



## **Central Florida Realty Investors Association**

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Website: www.cfri.net

## **CFRI POLICIES & PROCEDURES**

Includes revisions through 03/31/2009

### **MISSION STATEMENT**

The mission statement of CFRI is “Central Florida Realty Investors, a not for profit business association, dedicated to promoting ethical real estate investing; to protect and promote the best interest of our membership through educational and networking opportunities as well as community, legislative and public relations.” 2/16/09

### **PRIVACY POLICY**

CFRI does not release members or guests, names, addresses, phone numbers or email addresses without permission. However, through the “members only” section of the website, members can obtain the names and phone numbers of fellow members. Members may delete this information from the database if they choose. 7/26/04

### **USE OF CFRI MEMBERSHIP ROSTER POLICY**

The CFRI membership roster and on-line database cannot be used by members or their associates for business solicitation purposes. 3/19/07

### **EMAIL POLICY**

CFRI leaders that obtain email addresses from members and guests of their groups, given for the purpose of facilitating communication of meeting/group/or CFRI information, shall not use the email addresses for any other purpose. 1/12/2007

### **MENTORSHIP POLICY**

CFRI recommends the concept of mentoring; However, CFRI does not endorse or recommend any specific mentors and there is no business category for mentors. CFRI recommends that members looking for mentors should network with other investors at subgroup meetings and focus group meetings to find recommendations. Members are advised to check references and obtain a signed contract that clearly outlines the terms, responsibilities, and expectations of all parties involved. 10/18/04

### **MEMBERSHIP POLICIES**

1. At any time within 45 days of membership application, a general member has the unconditional right to request, in writing, to withdraw this application in the applicant's sole and absolute discretion, whereupon the applicant's dues shall be promptly refunded to the applicant. Business memberships are not refundable. (3/11/04)
2. The board of directors of CFRI has the unconditional right to vote not to accept any new or renewal applicant as a member in its sole and absolute discretion within 90 days of receipt of application or renewal fee, whereupon the applicant's dues shall be promptly refunded to the applicant. Modified 7/26/04
3. Membership in CFRI is open [to adults] and children over the age of 14 provided at least one parent is a member and they are on their parent's membership. 1/12/2007
4. Members agree to abide by CFRI By-laws, Code of Conduct, and Policies and Procedures. (3/11/04)

Policies Revised Thru 12/31/08

5. Membership in CFRI is for 12 months from the date of application. (3/11/04)
6. If it is determined that expired members have attended meetings without paying the guest fee, CFRI will invoice member for all guest fees. Member will not be eligible for renewal until all guest fees have been paid. (3/11/04)
7. Guests will be charged \$20 for each CFRI General Meeting they attend. A one-time \$20 credit will be applied to their membership fee provided they show proof of payment and complete a membership application within two business days of attending the general meeting for which they attended as a paying guest. Policy is effective November 1, 2006. 10/16/06
8. Guest fee is applicable to all guests age 13 and older. (3/11/04)
9. CFRI Members can login to the member's area of the CFRI website to print \$10 discount coupons their guests can use to attend the general meeting or any county subgroup meeting; this guest coupon replaces all previous guest pass programs and policies. 6/16/2008
10. General and business memberships renewing on or before their annual expiration date will receive a discount of \$10 off the current membership rate (can not be combined with any other discounts). Effective May 1, 2004. (3/11/04)
11. The Board of Directors reserves the right to terminate any members' membership if the Board becomes aware or determines the actions or activities of the person are unethical or have an adverse impact on the association or its members. Revoked members will not receive a refund of their membership fees. Under this provision, any vote for termination resulting from an ethics complaint that has not been referred to the Ethic Committee first, or if the members actions have been determined to have an adverse impact on the association, must be approved by a minimum of six Board Members. 2/18/08
12. Effective January 1, 2008, Eight dollars of each General Membership (individual or group) and eighteen dollars of each Business Membership (individual or group) shall be used by CFRI for lobbying and legislative related activities that are germane to the common business interests of the members of our association and in keeping with our Bylaws, Policies, and the IRS Codes. This portion of the membership dues can not be deducted as a business expense by members. 10/13/08

### **General Membership Fees and Policies**

1. At any time within 45 days of membership application, a general member has the unconditional right to request, in writing, to withdraw this application in the applicant's sole and absolute discretion, whereupon the applicant's dues shall be promptly refunded to the applicant. (3/11/04)
2. Annual general membership fee: \$150 for one person. Renewals \$125 (1/19/09).
3. Additional family members and life-partners residing at the same address may be added for \$50 per person per year at any time during the membership registration year. This fee will not be prorated. (3/11/04)
4. There is a limit of 3 members per general membership. (3/11/04)
5. All members included on a general membership enjoy the same benefits of CFRI membership, as determined by CFRI board, except when precluded by CFRI policy. (3/11/04)
6. CFRI will offer students who present a valid school ID from accredited universities and colleges membership in CFRI for \$50 annually; up to two additional household members can be added to membership for \$50 each. 2/16/09.
7. Discount of 50% off General Membership fee to active military, firefighters, police and EMT.

### **Business Membership Fees and Policies**

1. Annual Business membership fee is \$325 per business. Renewing members \$300. Includes two employees/owners within business. (1/19/09)
2. Additional employees/owners can be added to business membership for \$50 per person per year at any time during the member's registration year. This fee will not be prorated. (3/11/04)
3. There is a limit of 4 employees per business membership. (3/11/04)
4. Businesses have the option of using one "floater" name badge in lieu of a named employee. This floater badge will display the name of the member company only. Individuals wearing a floater badge may only attend CFRI General Meeting and County Sub Group Meetings. They do not enjoy other benefits of CFRI membership. (3/11/04)
5. Business Members who have a floater badge, may send one un-named employee to CFRI seminars at member prices. 3/19/07
6. Named employees receive the same CFRI benefits as general members, unless precluded by CFRI policy. In addition, CFRI has established additional benefits for CFRI business members. (3/11/04)
7. Business members making an announcement at the CFRI General Meeting must wear business nametags. (3/11/04)
8. Only one entity per business membership is allowed. Subsidiaries and other businesses owned by the same person or company must have separate memberships. Members currently listed as two businesses under the same membership must comply with this policy effective their next renewal date. (3/11/04)
9. Business membership cannot be transferred from one business entity to another except at member's renewal date. (3/11/04)
10. Employees can be replaced during the membership year IF the nametag of the employee they will replace is turned in to CFRI and a new nametag is purchased. If the old nametag is not returned, each new employee must be added to business membership at \$50 rate per employee. (3/11/04)
11. In the case of Independent Contractors and employees as associates or agents of businesses, the business membership is owned by the primary member; and not necessarily the business or the business owner. 3/16/09
12. Real estate investor associations may join as business members. They may only make announcements about their business, services, events, publications, provide flyers, or solicit CFRI members if they have a reciprocal agreement or contract with CFRI. 6/19/03
13. Events of businesses or associations may be added to the calendar if agreed to by the CFRI board of directors. 6/19/2003
14. (a) All business members must offer a service or product related to real estate investing. 6/10/04  
(b) [CFRI will] deny membership to all non-real estate related firms and apprise them they can join as an individual member 7/18/05
15. All business membership applications must be approved by the CFRI board before businesses can become official members. 6/10/04
16. Beginning in March of 2005, all new business members whose business types require a license by the State of Florida must show proof of the State Licensing along with their application for membership. In addition, all current Business Members will be required to show proof of licensing upon annual renewal of membership. 12/13/04
17. Business membership applicants will be allowed up to 60 days to comply with membership requirements, unless additional time is extended by the board. If applicant is unable to comply with membership requirements within this time, their membership fee will be returned to them and they will be notified they cannot reapply for business membership until all requirements have been met. 7/14/08

