

## CCIIR MEMBERSHIP CRITERIA

### **Section 1. Purpose**

The purpose of membership in the Columbus Commercial Industrial and Investment Realtors Association, Inc. (CCIIR) shall be:

- A. To provide a forum by which Columbus area Realtors and Real Estate Professionals actively engaged in the Commercial, Industrial or Investment (CII) real estate business (as defined herein) may share information about the marketplace.
- B. To enhance and increase professionalism and education among members.
- C. To ensure quality and cost-effective service is provided to the public.

### **Section 2. Classes of Membership**

There shall be four (4) classes of individual membership in CCIIR as follows, and which classes are further described herein:

- A. Active Member
- B. Candidate Member
- C. Real Estate Professional
- D. Associate Member

### **Section 3. Membership Requirements**

- A. An **ACTIVE MEMBER** shall:
  - 1. Be a licensed (in the State of Ohio) broker or salesperson and actively engaged in the CII real estate business. "Active Engagement" is defined in Section 4.A.3.a.
  - 2. Be a REALTOR listed in the CI section of the Columbus Board of Realtors.
  - 3. Have not less than two (2) years experience in the CII real estate business including the two (2) year period immediately preceding application as an Active Member.
- B. A **CANDIDATE MEMBER** shall:
  - 1. Meet all requirements of Section 3.A., except the experience requirement. (Sec. 3.A.3)
  - 2. Be sponsored for Candidate Membership by an Active Member who shall be responsible for assisting the Candidate Member in mentoring the candidate's professional development and in meeting the requirements of their CCIIR membership.
  - 3. Apply for Active Membership within twenty-four (24) months of becoming a Candidate Member.
- C. A **REAL ESTATE PROFESSIONAL MEMBER** shall:
  - 1. Be a non-licensed individual employed on a full-time basis engaged in the CII real estate business in one of the following industries/categories:
    - a. Corporate Real Estate Management and Administration
    - b. Institutional Real Estate Management and Administration
    - c. Real Estate Development (excluding single family homes)
    - d. Governmental and Economic Development Representatives
    - e. Real Estate Association/Practitioneror
  - 1. Be a licensed (in the State of Ohio) broker or salesperson and actively engaged in the CII real estate business. "Active Engagement" is defined in Section 4.A.3.a.

2. Not be required to be a REALTOR listed in the CI section of the Columbus Board of Realtors.
3. Have not less than two (2) years' experience in the CII real estate business including the two (2) year period immediately preceding application as an Active Member.

**D.** An **ASSOCIATE MEMBER** shall:

1. Be described as anyone in the CII real estate business or related field not meeting the requirements of a Active Member, Candidate Member or Real Estate Professional Member, but whose primary motivation for becoming a member of the CCIIR is to enhance his/her business contacts. This membership class may include, but not be limited to: title companies, lenders, insurance companies and appraisers.

**Section 4. Application Procedures**

**A.** Each applicant for **ACTIVE MEMBERSHIP** shall:

1. Submit an application for membership in writing to the Membership Chairperson or the Executive Secretary, which application shall be completed and submitted, together with full payment of Membership Dues.
2. Obtain on forms provided with the application, the signatures of two (2) Active Members endorsing the Applicant for Active Membership.
3. Demonstrate with supporting documentation that:
  - a. Applicant is actively engaged in the CII real estate business and derives eighty percent (80%) of his/her compensation there from. Active Members must maintain 80% of their earned income from CII real estate throughout their CCIIR membership. For purposes of this paragraph, "Actively Engaged" or "Active Engagement" shall be defined as being involved full time and being required as a condition of employment to hold a current Ohio real estate broker or salesperson license. Further, Active Engagement shall include, but not be limited to, selling, leasing, consulting or managing for a fee, or supervising individuals selling, leasing, or consulting.
  - b. Applicant was involved directly and compensated in a minimum of six (6) closed CII real estate transactions during each of the two (2) years immediately preceding application. This requirement may be waived by the Board of Trustees if:
    - 1) Applicant is in a management or ownership position where daily commercial transactions are handled by other agents or employees.
    - 2) The type of real estate activity is more conducive to high value / low volume transactions where the applicant would do a limited number of transactions in a year.
    - 3) There were extenuating circumstances which prevented applicant from being able to qualify under the commercial transactions criteria for the past two years.
  - c. Applicant shall conform to the CCIIR constitution, bylaws, rules and regulations, code of conduct, and other CCIIR requirements as may be established.

