST Partners LLC, as an organization, sanctions “**Executive Directors**” (**Board of Directors**) to work as the Executive Leadership Team, selected by a Regional Owner, to oversee and implement the duties of the greater REST Organization. **A Non-Seat Specific Organization structured differently.**

Article 2 Purpose and Mission of REST (Real Estate Support Team)

A2 - Section 1: Real Estate Support Team (REST) was created as a **Support Team to the Real Estate industry. REST’s mission: To assist local Real Estate agents, through educational Mastermind Events, Pitch Sessions, and Presentations relevant to the Real Estate Professional.**

A2 - Section 2: REST Partners is a **Multi Referral / Lead Generation Networking Team Organization** supported by geographical area Regions, designed to serve the Realtor®, in a professional, non-soliciting manner, through ‘top of mind’ talking points, incorporating the highest degree of content including educational events that support the Real Estate Community.

Article 3 Membership Tier Options; Mentoring; New Region Development

A3 - Section 1: Three (3) membership Tiers. Tiers are defined by the levels of participation, industry skills, and contribution levels that REST members provide, to best serve the Realtor.

- A. **Tier 1** is Non-Seat Specific: **Executive Core Directors** - REST Governing ‘Board of Directors’
- B. **Tier 2** Seat Specific: **Regional Core Team Member** - Attend Regional organization meetings, and facilitate the direction of the Executive Director Leadership Team, Events, and Regional Monthly Power Hours.
- C. **Tier 3** is Non-Seat specific: **The Support Member** – Support Members attend NO weekly meetings, with NO assigned responsibilities. Having opportunities to speak; assist Core members at REST functions, and serve as an alternate member when needed, and invited by a Core Member; not to conflict with a current member’s industry seat. Additional Sponsor Fees may apply for special events. **Support Members must be invited by Core Members to Attend Real Estate Power Hours (REPH).**



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A3 - Section 2: New Region Development; Prospective New Members; Mentoring.

- A. Proposed Regions are pre-selected, pre-approved areas of expansion, approved by REST Executive Directors, lending the full support, and resources of REST Partners LLC.
- B. A “Prospective Core Member” can apply for a Regional Seat, even where a region does not yet exist, providing that the “Prospective Member,” and the new Region has been sanctioned by the REST Executive Leadership, and makes a commitment to take an active part, in building the designated new Region’s Leadership Team.
- C. The Executive Leadership Team can provide Training and Mentoring to the “Prospective Regional” Member(s), when requested, to build a new Region, and support the prospective member’s Industry Seat position upon submitting a paid Application.
- D. Mentoring and Training to Establish Start Up Region: (1) Members of a “Prospective Region” can temporarily attend already established Regional Leadership Meetings, for up to 60 days of Training and Mentoring; OR (2) establish a new ‘Start Up’ Region, temporarily assisted by Executive Core Leadership, to Mentor, Train, and establish the new sanctioned Region.
- E. Prospective Members in Training, are held accountable to the REST Standards and Guidelines herein; officially upgrading to New Region Core status, and having a Regional Membership of 8 or more Regional Core Members, and sanctioned by the Executive Leadership Team.
- F. A New Region officially achieves ‘New Region Status’ when the Regional Membership reaches 8 or more Regional Core Members, and sanctioned by the Executive Leadership Team.

Article 4 Application Process

A4 - Section 1: Application Process

- A. Non-Refundable Application Fee of \$50.00 starts the Application process for ALL Memberships.
- B. Seat Specific (**Core Team**) positions are exclusive to each Region – only one person per Industry for each area Region.
- C. Non-Seat Specific (**Support Members**) are unlimited to REST Partners LLC, but certain restrictions may apply to attend Real Estate Power Hour and other events, **determined by the Area Regional Leadership Team**, where seat specific attendance conflicts.
- D. When two members apply for the same Industry Seat; the deciding vote is determined by the Regional Area’s Leadership Team. The Regional Owner reserves the ultimate right of approval to settle all disputes of REST Partners, LLC.
- E. New Core and Executive Director Members are encouraged to engage, and interact with at least 5 Realtors monthly, to invite to Power Hour, and related REST events.
- F. Two Face to Face meetings; discussion of the Applicant’s Products, Services, real estate community references, and a desire to help Realtors of the Region are required.



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Article 5 Membership - Tier Descriptions; Inviting; Ethics; Resignations.

