

BY-LAWS

New York City / Long Island Chapter

New York State Commercial Association of REALTORS®, Inc.

PREAMBLE

“Under all is the land,” and from it come the basic elements of our existence: food, clothing, and shelter. As REALTORS®, we are obligated to provide informed, professional service to the community and to assist in decisions affecting this essential asset.

To foster and develop a more knowledgeable membership in commercial and investment real estate, the New York State Commercial Association of REALTORS® establishes the New York City / Long Island Chapter. The Chapter shall be governed by the following By-Laws, subject to and in compliance with the Constitution and By-Laws of the New York State Commercial Association of REALTORS®, Inc.

ARTICLE I NAME AND JURISDICTION

Section 1. Name

The name of this organization shall be the **New York City / Long Island Chapter** of the **New York State Commercial Association of REALTORS®, Inc.**

Section 2. Jurisdiction

The Chapter’s jurisdiction includes the following counties:
Bronx, Kings (Brooklyn), Nassau, New York (Manhattan), Richmond (Staten Island), Queens, and Suffolk.

ARTICLE II — ORGANIZATION

Section 1. Nonprofit Status

The Chapter shall operate as a voluntary, nonprofit organization.

ARTICLE III — OBJECTIVES

Section 1. Objectives

- A. Foster and develop a knowledgeable membership in the marketing of commercial, industrial, and investment property through educational programs.
- B. Encourage and facilitate cooperation among brokers engaged in commercial, industrial, and investment real estate.
- C. Promote sound, prudent, and ethical practices in the marketing of commercial, industrial, and investment real estate.

ARTICLE IV — MEMBERSHIP

Section 1. Classes of Membership

A. REALTOR® Members

Open to any licensed real estate broker, salesperson, or appraiser who is a member in good standing of:

- NYSCAR
- New York State Association of REALTORS®
- National Association of REALTORS®
REALTOR® Members may vote and hold office.

B. Institute Affiliate Members

Open to individuals holding Institute Affiliate Membership in NYSCAR, NYSAR, and NAR. They may vote and hold office but may **not** serve as President.

C. Affiliate Members

Open to individuals or firms not engaged in real estate brokerage but having interests related to commercial and investment real estate.

They may vote and hold office but may **not** serve as President.

ARTICLE V — DUES

Section 1. Payment of Dues

- Membership benefits begin only after payment of initiation fees (if any) and at least twelve months of dues.
- Failure to pay within 90 days of election voids the membership election.
- Dues are payable **January 1** each year.

- New members joining after January 1 shall have dues prorated monthly.
- Original applications must include one full year of dues.
- Members are considered “**in good standing**” upon annual payment of NYSCAR and Chapter dues.

Delinquency:

- Unpaid as of **February 1** → services suspended.
- Unpaid as of **March 1** → membership terminated automatically.
- Reinstatement requires a new application and payment of all past and current dues.

Section 2. Setting Dues

Annual Chapter dues and initiation fees shall be established by the Board of Directors at its September meeting.

ARTICLE VI — BOARD OF DIRECTORS

Section 1. Composition

The Board shall consist of:

- Elected Officers
- Immediate Past President
- Three (3) elected Directors (two-year terms)
- Up to three (3) Past Presidents volunteering to serve one-year terms
- The NYSCAR Treasurer (non-voting unless they choose to become a Chapter member)

Section 2. Terms

Elected Directors serve two-year terms and may serve consecutive terms.

Section 3. Meetings

A. **Regular Meetings:** Held at times and places established by the Board.

B. **Special Meetings:**

- Called by the President with 10 days’ written notice, or
- Must be called upon written request of five Directors.

- Conference call meetings may be held with three days' notice; 60% participation constitutes a quorum.

C. **Authority:** The Board manages the affairs of the Chapter.

D. **Quorum:** Those present after at least ten business days' notice constitute a quorum (except conference calls).

Section 5. Attendance

Any Officer or Director missing two regular meetings in a fiscal year or three during their term, without prior excuse from the President, shall forfeit their office unless waived by the Board upon written explanation.

Section 6. Terms of Office

All terms begin **January 1** and end **December 31**.

ARTICLE VII — OFFICERS

Section 1. Officers

The Officers are:

- President
- Vice President
- Secretary
- Assistant Treasurer

Chain of succession: President → Vice President → Secretary → Assistant Treasurer.

Vacancies are filled by the Board for the remainder of the term.

Section 2. Election

Officers are elected annually by the Board of Directors.

Section 3. Representation

The Chapter President serves on the NYSCAR Board of Governors.

Section 4. Financial Reporting

Chapter funds are reported to the NYSCAR Treasurer. The Chapter Treasurer shall provide an annual accounting to the Board.

ARTICLE VIII NOMINATING COMMITTEE

Section 1. Composition

Five members:

- Immediate Past President (Chair)
- Two Past Presidents (if available)
- Two qualified Chapter members

Section 2. Officer Nominations

The Committee submits Officer nominations to the Board at the September meeting. A report is mailed to all members ten days before the Annual Meeting.

Section 3. Director Nominations

- At least one nominee per open Director seat.
- Report mailed to members at least two weeks before the Annual Meeting.
- Additional nominations may be submitted by petition of five members in good standing, received at least five days before the meeting.

ARTICLE IX ELECTION OF DIRECTORS

Section 1. Election

Held at the Annual Meeting.

Section 2. Voting

Each member in good standing present is entitled to one vote. Written ballots are used when more than one nominee exists.

Section 3. Tellers

If ballots are used, the President appoints three tellers to tabulate votes and certify results.

Section 4. Vacancies

The Board fills vacancies until the next election.

ARTICLE X FISCAL AND ELECTIVE YEARS

Section 1. Fiscal Year

The Chapter's fiscal year matches that of NYSCAR.

Section 2. Elective Year

Elections occur at the Annual Meeting in September or October.

ARTICLE XI — COMMITTEES

Section 1. Standing Committees

Appointed by the President and include:

- Executive
- Education
- Marketing

Section 2. Special Committees

May be appointed as needed.

Section 3. Service

All committees serve at the pleasure of the President.

ARTICLE XII MEETINGS AND QUORUMS

Section 1. Rules of Order

Robert's Rules of Order (latest edition) govern all meetings unless inconsistent with these By-Laws.

Section 2. Annual Meeting

Held at a time and place designated by the Board.
Attendance by non-members is by invitation only.

Section 3. Regular Meetings

Held as designated by the Board.

Section 4. Quorum — Annual or Regular Meetings

Members present after at least two weeks' notice constitute a quorum.

Section 5. Quorum — Special Meetings

10% of members in good standing must be present.
Two weeks' notice is required for any decisions to be made.
Decisions made without proper notice must be confirmed at a subsequent properly noticed meeting.

ARTICLE XIII LIMITATION OF LIABILITY

NYSCAR assumes no liability for expenditures or commitments of the Chapter unless approved by the NYSCAR Board of Governors.

ARTICLE XIV AMENDMENTS

Amendments require:

- Two-thirds vote of members present
- Prior approval by the Chapter Board of Directors
- Approval by the NYSCAR Board of Governors
- Thirty days' written notice to all members, including the proposed amendment

ARTICLE XV — DISSOLUTION

Upon dissolution, after all obligations are paid, remaining assets shall be distributed to the New York State Commercial Association of REALTORS®, Inc.

Amendment History

- Approved 6-9-2005
- Amended 8-8-2006
- Amended 1-11-2018 (Name Change)
- Amended 9-11-2019
- Amended 6-1-2020
- Amended 6-10-2026 (Section 6, Term for Officers)