**B.** Each applicant for **CANDIDATE MEMBERSHIP** shall:

1. Submit an application for membership in writing to the Membership Chairperson or the Executive Secretary, which application shall be completed and submitted, together with full payment of Membership Dues.
2. Obtain on forms provided with the application the signatures of two (2) Active Members endorsing the Applicant for Membership.
3. Demonstrate with supporting documentation that:
  - a. Applicant is actively engaged in the CII real estate business and derives eighty percent (80%) of his/her compensation there from. Candidate Members must maintain 80% of their earned income from CI real estate throughout their CCIIR membership. For purposes of this paragraph, "Actively Engaged" or "Active Engagement" shall be defined as being involved full time and being required as a condition of employment to hold a current Ohio real estate broker or salesperson license. Further, Active Engagement shall include, but not be limited to, selling, leasing, consulting or managing for a fee, or supervising individuals selling, leasing, or consulting.
  - b. Applicant shall conform to the CCIIR constitution, bylaws, rules and regulations, code of conduct, and other CCIIR requirements as may be established.

**C. Each applicant for REAL ESTATE PROFESSIONAL MEMBERSHIP shall:**

1. Submit an application for membership in writing to the Membership Chairperson or the Executive Secretary, which application shall be completed and submitted, together with full payment of Membership Dues.
- 2.. Demonstrate with supporting documentation that:
  - a. (1)Applicant is actively engaged in the CI real estate business For purposes of this paragraph, "Actively Engaged" or "Active Engagement" shall be defined as being involved on a full time basis in the CII real estate business... Further, Active Engagement shall include, but not be limited to, selling, leasing, consulting or managing for a fee, providing governmental, economic or real estate association support or supervising individuals selling, leasing, consulting or managing for a fee, or providing governmental, economic or real estate association support.  
(2) Applicant is actively engaged in the CII real estate business and derives eighty percent (80%) of his/her compensation there from. Active Members must maintain 80% of their earned income from CII real estate throughout their CCIIR membership. For purposes of this paragraph, "Actively Engaged" or "Active Engagement" shall be defined as being involved full time and being required as a condition of employment to hold a current Ohio real estate broker or salesperson license. Further, Active Engagement shall include, but not be limited to, selling, leasing, consulting or managing for a fee, or supervising individuals selling, leasing, or consulting.
  - b. Applicant shall conform to the CCIIR constitution, bylaws, rules and regulations, code of conduct, and other CCIIR requirements as may be established.

**D. ASSOCIATE MEMBERSHIP** in the CCIIR shall not exceed twenty percent (20%) of the Active, Candidate, and Real Estate Professional Membership. Subject to Associate Member positions being available, each applicant for **ASSOCIATE MEMBER** shall:

1. Request in writing an application for membership from the Membership Chairperson or the Executive Secretary, which application shall be completed and submitted, together with full payment of Membership Dues.
2. Demonstrate with supporting documentation that applicant meets the requirements of Section 3.D.

3. Demonstrate in writing, and as otherwise may be required by the Membership Chairperson, that his/her membership is beneficial to other CCIIR Members, and is consistent with the Purpose of Membership described in Section 1.

#### **Section 5. Becoming a Member**

Upon completion of the Application process described in Section 4, which completion shall be certified by the Membership Chairperson, membership shall be affirmed and effective only after the following events have occurred and in the order described.

- A. The Membership Chairperson shall notify the applicant in writing that the application is complete and is being considered; and that the Applicant will be notified when an interview with the Membership Committee/Officers is scheduled.
- B. The Membership Chairperson shall publish in the next available CCIIR mailing the name of the Applicant and background information, requesting from Members comments or objections pertaining to the Applicant.
- C. After sufficient time has passed to receive Member comments or objections, the Membership Chairperson shall schedule the Applicant for a personal interview with the Membership Committee/Officers.
- D. Upon completion of the interview, the Applicant shall be excused and, after dismissing the Applicant, the Membership Committee/Officers shall vote on the acceptability of the applicant for membership. Membership shall require a majority affirmative vote from the Committee/Officers.
- E. The Membership Chairperson shall notify the Applicant in writing of the outcome of the Committee/Officers vote. If the vote was affirmative, the Applicant shall be invited to attend the next monthly meeting of the CCIIR, at which time its membership shall become active, provided the Applicant has paid in full its Annual Dues. If the vote was negative, the Applicant's dues shall be returned accompanying the notification letter.

#### **Section 6. Revocation and Reinstatement of Membership**

Failure by members to meet the requirements of Sections 1 through 5 may be cause for revocation of membership, removal of a member's rights, or reclassification. However, an Active member may be permitted a Leave of Absence if that member can demonstrate in good faith that his/her membership expired for health reasons only. In that event, the individual may be reinstated to active membership immediately.

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