A5 - Section 1: Tier 1 Executive Director Core Membership – \$350.00 annually

- A. **Non-Seat Specific** – Core Members selected for the expressed purpose of managing and shaping the direction of REST Partners LLC.
- B. An Executive Director is Selected: By the Regional Owner; a **Unanimous** decision of the Executive Director Leadership Team; and have 6 months of Core Member experience.
- C. Executive Directors must attend a minimum one monthly Director’s Organization Meeting in addition to regular scheduled Regional Leadership Meetings.
- D. Executive Directors can attend any REST Event, at any time, BUT representing their Executive Director position, NOT to compete with attending Regional Core Member positions.

A5 - Section 2: Tier 2 Regional Core Membership – \$350.00 annually

- A. **Seat Specific** – Only one person per Industry is represented per each Regional Group.
- B. Core Members commit to attend a Monthly Regional sponsored Power Hour meeting, Regional sanctioned organizational meetings, and oversee and facilitate the working functions of the local REST Group.
- C. Participate in regular speaking opportunities with realtors and attending professionals, at REST Power Hours, and Real Estate Community Events, whenever appropriate.
- D. Devote a minimum of 4 hours per week to the group, with committee responsibilities
- E. Core Members are expected to invite Realtors to participate in REST Regional Events.
- F. To Attend: Three Regional Leadership meetings and One Real Estate Power Hour (REPH) (**See Article 6 section 1 - Attendance**).
- G. Core Members are subject to quarterly reviews, to maintain Regional Core Membership status. If unable to facilitate assigned Core Member assignments, members have the No Cost option to convert to a Support Membership, with Leadership Team approval.

A5 - Section 3: Tier 3 Support Members - Non-Seat Specific – No Attendance or Responsibility requirements. \$250.00 annually (not including Application and Sponsorship Fees)

Support Members have a **multi-Industry on-line presence** (can have more than one of the same industries) Title / Stager / Services / ETC, and must receive a Power Hour guest invitation by a CORE member to attend Regional Events or Real Estate Power Hour (REPH).

- A. **NON-Seat Specific** - Having an ‘on line’ member presence providing REPH speaking opportunities, with Topics of interest to the Real Estate Community. Unlimited Website Membership.
- B. REST invites New Members to attend a ‘First’ Real Estate Power Hour (REPH) event.
- C. After which, Support Members **can attend REPH, by Invitation from a Regional Core Member.**

- D. On Line Membership Benefits – Business Directory Listing; Limited REPH Speaking Opportunities; Website Monthly spotlight opportunities (a Personal success story); Regional Open House Info; Associated Real Estate Event Links with On Line Calendar.
- E. Upon Member Approval: A Support Member can submit business Info - Member Bio, Head Shot picture, Website Link, and Social Media sites, back to own Website.
- F. Speaking opportunities must offer educational content and value, pertaining to current issues and concerns of local Realtors and their regional community, with Regional Leadership approval.
- G. Participate as Event Sponsor: Provide Coffee or a \$25.00 Gift Card for Realtor Drawing; member recognition with honorable mention posted on Ad Flyers and REST social media.

A5 - Section 4: (optional feature) (UNDER DEVELOPMENT).

- A. Requiring a Hosting Fee – Additional Blogging feature for all REST members, Paid Quarterly.
- B. Website Development is “on going.”

A5 - Section 5: Invitation Process – Inviting a Member Prospect to REST Events

A. Inviting a Core Member Prospect

1. **To a Regional Leadership Meeting** - Regional Area Meetings are Seat Specific
 - a) An Affiliate non-member can ONLY attend a Leadership meeting when the prospect is serious to join REST, has a Core Member Sponsor, and the approval of the Leadership Team, to attend the meeting.
 - b) A Non-member affiliate can request to visit any Regional Meeting when interested to join another REST Region, providing the visit and circumstance are approved by the pertaining Regional Leadership Team.
2. **To a Power Hour - Seat Specific – Support and Non-Members by invitation Only**
 - a) **Guest Invitations** must be made in advance of the Power Hour Event – due to the attendance approval process not able to be implemented at a REPH – Last minute visitor requests cannot be accepted and must reapply to the next Power Hour.
 - b) An **“Observer Agreement”** (a ‘verbal’ agreement made between an attending guest and a Core Member of the Same Industry, to NOT distribute Business Cards and NOT ask for business) is made with a visiting guest to observe the workings of the meeting, and respect the attending Seat Specific Members and Realtors, by NOT attending to solicit business. **No attendance fee required.**