18. CFRI will have a business member orientation the same night as the membership orientation and a business membership application will not be approved without attending it. 9/19/05
19. In order to be approved as a business member, all mortgage lenders will be required to submit proof of licensure as broker or lender. There shall be no exemptions to this policy. Existing members will be required to provide proof of licensure when renewing. 2/13/06
20. Prior to board approval, all new business membership applicants must complete the following steps: Complete a membership application form, provide copies of all applicable state licenses, and a named associate must attend New Business Member Orientation. 7/14/08
21. New applicants applying for a CFRI business membership are temporarily eligible for CFRI general member benefits, including attending meetings for free, but not business member benefits, until the business membership has been approved by the CFRI board of directors. 7/14/08
22. Business Members are allowed to apply to change their type of business category during their membership term provided the same principals are involved and they provide any required proof of licenses. Limited to once per membership year for a \$75.00 application fee. 3/19/07
23. The Board approves the following category for our vendors. CPA – Incorporation Services effective immediately. Furthermore, we publish all currently utilized business categories and review any additional requests on a case by case basis. 8/18/08
24. The Board approves the following category for our vendors. Bookkeeping/Office Assistance 1/19/09.
25. The Board approves the following category for our vendors. Financial Services.02/16/09.
26. In the case of Independent Contractors and employees as associates or agents of businesses, the business membership is owned by the primary member; and not necessarily the business or the business owner. 3/16/2009.
27. Business membership may transfer from one business entity to another only at member's renewal date, or by paying a \$50 fee; however the new business entity shall be subject to the same approval process and scrutiny as if it were a new member, excluding re-attendance of orientation. 3/16/2009.

## **MEMBER BENEFITS**

### **CFRI Bucks**

1. CFRI Bucks, in various denominations, will be used as rewards or incentives for our members for recruiting new members, special services to the association, etc. as authorized by the board of directors. Modified 7/26/04
2. CFRI Bucks have varying expiration periods; they are non-replaceable and non-transferable. Modified 7/26/04
3. Members will be issued \$20 in CFRI Bucks for every new membership they refer to CFRI. The new member must list the referring CFRI member on their Membership Application. Modified 7/26/04

### **Vendor Discounts For CFRI Members**

1. Vendors may offer discounts to CFRI members. Each vendor is required to complete a contract and the CFRI board must approve each vendor. Modified 7/26/04
2. CFRI members, as members of NaREIA, are also eligible to receive discounts from some national vendors. Vendor list is available from [www.nationalreia.com](http://www.nationalreia.com). 7/26/04

### **Free Membership For Professional Volunteers**

1. The board may elect to award one year free membership (non-voting) to professional volunteers serving in their official capacity in the service of CFRI - such as lawyer, CPA, etc. Modified 7/17/04

### **Use of CFRI Logo and Link to CFRI Website**

1. CFRI members may request a CFRI graphic logo and/or permission to link to the CFRI website. Each request will be received and tracked by the Association Executive and reviewed/approved by the Board. 4/7/04
2. Permission to link and use of the graphic may be revoked at any time. The member may appeal a denial or revocation of the use of CFRI logo or link, however the Board's review and decision is final. 4/7/04
3. As an added benefit of Business Membership you may use the CFRI Name, Initials and/or Logo in your advertising. 12/13/04

### **Announcements At Meetings**

1. Member can make a 20 – 30 second announcement concerning properties for sale, mortgages for sale, rentals, etc., at the designated time during regularly scheduled meetings. Time limitations may restrict the number of announcements. 7/26/04
2. Business Members can make a 20 – 30 second announcement promoting their business at the designated time during regularly scheduled meetings. Time limitations may restrict the number of announcements. 7/26/04
3. Non-members may not make any announcements. 7/26/04
4. CFRI Board members must abide by the same restrictions on member and business announcements as all other members. 7/26/04
5. The agenda for the general meeting is set by the president, with input from members, to facilitate the efficient transaction of all business. Requests for announcements other than standard member or business member announcements, must be made to the president a minimum of 7 days before the meeting. The president will make every attempt to accommodate reasonable requests that do not conflict with CFRI policies. Modified 7/26/04
6. CFRI maintains the right to place restrictions on announcements and other forms of advertising. Modified 7/26/04

### **Business Flyer Display Policies**

1. (a) All business member advertising and informational materials must be distributed within the designated area only. (b) CFRI reserves the right to pull any materials. 6/19/03 .
2. Only speakers, in accordance with their contract, and general meeting sponsors may distribute flyers, business cards, or other advertising materials in the main room of the General Meeting. The main room of the General Meeting is defined as the room in which presentations are made and participants are seated and does not include the networking/vendor area, which is located outside the main meeting room. 3/14/05
3. Only CFRI Business Members Can Display Flyers, Cards, or Other Materials Advertising Their Business. 3/29/07
4. Quantity Of Flyers Displayed May Be Restricted By CFRI Due To Space Limitations 3/29/07
5. No Flyers Can Advertise Real Estate Related Educational Programs, Products, Mentoring or Coaching Services Unless Approved By the CFRI Board 3/29/07
6. Flyers Can Only Promote Services For The Type Of Business Listed In The CFRI Business Member Directory, As Approved By The Board Of Directors 3/29/07
7. Flyers cannot promote the goods or services of businesses that are not CFRI business members
8. Flyers Must Contain Company Name And Contact Information 3/29/07

### **General Member Flyer Display Policies**

1. General members, and named business members, can display flyers advertising properties for sale, or properties wanted. 3/29/07
2. General members must have a financial interest in properties they advertise. 3/29/07
3. Flyers must contain the first and last name of the CFRI member and contact information. 3/29/07
4. Flyers from general members can not contain any business information such as company name or website. 3/29/07
5. General members cannot display other flyers unless authorized by the CFRI board. 3/29/07

