

AFFILIATE MEMBER GUIDELINES

According to the Sedona Verde Valley Association of REALTORS® Bylaws, the Affiliate Committee is one of the standing committees and therefore falls under the Bylaws, Rules, Regulations and Policies of the Association.

Excerpts of applicable Sedona Verde Valley Association of REALTORS® Bylaws include:

Article III - Jurisdiction: The territorial jurisdiction of the Association as a Member of the National Association of REALTORS® shall include Camp Verde, Clarkdale, Cornville, Cottonwood, Jerome, Lake Montezuma, Rimrock and Sedona.

Article IV - Membership - Section 1 (c): Affiliate Members. Affiliate Members will be individuals engaged in businesses or professions that are complimentary to the real estate profession, are not engaged in the real estate profession as defined in paragraphs (a) or (b) of this Section, and who subscribe to the objectives of SVVAR.

Article V - Qualification and Election - Section 2 (d): An applicant for Affiliate Membership shall subscribe to the objectives of SVVAR, and agrees, if elected to membership, to abide by the SVVAR Bylaws, Rules and Regulations.

Article VI - Privileges and Obligations - Section 8: Affiliate Members: Affiliate Members shall have rights and privileges and be subject to obligations prescribed by the Board of Directors. Affiliate Membership benefits include: networking opportunities and company flyer distribution at the MLS Tour Meetings; promotional opportunities at educational classes offered through the Association; attendance at SVVAR social functions including the annual installation event; the opportunity to serve on committees; all SVVAR member communications; and a vote in the election of the Affiliate Director/ Affiliate Committee Chair.

Article X - Dues and Assessments - Section 2 d: Affiliate Members: The annual dues of each Affiliate Member shall be established annually by the Board of Directors.

Article XI - Officers and Directors - Section 3. Board of Directors:

The governing body of the Association shall be a Board of Directors consisting of the three Elected Officers, six REALTOR® Members of the Association, the immediate Past President who shall serve as a Director (1 year term) following his/her term as President of the Association, any REALTOR® Members who are currently serving on the Arizona Association of REALTORS® as Directors as the result of appointment by the local Association President, and one Affiliate Member with voting privileges who has been nominated by the Affiliate Committee and elected by the REALTOR® Membership. The Affiliate Director shall serve a one year term and may be re-elected. (State Directors who are also serving on the local Association shall have only one vote in that governing body). Directors shall be elected to serve for terms of two years. Thereafter, as many Directors shall be elected each year as required to fill vacancies.

Article XIII - committees - Section 1 - Standing Committees: The following Committees shall be considered Standing Committees of the Association to serve concurrently with the terms of Officers and Directors:

- Affiliate Committee
- Finance Committee
- Government Affairs Committee
- MLS Committee

Article XIII - Committees - Section 3 - Organization: All committees shall be of such size and shall have duties, functions and powers described in the "Job Description" of the Association and as may be assigned to them by the President and the Board of Directors except as otherwise provided in these Bylaws.

Excerpts of applicable Sedona Verde Valley Association of REALTORS® Policy Statements include:

Section 1000 - Association Committees

1000.10 The President and Executive Vice President shall be ex-officio members of all Association Committees.

1000.20 All committees of the Association will report to the Board of Directors and any action of a committee, other than budgeted items, will be with the approval of the Board of Directors.

1000.30 Committee Chairman and other individuals appearing before the Board of Directors shall file with the Executive Vice President a written report of items to be covered not less than two days prior to the scheduled Affiliate Committee meeting date unless specific exception has been made. Copies of all such reports shall be provided to the Board of Directors.

1000.40 There shall be at least three members appointed to a Standing Committee.

1000.50 Quorum for a Standing Committee shall be at least 2 members plus the Chairman or the Chairman's designee.

1000.90 The Chairman of each committee is responsible for preparing and submitting to the Executive Vice President a Project Budget on each separate event when Association funds will be expended.

10001.00 The Association recognizes the volunteer efforts of members in organizing educational and social functions. However, no more than two such committee members shall be granted free admission to any such function. The Committee Chairman shall have the sole discretion as to which two members are granted free admission.

Excerpts from the MLS Operating Policies include:

Section 100.30 SVVAR Members, Affiliate Members and their guests are cordially invited to attend any of the meetings. A repeat of the same guest is permitted once every three months at each meeting.