- c) An invited guest, of the same Industry as an attending REST Core Member, agrees to NOT distribute Business Cards and NOT ask for business, according to the “Observer Agreement”, confirmed by the Regional Leadership, for the purpose of educating a Prospective Member of the Benefits of a REST Power Hour. NO Sponsorship Fee is required if an “Observer Agreement” has been approved. **There are NO costs for ‘Observer Agreement’ guests.**
- d) A Non-Member Affiliate guest when NOT of the same Industry as an attending REST Member may be invited to attend a REPH, and receive ‘PRIOR’ approval of the Regional Leadership Team. Last minute approval may not be acceptable.

3. To a Mixer

- a) Mixers are Open Events to ALL guests, and prospective Members.
- b) Open events to invite affiliates from Industries interested to serve the Real Estate community that have an interest to join REST Partners LLC.

B. Inviting a Support Member Prospect

1. To a Leadership Meeting

- a) Support Members are not invited to Leadership (business) Meetings
- b) Special circumstances may exist, and discussed by the Regional Leadership Team, for special permission of a non-member to attend a Regional Leadership Meeting.

2. To a Power Hour

- a) Support Members, providing that the Industry Seat is unoccupied, may be invited to attend Power Hour Events, with the approval of the Regional Chapter.
- b) Guest requests to attend, and guest invitations must be made in advance of the Power Hour Event – due to the attendance approval process not able to be implemented at a REPH – Last minute visitor requests cannot be accepted and must reapply next Power Hour.
- c) Guests can be invited to Speak at REPH that address a Specialty Topic of interest of the Real Estate Industry, and attend as a Non-Member – providing they satisfy a sponsorship fee, contribution, coffee or \$25 Gift Card.

3. To a Mixer

- a) Mixers are Open Events to ALL guests, and prospective Members.
- b) Intended to invite affiliates from Industries interested to serve the Real Estate community, and interested in Memberships to a REST Partners Region.

C. Substitute Member Invitation – Attend Meetings in Place of Absent Member

- 1. **Attend Regional Meetings & Events** – Due to Medical/Maternity or Extended Absence; an active Core Member (or Leadership Team will assign) will choose a Temporary Substitute to attend Meetings - not to exceed 90 days - With Regional approval.
- 2. **A rare need for Substitutes** – (See **Article 6** – Attendance Commitment)



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A5 - Section 6: Member Code of Ethics

- A. **All Membership Tiers** of REST Partners are governed and held accountable to the highest standards of Networking protocol, good character, and professional courtesy, with a zero tolerance for unprofessional actions, either personally or from their services.
- B. **The determined size, of a Regional REST Group** should be a manageable size, of Tier 2 Real Estate minded professionals, with enough members to facilitate a Power Hour Event, and manage the Regional Membership, and workings (suggest 10 members to 20 Realtors).
- C. **Members will provide products and services** at REST events that do not conflict or compete with other participating affiliate members.
- D. **REST does not discriminate** based on race, age; religion, sex, national origin or sexual orientation, and may limit Tier III members to a back-up member that may be asked to substitute for a Core Team Member due to extended leave of absence.
- E. **REST Members may only represent one Industry Title**, and comply with all Compliance Law Restrictions; Ex: Loan Officer with Real Estate License; REST will recognize a Loan Officer OR Realtor - NOT both.
- F. **Guests and Visitors with Multi businesses**, invited to meetings, will be recognized by a Branded Industry; NOT part-time Realtors, who happen to hold a Real Estate License.
- G. **High pressure sales are not welcomed**, and considered unacceptable practices at REST events; Power Hours are Safe Havens for Realtors; We Do Not Solicit Realtors or Guests at REPH.
- H. **Disciplinary action** may be recommended for discussion by members in good standing, requiring specific action by Leadership Team, and/or the Region President, via phone or zoom call, prior to a Region's next regular Leadership Meeting.
- I. **Member Complaints**, conflicts, misunderstandings or product/service dispute shall be submitted in writing, emailed to the Membership Chairperson, and brought to the Regional Leadership Team's attention; one week prior to the next scheduled Leadership Team Meeting.
- J. **All Leadership Team Members agree to carry out committee tasks** as assigned, and not overlap to other member assigned tasks, unless coordinated by a Committee Chairperson when conducting a Regional Power Hour or Event.
- K. **Replacing a Membership**, in a new name of a Business, even by the same owner of the original Membership, must make change in writing with a New \$50 Application fee, and confirmed by Regional Leadership Team.
- L. **A New Application is required** when a Company holding a current REST Membership, is replaced by new Member, a have Regional Leadership Team approval.
- M. **An accepted membership** to REST Partners LLC, shall serve as acknowledgment of all Bylaws and subsequent changes, and bound by them accordingly, within new or established REST Regions.
- N. **A Company or Individual may transfer** membership to another Region, with an Executive Director Leadership Team approval, and transfer fee of \$50 payable to REST LLC.