### **Restrictions on Advertising and Announcements**

1. No person or business can sell, promote or advertise any educational programs/seminars or products at any event, or in any publication, that are not co-sponsored by CFRI. 6/10/04
2. The CFRI Board of Directors has the unconditional right to vote not to accept any new, existing or renewal advertising. 9/13/04
3. CFRI reserves the right to deny, or place restrictions, on the content of member announcements and/or advertising materials. 3/19/07
4. CFRI does not allow advertisements, promotions, or announcements at any CFRI event or in any CFRI advertising venue, referring to "bird dogs", payments for "finders fees," "referrals," "rewards," or any similar terminology, offering compensation for information leading to deals. 2/13/06
5. All companies advertising in the CFRI newsletter or on the CFRI website are required to submit proof of state licensure before the ad can be published. Current advertisers are required to present proof of state licensure when renewing current advertising. 4/17/06
6. Coaching and mentoring services can not be advertised at any CFRI event, or in any CFRI publication, unless authorized by contract, such as in a contract with a national speaker. 3/19/07

### **Sponsorship of General Meeting:**

1. CFRI will accept up to 4 sponsors, from non-competing fields, for each general meeting for a fee of \$250 per meeting. Modified 7/26/04
2. Sponsors are allowed to put flyers on chairs, display 1-2 freestanding signs/banners, make a 3-minute announcement during the general meeting, and have a manned table in the networking room. Modified 7/26/04
3. Sponsors will be acknowledged in the newsletter. Modified 7/26/04

### **Vendor Tables for Business Members at General Meeting**

1. Business members can rent a vendor table at the CFRI general meeting. 7/26/04
2. Effective May 1, 2007 the rate for vendor tables at the general meeting will be \$60 per month. rvsd.. 3/19/07
3. Participants must be approved CFRI business members before being eligible to rent a vendor table. 5/19/08
4. Existing CFRI members in good standing who have been approved as CFRI Business members may, with the approval of the Membership Director, be exempted from the 90 day waiting period to rent vendor tables at the general meeting 2/19/07
5. The availability of tables will be limited due to space considerations. Modified 7/26/04
6. Tables will be rented on a first-come first-served basis. Modified 7/26/04
7. Payment for vendor tables will open at 5:00 p.m. on the monthly General Meeting to reserve a table at the next month's general meeting. 3/16/09
8. Eligible vendors that contact CFRI between the 15-18th of the month to reserve a vendor table for the following month, and are unable to do so because the tables are sold out, may pre-pay for a table at the General Meeting that will take place in two months. 3/19/07

9. If a vendor has not set-up their table by 5:30 p.m. on the day of the general meeting, CFRI may sell the table to another vendor and the original vendor will not be entitled to a refund or a credit.
10. CFRI reserves the right to cancel or deny any vendor a table space. 3/19/07
11. At no time can the number or representatives for a company at a vendor table exceed four. 3/19/07
12. The number of company representatives at a vendor table cannot exceed the number of associates paid for on a company's membership. The one exception is that a meeting sponsor may pay the guest fee for additional representatives to man their vendor table (not to exceed the specified maximum of 4 representatives) 3/19/07
13. The CFRI Board may suspend a business member's ability to rent a vendor table or sponsor a meeting if they have violated CFRI advertising, flyer display, or vendor table policies. The duration of the suspension will be based on the severity of the violation, as determined by the board. 4/23/07

### **Educational Benefit**

1. Members may be appointed by the board to attend an educational event as the representative of CFRI. CFRI will be responsible for paying for allowable expenses for the event – as determined by the board of directors. 7/26/04
2. In the event that a CFRI member has accepted the responsibility of attending an outside educational event as a CFRI representative, such as a NaREIA Conference, and is unable to attend, the member is responsible for reimbursing CFRI within 30 days of cancellation for any expenses CFRI has incurred or will incur. If reasonable notice is given, CFRI will attempt to find a replacement participant, however, the member that canceled remains responsible for any expenses that are not refunded to CFRI or transferred to another participant. The sole exception is if the member cancels due to a verifiable medical emergency of the member or his/her immediate family. 4/7/04
3. Failure to reimburse CFRI within 30 days of written request may result in suspension or revocation of CFRI membership. 7/26/04

### **Restrictions on Discounts**

1. No discounts may be combined. If an individual or a business qualifies for more than one discount for membership dues, educational events, sales material, or advertising, they will only receive one discount – whichever discount is greater. (3/11/04)

### **Participation in Deal of the Month**

1. In order to participate in "Deal of the Month" the CFRI Member must be in attendance at the General Meeting and must present their own deal, or participate in presenting their deal, before the members and guests. 1/16/06

## **CFRI VOLUNTEER BENEFITS**

**The Volunteer Benefits Policy was approved on May 14, 2007 by the CFRI Board and supersedes and replaces all previous CFRI Volunteer Benefits programs and policies.**

It is the responsibility of each board member, staff member, and appointed leader to file a monthly report with the association executive listing all volunteers that worked that month. The monthly report must include the volunteer's job title and a record/list of all CFRI Volunteer Bucks awarded for their service.

### **Event, Meeting, and Committee Volunteers**

Policies Revised Thru 12/31/2008

1. Volunteers that serve in the capacity of an event, meeting, or committee volunteer will receive \$5 CFRI Volunteer Bucks per shift, not to exceed \$20 Volunteer Bucks per event or meeting. A shift is defined as two hours of service.
2. All named members may receive CFRI Volunteer Bucks with the exception of board members, who are exempt from this program.
3. County subgroup leaders that utilize volunteers during their meetings are authorized up to four volunteer positions. The four positions eligible for CFRI Volunteer Bucks are: Check-in volunteer, Sergeant at Arms, Communications volunteer, and Refreshments volunteer.
4. Volunteers assisting Focus Group leaders are not eligible for volunteer benefits but may receive other recognition from the group leader such as a thank you card or email. Focus Group leaders may present an appropriate appreciation gift at their annual party, as allowed by budget.
5. A Committee Chairman or a Team Leader may be awarded double CFRI Volunteer Bucks.
6. Admittance to CFRI Volunteer Recognition Ceremony or volunteer appreciation event is discounted 50%, (non-transferable) provided the member has volunteered for six out of the last nine months.
7. Outstanding volunteers may be eligible for additional awards or appreciation gifts distributed at the annual Volunteer Recognition Ceremony and/or other volunteer appreciation events.

### **County Subgroup and Focus Group Leaders**

1. Leaders' benefits begin after two months of service.
2. Benefits will be discontinued after 60 days of non-service.
3. Volunteers will receive 50% off their general membership dues (applicable amount may be applied towards one business membership dues) after 1 year of service.
4. Volunteers will earn 2 points annually towards lifetime membership.
5. Admittance to CFRI Volunteer Recognition Ceremony or volunteer appreciation event is free (non-transferable).
6. Leaders will receive free admission to CFRI sponsored educational events priced under \$150 or at actual cost (cost will be pre-determined by Association Executive).
7. Leaders will receive a 25% discount on all CFRI sponsored educational events priced over \$150.
8. Leaders may receive other recognition from applicable director in the form of card, announcement, appreciation gift or other appropriate gesture.
9. Outstanding leaders may be eligible for additional awards or appreciation gifts distributed at the annual Volunteer Recognition Ceremony and/or other volunteer appreciation events.