Section 200.05 Flyers and advertisements are not allowed to be placed on the individual tables during the MLS Tour Meetings. One central location will be available for REALTOR® and Affiliate Members to place flyers and advertisements. Each member is responsible for picking up all their flyers that remain after the meeting.

AFFILIATE COMMITTEE HISTORY AND POSITION RESPONSIBILITIES

1994 Mission Statement: *"To unite and support Affiliate and REALTOR® Members of the Sedona Verde Valley Association of REALTORS® in a single real estate community".*

The Affiliate Committee was formed in 1994 with Chris Seymour as Chair and Cole Greenberg as Vice Chair. They also served in those roles in 1995. Following are the Affiliate Chairs and the year they served:

1995 – Chris Seymour	2007 – Aileen Smart
1996 – Ann Shaylor	2008 – Jamie Banks
1997 – Nancy Prestwick	2009 – Shelly Collier
1998 – Steve Adams	2010 – Deb Staats
1999 - Michael Meldrum	2011 – Jeremy Hoelting
2000 – Fred Shaylor	2012 – Gina Miller
2001 – John DiBattista	2013 – Lucy Estrada
2002 – Rowland Prestwick	2014 - Kitty Bush
2003 – Milt Thompson	2015 – Melissa Vandarien
2004 – Shelley Williams	2016 – Tracey Shadley
2005 – Eddie Passov	2017 – Michelle Murie
2006 – Pam Bayles	

The Affiliate Directory and Affiliate Newsletter was produced by Affiliate Member volunteers. For over 10 years, the Affiliate Members produced a "Talent Show" showcasing local Affiliate Members, REALTORS® and select members of the community to bring everyone together and to donate proceeds to a selected charity after expenses were met.

The Affiliate Members worked with the REALTORS® on many projects over the years, including award-winning floats in the Sedona St. Patrick's Day parade, assisting with the annual SVVAR Installation Event, working with the Public Relations Committee on projects including the Knoxbox For Seniors and Backpacks for Kids programs, prepared pancake breakfasts at the MLS meetings, and most recently, working with the Events Committee who plan the networking mixers. There have been many more projects over the years, too many to individually to mention here.

Several years ago, it was determined that the selection process for the Affiliate Chair, Vice Chair and Secretary positions would be filled by nominations at the October Affiliate Committee meeting and those Affiliate Members who agreed to serve and move up to the next position the following year. Notification is sent out via e-mail to all Affiliate members so they can approve the slate of Affiliate Leadership for the year. This allows for continuity of projects and events from year to year and to allow a smooth transition for the Affiliate members who agreed to serve.

Additional information on the Affiliate Members is contained in the Affiliate Member Guidelines and the Affiliate Application for Membership.

Responsibilities:

Affiliate Chair:

1. Insure the Mission Statement is adhered to.
2. Prepare the monthly meeting agenda and send editable copy to Association Staff no later than noon on the Thursday before the meeting.
3. Coordinate distribution with Association Staff of agenda and minutes to Affiliate members via SVVAR's e-mail broadcast system. All SVVAR-related communication from the Affiliate Committee or Affiliate Committee chair to members or others must go through the SVVAR's distribution system first before redistribution. Copies of the SVVAR communication may not be modified prior to redistribution.
4. Chair the monthly Affiliate meetings according to Robert's Rules.

5. Coordinate all committee activities and functions with the Executive Vice President.
6. Serve as a voting member of the SVVAR Board of Directors and attend all scheduled board meetings, attend the annual strategic planning session, and groom the Vice Chair for succession to the Chair.

Affiliate Vice Chair:

1. Coordinate the monthly Affiliate Spotlights for the area MLS tour meetings and share the updated information with staff for distribution in the weekly membership e-mail.
2. Assist the Chair in bringing timely speakers and topics to the Affiliate meeting.
3. Prepare for a smooth transition to the Chair position at the beginning of the next year.

Affiliate Secretary:

1. Record the minutes of the monthly Affiliate meetings and promptly prepare them for distribution to Association Staff and Affiliate Chair and Vice Chair for editing and approval no later than one week after the Affiliate Committee Meeting.
2. Assist the Chair in bringing timely speakers and topics to the Affiliate meeting.
3. Prepare for a smooth transition to the Vice Chair position at the beginning of the next year.