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A5 - Section 7: Member 'Step Back; Resignation; and Reinstatement Process

- A. **A member may resign** from REST at any time; in doing so must bring current any and all indebtedness to the Regional Group. Fee's delinquent 30 days can result with an imposed a 20% late fee.
- B. A Core Member **may 'Step Back' from Core Member responsibilities and attendance** by submitting an Email request to Regional President OR Exec Officer. If requested by the Regional Leadership Team a unanimous agreement with member to convert membership to a Support Member status; and shall take effect when received.
- C. **Member 'Step Back'**; for Personal Reasons; when unable to carry out designated committee duties; excessive Leadership or Event Absences; violation of REST Code of Ethics, or consistently challenged to communicate (text/phone), and follow the directions of Committee Chairperson, whether active, 'Start Up' or Prospective Core Leadership Member, and overseen by the Regional Vice-Pres/Exec Officer.
- D. Violation of the above may result in membership termination OR a membership Tier 'Drop' in Membership level at the direction of a Regional Leadership Team.
- E. Support Members, within a specified Region, have the first option to fill a vacated Regional Core Member seat, with REST Leadership approval.
- F. **Reinstatement** to Core Member Status may be requested, after a 30-day waiting period, submitted to the Membership Chair, and approved by Leadership Team.
- G. **Maternity Leave** is granted upon request, for up to 90 days, and must have a an assigned temporary Substitute in place, by either Absentee or by Regional Leadership Team.

A5 - Section 8: Choosing a Substitute, to maintain a business presence in Regional group

- A. Temporary Core Member positions, can be approved by the Regional Leadership Team in such cases as Medical/Maternity Leave, Extended Absence or Special Hardship.
- B. A vacated Regional or Executive Seat, created by choice or termination, can be reassigned with Executive Leadership approval.

Article 6 Attendance Commitment and Membership Reviews

A6 - Section 1: Tier 1 & 2 Executive and Core Leadership Team Member Attendance

- A. Attend designated meetings, Events, and monthly Power Hour; ON TIME. Failure to communicate consistently (phone, email, text); being late or leaving required meetings early, may give cause for a negative Member Review or a position change.
- B. Excused Absences per quarter: one (1) of three Power Hour Meetings – two (2) Director's meetings OR two (2) Regional Leadership meetings (special circumstances and exceptions by the Leadership Team can apply).

- C. Inconsistent attendance interferes with assigned committee duties, (arriving late or leaving early) and may result in a negative 'member review', and could result in a Membership change or Termination.
- D. Membership change or Termination may create an open Seat Position, which can be filled by a Support Member 'in good standing' or temporarily filled by a Substitute Member until a permanent Seat can be filled.

A6 - Section 2: Tier 2 Support Member Attendance

- A. Support Members are not required to attend regular meetings or monthly Power Hour Events, but as auxiliary members should be ready to attend when invited by a Core Member.
- B. The Support Membership was created for Affiliates unable to participate on a regular basis, but welcome opportunities, to serve REST Events when opportunities become available.
- C. Opportunities with Realtors: Face to face interaction for Support members 'In Good Standing' can be invited by Core Members to facilitate Brokers Open, and other Events requesting REST support by a Realtor.