### **Elected Board Member Benefits**

1. Board members' benefits begin when they assume office.
2. Benefits will be discontinued after 60 days of non-service.
3. Board members receive one-year free individual membership (applicable amount may be applied towards one business membership dues) for each year served. This is effective upon the member's next renewal date upon holding office.
4. The President will earn 6 points annually towards lifetime membership; all other officers and directors will receive 4 points annually.
5. Board members will receive all sales materials at cost.
6. Board members will receive admission to CFRI sponsored educational events for free or at actual cost (cost will be predetermined by Association Executive).
7. Board members will receive 50% discount on print and electronic advertising (cannot be combined with any other discount).
8. Admittance to CFRI Volunteer Recognition Ceremony or volunteer events is free for all board members and one accompanying guest.

## Speaker Benefits

1. Local speakers at the general meeting shall receive a complimentary vendor table on the night that they speak; and will not be subject to the standard height restrictions for their display.

## CFRI LIFETIME MEMBER QUALIFICATIONS AND BENEFITS THRU 12/31/2007

### Lifetime Membership Qualifications and Procedures

1. Members must achieve a 24-point accumulation in order to receive a lifetime membership. A minimum of 8 of these points must be earned as a volunteer and or director. 3/11/04
2. Members receive 1 point for every consecutive year a member of CFRI. Points reset to zero if member becomes lapsed for 3 months or longer. 3/11/04
3. Volunteers who regularly and actively serve in a defined volunteer position (i.e. committee member, team member, focus group leader, sub group leader, etc), for which there is a job description on file, receive 2 points for each year served. Directors are responsible for verifying and reporting points earned to volunteer coordinator in December of each year. Points will not be awarded to lapsed members. 3/11/04
4. The President receives 6 points and Corporate Directors receive 4 points for each year served (prorated if serving less than 1 full year) in lieu of any other volunteer points awarded. (3/11/04)
5. Lifetime members must comply with CFRI By-Laws and Policies. (3/11/04)
6. Lifetime membership may not be awarded to anyone ever found in violation of the CFRI Code of Ethics, nor may lifetime membership be retained by a member found in violation of the Code of Ethics. (3/11/04)

### Lifetime Membership Benefits

1. Free individual membership (applicable amount may be credited to one business membership fee). 3/11/04
2. Membership in Lifetime Member Group. 3/11/04
3. One free admittance to CFRI volunteer recognition ceremony (non-transferable). 3/11/04
4. Lifetime membership award at annual volunteer recognition ceremony upon qualification. 3/11/04
5. Lifetime membership nametag (member responsible for replacement of lost badge). 3/11/04
6. 10% discount of all sales materials and educational events (can not be combined with any other discount) (3/11/04)

### Points Possible thru December 31, 2007

Position	Points	Points	Total Points per Year
President	1	6	7
Vice	1	4	5
Secretary	1	4	5
Treasurer	1	4	5
Program	1	4	5
Membership	1	4	5

Sub Group	1	4	5
Operations	1	4	5
Public	1	4	5
County	1	2	3
Focus	1	2	3
Appointed	1	2	3
Regular	1	0	1

**CFRI LIFETIME MEMBER QUALIFICATIONS AND BENEFITS AFTER 1/1/2008**

**The effective date for the new lifetime member point system will be January 1, 2008, instead of August 1, 2008. 11/17/08**

This policy will replace the current CFRI policy concerning lifetime membership points. This program will go into effect on ~~August 1, 2008~~ January 1, 2008. The previous points system will be utilized to determine lifetime membership points prior to the implementation of this policy. The Membership Director will be responsible for ensuring volunteer participation has been reported and recorded. 7/14/08

1. Members must achieve 24 lifetime points in order to receive a lifetime membership. They must have been a member in good standings for six years. If a membership becomes lapsed for three months or longer that year's points will not be counted towards lifetime membership. Twelve (12) of these twenty-four (24) points must be accumulated from the volunteer, group leader, or board member category from the chart listed below. 7/14/08
  
2. Named members receive 1 point for every consecutive year that they are a member of CFRI. If a membership becomes lapsed for three months or longer that year's points will not be counted towards lifetime membership. Named members will earn this point every year, but only twelve of these points can count towards lifetime membership. 7/14/08
  
3. Named members who volunteer a minimum of 8 times throughout the year will receive one additional point towards lifetime membership for their volunteer service to the organization. Board members do not receive this volunteer point. This volunteer point is reserved for named members who volunteer their time and efforts at event, monthly meetings, and other volunteer task not associated with a leadership position as recognized by the Board. 7/14/08
  
4. Named members who serve in leadership roles such as County Group leaders and Focus Group leaders will receive two additional points towards lifetime membership. A leader must be in that leadership role for at least 8 months out of the 12 months for that year to earn the bonus two points. 7/14/08
  
5. All Board members, with the exception of the president, will receive four additional points towards lifetime membership for each completed year of board service to the organization. If a board member resigns or is dismissed, the current board must vote on the amount of points that member will receive for their period of service to the association. 7/14/08

6. The President of the Board will receive six additional points towards lifetime membership for each completed year of board service to the organization. If a president resigns or is dismissed, the current board must vote on the amount of points that member will receive for their period of service to the association. 7/14/08

7. Any named member serving multiple volunteer roles may earn additional points towards lifetime membership. Although 24 points may be earned in a very short time, a member must have been a member in good standing for six years before lifetime credit may be awarded. 7/14/08

8. Lifetime membership will not be awarded to any named member who has at anytime been found in violation of the CFRI Code of Ethics, nor may lifetime membership be retained by a member, already awarded lifetime membership, found in violation of the Code of Ethics. 7/14/08

### Points Possible after January 1, 2008

Position	Points	Points	Total Points per
President	1	6	7
Vice President	1	4	5
Secretary	1	4	5
Treasurer	1	4	5
Program Director	1	4	5
Membership	1	4	5
Sub Group Director	1	4	5
Operations Officer	1	4	5
Public Relations	1	4	5
County Group	1	2	3
Focus Group	1	2	3
Volunteer	1	1	2
General Member	1	0	1

### CFRI NEWSLETTER

#### Advertising

1. Paid advertising will not exceed 40% of the space in the monthly newsletter. The CFRI director of communications is responsible for determining the number of pages to be published in each newsletter. Modified 7/26/04
2. Advertisers are required to submit their ad copy, changes to ad copy, and payment to CFRI no later than the 1<sup>st</sup> day of the month for publication in the following month's newsletter. 7/26/04
3. Newsletter advertising must be correctly formatted, camera ready, and submitted by hardcopy suitable for scanning or by email in a format compatible with CFRI and/or our printer's programs. 7/26/04

4. CFRI reserves the right to discontinue the publication of some or all advertising in the newsletter published on-line at the discretion of the director of communication. 7/26/04
5. Newsletter Advertising Rates must be approved by the board. Modified 7/26/04
6. Newsletter advertising rates effective March 1, 2006 Modified 1/16/06