A6 - Section 3: Termination of a REST member due to Attendance or Misconduct

- A. **Conduct** that causes embarrassment, personally or business related; not showing up for appointments; not fulfilling a business commitment; consistently missing Leadership meetings; continual tardiness at organizational meetings, or not returning text/phone calls, may result in a negative **Leadership Team Review**, which may determine a member's step back to Support Member or immediate Termination (**See Code of Ethics; Article 5, Section 6**).
- B. **More than two unexcused absences in succession** or when a Core Member's assigned duties cannot be fulfilled, causing hardship for other Leadership Team members; may result with a Core Team Member being asked to step back to a Support Membership Tier, have a reassignment of duties, or cause for resignation from REST Membership, when not excused.
- C. **Misconduct or breach of REST Code of Ethics** of a nature that hinders another member's ability to participate within a regional group, either personally or professionally detrimental to other members of the regional group to fulfill regional obligations.
- D. **Regional Owner** ultimately has overriding voting power, and can help determine the ultimate Final Decision filling Seats or selecting Substitute Positions.
- E. **Filling a Seat Position due to Termination**, at which time a permanent or Substitute Member may be selected to serve out term, or part of term, with Leadership Team approval.

A6 - Section 4: Core Member Quarterly Review Process:

- A. **The Review Process** considers **Group Participation, Attendance, and Inviting of Realtors**
 - 1. Ability to carry out REST assigned job position with a collaborative attitude.
 - 2. Failure to carry out assigned leadership duties, attend meetings, or consistent tardiness, will warrant a negative review and may result in changes to Membership, which may cause immediate action to Review.
 - 3. Per Quarter – Member must maintain good attendance; Leadership meetings (special circumstances and exceptions by Leadership Team may apply).
 - 4. Failure to invite Realtors or Affiliate Guests to REPH.
 - 5. Negative Review can result: Core Membership Tier ‘Drop’ to Support Membership Tier; or ‘Termination.’ at the direction of the Regional Leadership Team.
- B. No review process for Support Members, but can be asked to resign or be removed by Regional Leadership Team.

Article 7 Executive Leadership Directors - REST Governing ‘Board of Directors’

A7 - Section 1: Executive Directors – Specific Hand Selected Leaders, by Regional Owner.

- A. The Executive Leadership Directors make REST policy; determine solutions to Regional organizational challenges; and sanction approval of Regional Team Members and Events, in accordance with these Bylaws, and general supervision of the affairs of the greater organization.
- B. Executive Directors may also hold no more than one (1) Core Member position within a Region; can attend ANY Regional Leadership meeting or event, as an Executive Director, NOT representing an Industry Seat, especially when that Industry Seat is occupied by a local Regional Member.
- C. Can be called on to participate, and help conduct a Real Estate Power Hour (REPH), or other events, but as an Executive Leadership Director, NOT representing their Industry Seat, unless that Industry Seat is not represented at the Event.
- D. Any Leadership Director, while serving as a Regional Core Member, must continue to attend and uphold their duties within Executive Director Leadership Team, in order to maintain Executive Director Status; unless given a temporary “leave of absence” by the Executive Director Leadership Team.

A7 - Section 2: The Regional Owner

- A. Immediately following the selection of committees and the Executive Leadership Team, the Regional Owner can take part in Leadership decisions, and exercise, their exclusive right of refusal, when Leadership Team is deadlocked, or the will of the Regional Owner is needed.
- B. The Regional Owner may occupy one Leadership position of their choice, in as many Regions as the Executive Director Leadership Team deems reasonable.



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- C. In the absence of a Regional Owner, (not present in meetings) all Leadership and voting rights transfer to the Regional President's position, and the vote of confidence of the Executive Leadership Team. The Regional Owner can occupy a seat on the Executive Leadership Team as a NON-Voting position, but as Owner can choose to override a final vote of the Executive Leadership Team at any time.

A7 - Section 3: The Executive Director President:

- A. President will assign and make suggestions to the Executive Leadership Team and assign committee positions needed to facilitate the Organization functions and Events.
- B. The President, unless otherwise determined by Executive Leadership Team, shall preside over all committees, and exercise general supervision over affairs and activities of the greater REST Organization.
- C. The President will also act as Treasurer of the Executive Directors; as Treasurer will Invoice Membership Fees and Charges, when necessary.
- D. Membership invoices shall be due no later than 10 days past the acceptance date of the individual member's posted membership.
- E. Membership renewals, overdue past 30 days are subject to immediate member termination.
- F. President/Treasurer's Executive Director Duty is to keep records of charges and expenses, including socials and other REST functions, and present them to the Regional Owner.
- G. The President/Treasurer shall provide the Regional Owner with a monthly report of expenses, at Executive Leadership Team Meetings, including the status of any nonpayment of fees.

A7 - Section 4: The Executive Vice President Director: Executive Officer of the REST Organization, assisting the Executive Director President in an executive capacity, encompassing all REST Regional and Executive meetings and functions unless otherwise determined by the Executive Leadership Team.