<b>Comparison Chart of our Current Advertising Rates</b>			
<b>Advertising Space Size</b>	<b>Non-Member</b>	<b>Business Member</b>	<b>General Member</b>
1 (full) page	\$350	\$225	\$190
1/2 page	\$285	\$175	\$125
1/4 page	\$180	\$100	\$70
1/8 (business card) page	\$150	\$55	\$40

7. An additional fee of 25% will be charged for each advertising spot on the two-color wrap. 1/16/06
8. There is an additional charge of \$25 for designing a business card or 1/4 page ad, \$50 for a 1/2 page to full-page ad. Any changes to a current ad provided by CFRI or our printer will incur a minimum \$20 charge. 7/26/04
9. Two-Page ads are not eligible for any discounts. They may be treated as an insert due to space constraints at the discretion of the director of communications. 7/26/04
10. All advertisers are eligible for a 10% discount if they pre-pay their ad for 6-12 months. No ad substitution is allowed on prepaid ads. At the director of communications discretion, and for an additional fee, minor changes may be made to ad copy. Modified 7/26/04
11. The CFRI Board of Directors has the unconditional right to vote not to accept any new, existing or renewal advertising. 9/12/04 (pertains to all advertising, not just newsletter)

### **Distribution**

1. CFRI members will be mailed a copy of the monthly newsletter. 7/26/04
2. Newsletters will be posted to the website and available to the general public. 7/26/04
3. Extra newsletters issues may be available at the general meeting for prospective members. 7/26/04
4. CFRI will exchange monthly newsletters with other real estate investment associations as long as the exchange is reciprocated. 7/26/04

### **Articles**

1. CFRI will not publish articles written by founding members or current directors of competing real estate investor organizations within a 150 mile radius. 3/14/05

### **CFRI WEBSITE**

1. CFRI will own and maintain the following websites: cfria.com, cfria.org, cfria.net, cfria.biz, cfri.net, cfri.biz, cfria.info, and re-investors.com . Modified 7/26/04
2. CFRI will maintain [www.cfri.net](http://www.cfri.net) as the primary website. All other websites are to be linked to [www.cfri.net](http://www.cfri.net). Modified 7/26/04

### **Website Advertising**

1. Rotating web banner ads can be purchased for three months for \$150 by business members, \$200 for all others. No additional discount is available to business members. The ad is approximately 120 -130 pixels wide by 50 -75 pixels high (approx. 1.25" x 1/2") 7/26/04
2. If a banner or logo is designed and created by CFRI for a web banner advertisement, the advertiser will incur a \$50-\$100 design and set-up fee. An additional fee may be incurred if

changes are needed after the original design is approved. The director of communications will select the designer based on competitive bids. 7/26/04

## **CFRI MARKETING**

### **Press Passes**

CFRI will issue press passes to qualified media personnel allowing them to attend CFRI meetings, programs, and events for the purpose of building and developing mutually beneficial relationships. Press passes will be approved by Association Executive utilizing guidelines established by the Communications Director. 8/13/07

## **CFRI PROGRAM & MEETING POLICIES**

### **Refund Policy:**

No refunds will be given within 7 days of an event. 6/12/2003

### **Penalty for Ringing Cell Phones:**

Send proceeds from ringing cell phones to Habitat for Humanity once \$40 has accumulated. 3/13/2003

### **Use of Disclaimer At All CFRI Meetings and Programs:**

The following disclaimer must be read, displayed, or distributed at all CFRI meetings and programs: "CFRI does not exist to render and does not give legal, tax, economic or investment advice and disclaims all liability for the actions or inaction taken or not as a result of communications from or to its members, officers, directors, employees and contractors. Each individual should consult his/her own counsel, accountant and other advisors as to legal, tax, economic, investment and related matters concerning real estate and other investments." Modified 7/26/04

### **Programs Presented By Board Members**

Whenever a board member is presenting a program for compensation, the contract must be approved by the board. 5/13/2004

### **Speaker Package Raffle**

Each national speaker at the CFRI general meeting will be solicited to donate one speaker product package to be raffled off at the general meeting with proceeds donated to the CFRI Habitat for Humanity Fund. Raffle tickets will cost \$20 each, depending upon the package. A maximum of 100 tickets will be sold for each item. 6/19/06

### **Attendee Behavior**

Attendees at any CFRI function are expected to conduct themselves in a professional and courteous manner; attendees that do not shall be required to leave the premises. The board reserves the right to determine if attendee will be allowed to attend future CFRI events. 1/12/08

## **NEW MEMBER ORIENTATION**

1. CFRI will offer a New Member Orientation on the evening following each general meeting to familiarize new members with the benefits of belonging to CFRI. Modified 7/26/04
2. A maximum of \$250 per month will be budgeted for this event. Modified 7/26/04

## **COUNTY SUBGROUP & FOCUS GROUPS**

1. The CFRI board has authorized the establishment of focus groups and county subgroups as official CFRI entities that will meet on a regularly scheduled monthly basis. Subgroups and

- focus groups must abide by the By-laws, Code of Ethics, Policies and Procedures of the CFRI. Modified 7/26/04
2. County Subgroup leaders & Focus group leaders are appointed for 1-year terms and may be renewed. Volunteers may only lead one county subgroup or focus group. 7/26/04
  3. County Subgroup leaders and focus group leaders may be removed at the boards' discretion. 7/26/04
  4. Focus and County Group's will no longer be required to submit a monthly report; they will be required to submit their attendance sheets monthly. 7/23/07
  5. County subgroups and focus groups cannot charge members additional dues. 7/26/04
  6. County subgroups and focus groups are supported financially by CFRI. They may not offer or promote any type of revenue generating activity or product without prior board approval. 7/26/04
  7. County Subgroups and Focus Groups will be reimbursed for allowable expenses each month provided a legible copy of the attendance roster for the group is submitted, accompanied by the expense reimbursement request form. 1/12/07
  8. Each year, in lieu of their monthly budget, and in addition to the cost of their normal meeting place, each county and focus groups will be allowed to spend an amount not to exceed \$5 per person, for one holiday party. This amount can be used for reasonable expenses to cover refreshments, entertainment, door prizes, and appreciation gifts. Funds will be based on the average number of attendees at the group meeting in August, September and October, as reported to the association executive on the sign-in rosters. 9/18/06

### **County Subgroups**

1. CFRI county subgroups are open to all CFRI members. Modified 7/26/04
2. All guests at County Subgroup Meetings will be required to pay a \$20 guest fee each meeting effective 4/1/2007. Guest fees collected by each subgroup will be held in reserves by CFRI for the exclusive use of that group. 1/12/2007
3. CFRI County Groups have a maximum monthly budget of \$150 per month for meeting space and \$75 per month for additional allowable expenses. 1/12/07
4. Expenses in excess of this [monthly budget] amount must be approved the board. 7/26/04
5. [The CFRI board will] allow county leaders to manage their groups and inform CFRI how they run the group and meetings. these decisions cannot contradict existing board policies. 9/19/05
6. Before the October board meeting, the leader(s) of each county group may nominate 1-2 volunteers that regularly provide outstanding assistance at their meeting for recognition from the CFRI board of directors at the annual volunteer appreciation event. 9/18/06

### **Focus Groups**

1. CFRI focus groups are open only to CFRI members. Non-members may not attend. 7/26/04
2. CFRI limits allowable expenses for focus groups to \$35 per group, per month. Expenses in excess of this amount must be approved by the board. 7/26/04
3. Focus group meetings will be included in the Events Calendar on-line and in the newsletter. Only members who have logged in to the Members Only section of the website will be able to view the meeting location information. 9/15/08
4. Some focus groups, such as Advanced Investors, have-prerequisites for membership and cannot be applied for on-line. Applicants for these groups will be required to submit a written application, subject to approval by the group's leader. 2/18/08
5. Members should rsvp on-line to attend any open focus group meeting each month, no later than one day before the event -1/19/09.