- A. The Vice President will chair Executive Leadership Meetings in the absence of the President
- B. The Vice President shall manage job assignments from President, when needed.
- C. Act as Executive assistant and liaison between President and Executive Leadership Team Members; determine "Feasibility" of REPH and REST events, for a swift approval process.
- D. Give Executive assistance to Leadership conflicts, and discuss solutions initiating Leadership duties, and selecting Regional support positions.

A7 - Section 5: The Executive Secretary Director: shall keep and maintain the minutes of all Executive Leadership, and Power Hour Meetings; being responsible for posting minutes and correspondence for the REST Organization.

- A. The Secretary will submit a finished summary of minutes within 3 days of meeting.



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- B. The Secretary shall provide the Executive Leadership Team, posted Minutes of Power Hour and related meetings; Emailing meeting minutes, to the REST Leadership Core Members or to the REST Google Drive for member reference.

A7 - Section 6: The Executive Membership Director: shall keep attendance, phone call guests and new member prospects, and record Regional member participation. All public correspondence can be posted to the established REST Google Drive for Core Member access.

- A. The Membership Director will address guests/member conflicts with Regional Owner (not the member), President and/or Executive Officer that the Leadership Team might directly present solutions to disputes of the REST Organization.
- B. All issues and complaints from Members, Guests, or Prospects reported to Executive Membership Director will be brought to the attention of the Executive Leadership Team that a Solution be determined and brought to the Regional or Executive Leadership Team.
- C. The Membership Chairperson will keep track of attendance for the purpose of an accurate membership review to the Regional or Executive Leadership Team.

A7 - Section 7: The Executive Communication Director: Will coordinate and communicate the processes and purpose of the REST Organization to members helping with Social Media and Social events.

- A. Oversee that necessary information pertaining to a scheduled event has been provided to REST Regional members assigned to Social Media.
- B. To help each Region select a Committee Team to facilitate REST Socials activities.

A7 - Section 8: The Executive Social Media Director

- A. Oversee Regional Power Hour Event locations, secure Realtor host approval, and Media buzz posting.
- B. To encourage the Regional social media Person, to promote REST Power Hours and other Regional Events of merit.

Article 8 Regional Leadership Team – Geographical Region Officers

A8 - Section 1: The officers of each Region are Tier 1 & Tier 2 Core Leadership Team members; consisting of a President/Treasurer, Vice President/Sergeant at Arms, Secretary, Membership Chairperson, and Core members assigned to fill committees, needed for operation.

- A. Officers shall serve a one-year term; appointed by the Regions Leadership Team, with Regional Owner approval.



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- B. In the event any position, aside from President, becomes vacant for any reason, the vacancy shall be filled by appointment of a Tier 2 Core member with Leadership Team approval.
- C. If the President for any reason is unable to serve their duties, the Vice President/Executive Officer (of the Region) shall temporarily fill the position, until the permanent position can be approved by the governing Leadership Team. The Regional Owner can appoint a permanent replacement if necessary or ask that the Leadership Team choose a new member to the position.

A8 - Section 2: The Regional President/Treasurer shall preside over Meetings, unless otherwise determined by an Executive or Regional Leadership Team.

- A. The President will assign and make suggestions to the Leadership members to assign committee positions needed to facilitate Regional functions or Events.
- B. The President, unless otherwise determined by Leadership Team, shall preside over all committees, and exercise general supervision over affairs and activities of the Region with the assistance of the Vice President to implement REST actions and engage the help of the Regional Leadership Team.
- C. The Regional President will communicate payment transactions needed for its Region, requesting approval, to the Regional Owner. All funding will be facilitated through, and by the Regional Owner, including socials and other events.
- D. A Regional President will act as Treasurer of a REST Region: Membership Fees and tracking of Expenses; turning receipts in to Regional Owner for payment.
- E. Larger Regions will assign a Regional Treasurer as an active Leadership Team Member (**Regions over 20 Members**). The President/Treasurer shall provide the Regional Owner with a monthly report of funds at Leadership Team Meetings, including the status of any nonpayment of fees.
- F. Membership invoices shall be due no later than 10 days from date membership was accepted (Membership Anniversary Date), and invoiced by Regional Owner.
- G. Membership renewals, overdue past 30 days are subject to immediate member termination.