6. Leaders are encouraged to communicate with attendees who RSVP utilizing the on-line RSVP list. 9/15/08
7. Leaders will be granted access to their meeting event postings on-line to update information as needed, including adding speaker and topic information. Postings will be monitored by CFRI staff to adhere to CFRI policies. 2/18/08

### **LEGISLATIVE COMMITTEE**

1. The CFRI board authorizes the formation of a legislative committee to monitor and inform the board of directors of political action at national and state levels. 7/18/05
2. The chairperson will act as the communications liaison between any state REIA that is formed, National REIA, the CFRI board, the CFRI advisory committee, and members. 7/18/05
3. The chairperson will be appointed by the president for the calendar year. 7/18/05
4. The chairperson is responsible for recruiting additional committee members, subject to board approval. 7/18/05

### **ORGANIZATIONAL POLICIES**

1. Association name changed officially to Central Florida Realty Investors Association, Inc. 8/22/2000
2. The official CFRI logo has been revised to include the CFRI website, as shown below:



### **CONFIDENTIALITY POLICY**

The CFRI board of directors can determine certain documents to be confidential, to be viewed only by the board of directors and/or individuals designated by the board. Modified 7/26/04

### **BOARD MEETINGS**

Permanently move the CFRI board meeting day to the 2<sup>nd</sup> Monday following the General Meeting. 8/12/04

#### **Board Meeting Agenda**

1. Any CFRI member must submit to the association executive, with a copy to the president, any item, motion, or proposal to be included on the next board meeting agenda a minimum of 7 days before the scheduled board meeting. Modified 7/26/04
2. CFRI board of directors will be provided with a copy of the previous month's board minutes, income and expense statement, and the agenda for the upcoming meeting, at least 3 days before the scheduled board meeting. Modified 7/26/04
3. A consent agenda may be used to submit non-controversial items for board approval. Whenever a director requests it, an item that requires discussion will be removed from the consent agenda and placed on the regular agenda. Modified 7/26/04

#### **Minutes of Board Meetings**

1. The minutes of all board meetings will be recorded in writing by the board secretary or designated recorder in the absence of the secretary. 7/26/04

2. Allow the secretary to tape record motions, votes, and those that make requests to be on the record at the board meetings, excluding discussions, and that the tapes are destroyed after that month's minutes are approved. 8/14/2003
3. Turn off the tape recorder when we want, when a member requests not to be on the record, to suspend taping, and suspend writing. 8/14/2003
4. Include absentee directors in the minutes. 3/14/05

### **Board Meetings Open to Members**

1. Board meetings are open to CFRI members. Modified 7/26/04
2. Members must notify the association executive or president of their intent to attend a minimum of 24 hours in advance. Modified 7/17/04
3. The CFRI board of directors reserves the right to refuse admittance to anyone due to limited seating. Modified 7/26/04
4. CFRI will pay for the meals of invited guests at CFRI board functions if a meal is provided for directors. 5/13/04

### **Executive Session**

1. CFRI Board of Directors will enter Executive Session whenever an ethics complaint or any other confidential matters need to be addressed. 4/7/04
2. The president or any board member may request the board to enter Executive Session. 4/7/04
3. Executive Sessions are only open to CFRI Board members, the Association Executive, and invited guests. 4/7/04
4. The board reserves the right to exclude any qualified attendee, based on the matters being discussed. 4/7/04
5. The Executive Session may be scheduled immediately following a regular board meeting or on a different date. 4/7/04
6. Separate minutes are recorded on the Executive Sessions by the Secretary or appointed designee and are **confidential**. These original copies of these minutes will be stored at the CFRI office and may only be distributed to or viewed by the current CFRI Board of Directors and the Association Executive. Modified 7/26/04
7. Evidentiary Hearings will also be conducted during an Executive Session; both the complainant and the respondent will be invited to attend. The results of the Evidentiary Hearing will only be available to unrelated members if the respondent is found guilty of an ethics violation. 4/7/04

## **BOARD ELECTIONS**

### **Nomination/Election Procedure Policies**

1. At –Large Board Positions will serve in the following capacities: Communications, Program, Membership, Subgroup, & Operations. 8/12/04 Modified 9/13/04
2. CFRI members that reside in the same household, [or] are related by blood or by marriage, or have the same business membership, or work for the same company, cannot run for office, nor serve on the board, during the same year. 10/17/05
3. When a candidate runs unopposed for a board position, the ballot shall include an option for a write-in vote. If the write-in declines (post meeting), the current president may appoint the position per CFRI by-laws. 10/17/05

4. [The board approves to] change the name of Communications Director to Public Relations and change the name of Operations Director to Operations and Technology Director. Job Descriptions in Policies will be adjusted to reflect the change. 1/12/08
5. Provided the proposed changes to the Bylaw's pass in July, the two board positions that will be elected by the qualified leaders of county subgroups and focus groups are: Subgroups Director and Operations & Technology Director. 5/19/08
6. Provided the proposed changes to the Bylaw's pass in July, Elections for Board members will be held in the following order: President, Vice-President, Secretary, Treasurer, Program, Membership, Public Relations, Subgroup, and Operations & Technology. 5/19/08

## **BOARD RESPONSIBILITIES**

### **President**

1. The president has the responsibility and the authority to temporarily override the actions of directors, volunteers and staff, on a case-by-case basis, if an action may be considered to be against the best interests of the association or in violation of CFRI's Bylaws, Policies, and/or Code of Ethics. If unable to resolve the issue with the parties involved, the president is directed to bring the matter before the board at the next scheduled board meeting. 3/14/05

## **PROCEDURES FOR RATIFYING PROPOSED BY-LAW CHANGES**

Every general member and each named business member will receive a ballot at check-in. Ballots will be marked "Yes" or "No." Bylaws will be considered approved if the result of the votes collected is 50% plus 1 of the votes cast. The votes will be collected at check-in and during the general meeting. Immediately following the break, the Secretary and Treasurer will count the votes. 8/12/04