A8 - Section 3: The Regional Vice President/Sergeant at Arms shall serve as the Executive Officer of the Region, assisting the President in an executive capacity at all Regional meetings and functions unless otherwise determined by Leadership Team.

- A. The Vice President will chair Leadership Meetings in the absence of the President
- B. The Vice President shall assist job assignments assigned by President, to help expedite assignments.
- C. Receive Regional information upon request from Leadership Team Members
- D. Give Executive assistance to Leadership conflicts, and discuss solutions initiating Leadership duties, and selecting 'Feasibility' of REPH locations (Parking, Realtor Communication).



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A8 - Section 4: The Regional Secretary shall keep and maintain the minutes of all Regional Chapter Leadership, meetings; being responsible for posting minutes and correspondence for the Core members.

- A. The Secretary keeps the minutes of the Leadership and Power Hour Meetings
- B. The Secretary shall provide and Post Minutes of Power Hour and related meetings; Emailing meeting minutes, to the REST Leadership Core Members or to the REST Google Drive for member reference, per each Regional Area Direction (3 Days from meeting time).
- C. Collect Realtor Flyers, Wants, and Needs, per request from attending REPH Realtors for posting to REST web site and Social Media.

A8 - Section 5: The Regional Membership Chairperson shall keep attendance, phone call guests, and new member prospects, when required, and record Regional correspondence. All public correspondence can be posted to the established REST Google Drive for Core Member access.

- A. Address guests/member conflicts with Regional Owner (not the member), President and/or Executive Officer that they might directly address the issues at Leadership meetings.
- B. All issues and complaints from Membership, Guests, or Prospect shall be reported to Membership Chairperson that issues are brought to the attention of the Leadership Team.
- C. The Membership Chairperson will keep track of attendance for the purpose of an accurate members review to the Regional or Executive Leadership Team.

A8 - Section 6: Conducting a Regional Power Hour (REPH) - Leadership Team Positions

- A. President/Treasurer – Conduct Meeting and collect money (if applicable)
- B. VP/Executive Office/Sergeant at Arms – Serve president as an Executive Officer
- C. Secretary – Meeting minutes; post to Social Media Realtor Flyers, Realtor Pitched Properties
- D. Membership Chair – Track attendance Meetings; address issues and member questions.
- E. Social Media Director – collect Realtor info from Secretary and post to REST Media Sources. Post chapter newsletter, determined by the Leadership Team, and submits appropriate press releases set by the Chapter Leadership Team.
- F. Social Chairperson - Organizing chapter socials. The Social Chair shall coordinate with the Leadership Team in planning socials with guest opportunities, and of interest to Realtors.
- G. Hospitality Chairperson – Power Hour food presentation (arrange snacks, coffee, etc)
- H. Power Hour Ambassador (Official Greeter) – Sign in sheets; Biz Card Bowl for drawing; REST member marketing material display
- I. Parking Czar – Outside Parking Information
- J. Invited Support Member Helpers – When needed

REST Team Members shall not be held legally responsible for actions of REST Partners LLC.



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Article 9 Selection, NOT Election Procedure – Regionally Privately Owned and Operated

A9 - Section 1: The fiscal year of both Regional and Executive Leadership Teams, for the purpose of assigning Leadership Committee Duties, is from **January 1 of each year until December 31.**

- A. Appointment of new Leadership Committee Chairs, and Director Positions, shall be held at a Leadership meeting prior to December 1st of the year, and the new Leadership Team Officers and Executive Board Members will assume their responsibilities at the first regular meeting in January.
- B. All members, interested in new Leadership Team or Executive Director Positions need apply at the first delegated **Leadership Meeting of the month of November.**
- C. Each Region Leadership Team and Executive Directors will meet to determine their own Leadership changes for the coming year by simple vote and discussion within the Leadership Committee Meeting.

A9 - Section 2: The President, VP Executive Officer, and Secretary shall select new Leadership applications, in accordance with the Regions new fiscal year.

- A. A typical REST Leadership meeting, meets four weeks prior to a set date of the REST fiscal year.
- B. New Leadership positions are open, to Tier 2 Core members and can include current Officers. Nominations for the Officers will be for President, VP Executive Officer, Secretary, and Membership.

A9 - Section 3: A 'New Term' begins for ALL new Leaders at the first fiscal Meeting of the year.

- A. A majority of Core Member votes are needed to confirm supporting Leadership Positions (unless the position is unopposed).
- B. In the event that there are more than two nominees for a supporting Leadership position, and no candidate receives a majority vote, the Regional Owner will determine the outcome.