## **CFRI FACILITY RENTAL USE GUIDELINES AND AGREEMENT**

The CFRI Educational Center will be available for lease to members and the general public for dates that do not conflict with CFRI events or activities. No event is to conflict with CFRI policies and guidelines or the terms of our rental agreement for the Suntech Office Park property. The facility may not be used for real estate related education that is not co-sponsored by CFRI. The rental rate for the facility is \$175 for ½ day (less than 4 hours) and \$250 for a full day, paid in advance. Non-members are required to pay a \$15 per hour security fee (4 hour minimum). Non-members must provide CFRI with a certificate of liability insurance naming CFRI as an additional insured. Further, alcoholic beverages may not be served at non-member events. A Facility Use Guideline and Agreement form must be completed and signed for each event booked. 1/16/06

## **FINANCIAL ADMINISTRATION**

### **Banking**

1. The four CFRI officers (President, Vice-President, Secretary, and Treasurer) and the Association Executive are authorized to sign on all CFRI checking, savings, and money market accounts. 7/26/04
2. Each check must be signed by 2 authorized signers. 7/26/04
3. The payee may not be the signer of his/her own check. 7/26/04
4. A maximum of \$25,000 will be kept in the primary checking account. Excess funds will be transferred to an interest-bearing money market account. Modified 7/26/04
5. All checks returned to CFRI will incur a \$25 handling fee. If the amount of the check plus the handling fee is not received within 10 business days from member notification, CFRI membership will be revoked. 7/26/04

### **Expenditures**

Policies Revised Thru 12/31/2008

1. An Authorization for Reimbursement form must be completed, accompanied by all receipts, and submitted to the association executive for all expense reimbursements. Modified 7/26/04
2. Check requests may be submitted in advance to prepay certain items and/or events, as determined by the Treasurer or Association Executive. 7/26/04
3. Expenses must be directly related to the functioning of CFRI and benefit the organization. 7/26/04
4. Board members are not authorized to incur expenses on non-budget CFRI expenditures. 7/26/04
5. The president and at least one other officer must approve non-budgeted expenses up to \$999 in advance. 7/26/04
6. The board of directors must approve any non-budgeted expense in excess of \$1000. 5/13/04
7. Any expense over \$2500 requires 3 written bids/estimates. 5/13/04
8. CFRI committees, recognized by the board, have a spending limit of \$50.00 per month to be used for supplies, copies, refreshments, and other related expenses. Any expenditure in excess of this amount requires prior Board approval. 2/12/2004
9. Any expenses to be reimbursed by CFRI must be submitted within 75 days of incurring the expense. ALL expenses incurred in the last three months of a calendar year must be submitted no later than January 10<sup>th</sup> of the following year. 6/10/04
10. [CFRI will] obtain a cell phone for the use of the president through Cingular. 9/19/05
11. CFRI will allocate \$10,000 per year to support legislative action at the national, state, and local level – including \$2,500 annual National REIA Membership, effective immediately. 7/18/05  
CFRI will reimburse volunteers for tips to servers on authorized food and beverage expenses up to a maximum of 20% of the allowable portion of the bill. All food and beverage receipts submitted must be clearly itemized. 10/16/06
12. CFRI will not reimburse volunteers for the purchase of any alcoholic beverages. All food and beverage receipts submitted must be clearly itemized. 10/16/06

### **Board Member Travel Expense Reimbursement**

1. Board members can be reimbursed for travel expenses (mileage and tolls) related to official board functions (to include general meeting, orientation meeting, board meetings, planning sessions, committee meetings and emergency meetings). Revised 8/14/2006
2. Board members are not to be reimbursed for travel to speaker engagements unless specifically pre-approved by the board. 2/12/2004
3. This mileage reimbursement is retroactive to January 1, 2004. 2/12/2004
4. Mileage shall be reimbursed at the current IRS allowable amount. 2/12/2004
5. The Subgroup Director will receive mileage reimbursement at the current rate for visiting County Sub Groups and Focus Groups a maximum of four times each per year on official business. 1/12/2007

### **HABITAT FOR HUMANITY**

1. Habitat for Humanity is an official charity of CFRI 1/18/05
2. CFRI will sponsor a Habitat for Humanity house. Funding for the project will come from donations by members and go in to a separate bank account. 1/18/05

### **COMPETING ORGANIZATIONS AND POTENTIAL CONFLICT OF INTERESTS**

1. Owners, founding members, and board members of competing REI organizations, existing or forming, may not attend any CFRI leadership function, including but not limited to: board meetings, planning sessions, lifetime group meetings, and committee meetings, without board approval. 1/18/05

2. Any CFRI sponsored program, general meeting, or focus group speaking or educational engagement provided by the owners, founding members, and/or board members of a competing local REI organizations whether existing or forming, must be approved by the CFRI board of directors prior to booking. 1/18/05

#### **PERSONNEL POLICIES**

1. Conduct exit interviews with any employee, and at that time they need to sign a General Release. 5/30/2003
2. All employee files need to be kept locked, with the originals kept in a safe place to be determined (attorney??), and copies for reference in the possession of our president and/or secretary. 5/30/2003

#### **VOLUNTEER JOB DESCRIPTIONS**

1. Approved job descriptions for each board position as submitted on 11/13/06, to be included in policies. 11/18/06
2. Approved job descriptions for County Subgroup Leaders and Focus Group Leaders to be included in policies. 1/12/08

# CENTRAL FLORIDA REALTY INVESTORS

## DUTIES OF FOCUS GROUP LEADERS

### **Focus Group**

The Focus Group “focuses” on a particular topic, such as developing land or tax strategies for real estate investors. It is a small networking group (15 to 25 members) and concentrates on each individual’s education needs and personal growth. Some of our focus groups have size restrictions because they may meet in someone’s home or office. Membership in a focus group will be by application-only. No limitations are placed on the number of focus groups to which a member can belong. Focus Groups meet at least once a month. Our volunteer leaders are local real estate investors who organize and coordinate the meetings.

### **Focus Group Leader requirements:**

- Must be a CFRI member for a minimum of 6 months and in good standing
- Must have attended at least one other focus group regularly for 6 months to learn how other focus group leaders conduct their groups
- Must understand all the policies & procedures of focus and county group leaders
- Must be able to coordinate time/place for meeting to be held a minimum of once a month
- Must be able to communicate via email to all attendees
- Must be able to either lead the meeting or schedule guest speaker(s)
- Must submit Attendance Sheets and Monthly Reports as needed

1/12/08

# **CENTRAL FLORIDA REALTY INVESTORS**

## **DUTIES OF COUNTY SUBGROUP LEADERS**

### **County Subgroups**

Currently we have 5 County Subgroups: Orange, Lake, Volusia, Seminole and Brevard. They are open to all members and guests (guests pay a \$20 fee which will be applied to membership if the guest joins CFRI within 48 hours of the meeting). County subgroup meetings are held once a month and their topics cover all aspects of real estate investing.