Article 10 Area Region and Executive Director Meetings

A10 - Section 1: Each Area Region shall hold Leadership meetings lasting no longer than 60 minutes.

- A. The Day and Time of each Regional meeting requires 100% approval of the Regional Leadership Team, and Regional Owner. The Leadership meetings are organizational meetings, and necessary for the implementation for REST Partner, LLC functions.
- B. The Leadership Team will determine other support meetings that are needed, and for what purpose. Expenses for meetings will be considered by each Regional Leadership Team and approved by a majority vote.



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- C. The President of each Region will assure that problems or complaints will not be aired at the regular meetings, but be referred to the Leadership Team of each Region, to discuss at a separate meeting/conference call to take place specifically for the purpose to resolve the issue or complaint.

A10 - Section 2: Executive Director Team Meetings

- A. Executive Directors have Organizational Meetings and their own agenda and schedules; separate from an Area Region and their Leadership Meetings.
- B. May have three informal Leadership meetings per quarter, at a common location to plan for upcoming REPH topics and organizational direction.

A10 - Section 3: The discussion of politics, religion, discriminatory statements, or inappropriate language will not be tolerated, and subject to reprimand, suspension, or loss of membership.

A10 - Section 4: Name Badges are encouraged to be worn by Leadership Team Core Members, and Executive Directors at all REST Partner Events.

Article 11 Revenue: Application, Membership, Renewal, and Delinquent Fees

A11 - Section 1: Each new REST Member shall pay an Application fee, and when membership is approved, will choose one of two membership options.

- A. The payment of Application fees is prerequisite to admission to REST, and must be paid prior to membership approval, as a **non-refundable fee**.
- B. The Application fee is nonrefundable, but under certain circumstances can be negotiated, such as a case where applicant is refused membership, by Regional Leadership decision (member was willing, but REST leadership was not).
- C. The Membership 'start date,' (also referred as Application **Due Date** of Member), refers to the effective date of paid Membership (not date of Application), effective for One Year from said Due Date.
- D. Membership payments overdue 30 days from **due date** are in violation of the membership agreement and can give cause for immediate termination, unless a special arrangement is granted by the Leadership Team or Regional Owner, including **\$25 delinquent payment(s) per each month payment is delinquent**.
- E. Hardship consideration can be invoked by Executive Leadership Team for up to 3 months, extending membership payment (s) to include one **\$25 Delinquent payment per each month membership payment is delinquent**.



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A11 - Section 2: Renewal and Delinquent Fees

- A. Renewal fees will be invoiced by the Regional President/Treasurer/ or Regional owner; **Payments Due on Member Due Date, payable no later than 30 days from Due Date.**
- B. Resignation or notice of non-renewal will be emailed (in writing) to a Leadership Team member.
- C. Invoices will be sent about two weeks before Members due date, with a two-week grace period. Special terms to delay payment can be made available, to include a **\$25 Delinquent Fee.**
- D. **Overdue Invoices beyond the 30-day grace period are in violation of membership agreement, and cause for termination; removed from membership roster; can reapply as a new applicant after 30 day waiting period.**
- E. **Delinquent fee invoices must be paid when rendered and are separate from yearly membership payment; Delinquent fee invoices are NOT to accumulate.**

Article 12 REST Website Benefits

A12 - Section 1: Website Benefits will continue to grow and evolve for REST Partners, LLC members. An **Annual Service Fee** will enable that REST provides a Virtual On-Line Platform to achieve CDC Compliance in times of COVID. Non-payment of these fees may result in immediate loss of membership. IOUs are not acceptable.

- A. Website Benefits include an 'Optional' Member Plus 'Blogging' feature.
- B. Additional Website services may require a Hosting fee, with Posting, Content Editing, etc.
- C. Fees are determined, and assessed at Executive Director Leadership Meetings.

Article 13 Materials and Supplies

A13 - Section 1: Each region is responsible for marketing materials, signage, posting of Real Estate related regional events, and other needed marketing needs.

A13 - Section 2: Any advertising program or publication for the public must be submitted to the Leadership Team for approval.

Article 14 We ARE a Franchise for Profit - Organization

Each REST Partners LLC Region shall operate as part of a greater organization, but individually from each other; for profit and personal improvement, ethical business practices that result in a high level of continuing education pertaining to the Real Estate Industry.