### **County Subgroup Leader Requirements:**

- Local real estate investor knowledgeable in real estate investing; minimum of one year experience
- Must be a CFRI member for a minimum of 6 months and in good standing
- Must have attended at least one other county subgroup regularly for 6 months to learn how other county subgroup leaders conduct their groups
- Must understand all the policies & procedures of focus and county group leaders
- Must be able to coordinate time/place for meeting to be held a minimum of once a month
- Must be able to communicate via email to all attendees
- Must be able to either lead the meeting or schedule guest speaker(s)
- Must submit Attendance Sheets and Monthly Reports as needed
- Must be accountable for all CFRI funds collected from attendees

1/12/08

# CENTRAL FLORIDA REALTY INVESTORS

## DUTIES OF THE PRESIDENT

### Term:

One year. Limited to two consecutive elected terms, but may run again after a one-year hiatus.

### Qualifications:

- Excellent communication and organizational skills.
- Have at least one year CFRI board experience and one additional year of volunteer experience within the past three years.
- Familiar with Roberts Rules of Order.

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Chair the Board.
- Appoint the nomination and election committees chair.
- Help establish Association goals and guide the Association toward accomplishing those goals.
- Appoint and obtain approval from the Board to fill vacancies on the Board.
- Ensure timely accomplishment of actions assigned to staff and volunteers.
- Set the agenda for board meetings.
- Organize the annual Board Retreat.
- Organize the annual Leadership Conference.
- Conduct the monthly general meeting.
- Has the responsibility and the authority to temporarily override the actions of directors, volunteers and staff, on a case-by-case basis, if an action may be considered to be against the best interests of the association or in violation of CFRI's Bylaws, Policies, and/or Code of Ethics.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

11/13/06

# CENTRAL FLORIDA REALTY INVESTORS ASSOCIATION

## DUTIES OF THE VICE-PRESIDENT

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Willingness and ability to assume the duties of the President as needed in accordance with CFRI By-laws and policies.
- Good communication and organizational skills
- Familiar with Roberts Rules of Order
- Served as an active volunteer for at least six months in the last year

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required
- Attend as many CFRI events as possible
- Represent the members of CFRI to the community
- Manage the business and affairs of the Association
- Serve on at least one committee
- Approve Association policies and ensure that the membership adheres to policies
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics

### Specific Duties:

- Act as the Association President in the absence of the President at Association events.
- Assume the duties of the Association President in the event of a vacancy in the office of the Association President.
- Serve as the chairperson of the Ethics Committee.
- Serve as the Parliamentarian to ensure that Robert's Rules of Orders at official board meetings are followed, as needed.
- Ensure all CFRI insurance policies, bonds, etc. are current and reviewed annually.
- Acts as the liaison with the CFRI legal advisor appointed by the president.
- As an officer of the association, the Vice-President has the authority and responsibility to sign checks on behalf of the association as needed.
- Responsible for the presentation of Deal of the Month at the General Meeting.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

11/18/06

# CENTRAL FLORIDA REALTY INVESTORS ASSOCIATION

## DUTIES OF THE SECRETARY

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Capability to multi-task by actively participating in official board meetings while taking accurate written notes of the meeting.
- Ability to accurately transcribe notes into Microsoft Word to create the official board minutes.
- Ability to distribute minutes by email in a timely manner, in accordance with the by-laws.
- Served as an active volunteer for at least six months in the last year

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Record written minutes at official board meetings and prepare the minutes for publication and distribution at the next board meeting.
- Ensure that signed copies of the minutes from each official board meeting are archived at the CFRI office.
- Ensure that all new and revised policies & procedures approved by the board are updated in the CFRI Policies and Procedures Manual.
- Ensure that the CFRI By-laws are reviewed every two years, on odd-number years, and ensure that any proposed additions and/or revisions are presented to the board in accordance with the procedures in the by-laws.
- Historically acts as the chairperson of the nominations and elections committees, subject to being appointed by the President.
- As an officer of the association, the secretary has the authority and responsibility to sign checks on behalf of the association as needed.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

10/18/06

## CENTRAL FLORIDA REALTY INVESTORS

### DUTIES OF THE TREASURER

Term: One year commencing on January 1<sup>st</sup>.

#### Qualifications:

- Willingness and ability to become familiar with rules and finance reporting for 501(c)(6) not-for-profit organizations
- Familiar with QuickBooks and generally accepted accounting and bookkeeping practices
- Ability to visit CFRI offices as needed to sign checks and review financial records
- Served as an active volunteer for at least six months in the last year
- Has real estate investment experience

#### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

#### Specific Duties:

- Ensure accurate records of Association financial transactions are maintained.
- Report monthly to the board on the Association's financial status.
- Prepare a year-end annual financial report for the Association. Ensure the annual report and completed IRS form 990 are available for review by members.
- Prepare an annual budget for board approval using input from board members and prior years income and expenses.
- Ensure funds are utilized for the benefit of the Association and in accordance with policies and motions approved by the Board of Directors.
- Ensure all staff members are properly compensated per CFRI policies and contractual agreement in a timely manner.
- Acts as the primary officer responsible for approving invoices and signing checks on behalf of the association.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

10/18/06

# **CENTRAL FLORIDA REALTY INVESTORS**

## **DUTIES OF THE PROGRAM DIRECTOR**

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Willingness and ability to attend multiple educational events monthly
- Experience in planning large-scale events
- Excellent communication and organizational skills
- Served as an active volunteer for at least six months in the last year
- Has real estate investment experience

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Research potential speakers for future meetings and seminars.
- Review materials submitted by speakers for potential programs.
- Ensure that a guest speaker or speaker panel is scheduled for each general meeting.
- Introduce speakers at meetings, seminars, and workshops.
- Actively participate in the planning and scheduling of Junkers to Jewels Workshops and Bus Tours.
- Actively participate in the establishment and operation of a certified investor training program.
- Actively participate in the planning and scheduling of monthly seminars and workshops.
- Recruit and supervise volunteers to work at meetings, seminars, and workshops.
- Ensure that training is provided for all program volunteers.
- Responsible for the sale of speaker materials at meetings, seminars, and workshops.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

10/18/06

# **CENTRAL FLORIDA REALTY INVESTORS ASSOCIATION**

## **DUTIES OF MEMBERSHIP DIRECTOR**

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Good communication and organizational skills
- Ability to recruit volunteers to work on the membership team
- Served as an active volunteer for at least six months in the last year
- Has real estate investment experience

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required
- Attend as many CFRI events as possible
- Represent the members of CFRI to the community
- Manage the business and affairs of the Association
- Serve on at least one committee
- Approve Association policies and ensure that the membership adheres to policies
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics

### Specific Duties:

- Responsible for facilitating the efficient check-in and registration of members and guests at the general meeting.
- Responsible for the oversight of all vendors at the general meeting including vendor flyers and vendor tables.
- Responsible for conducting monthly New Member Orientation Meetings and New Business Member Orientation Meetings.
- Responsible for the development and distribution of New Member Handbooks.
- Recruit volunteers to work on the membership team at the general meeting and orientation.
- Ensure training is provided for all membership volunteers.
- Responsible for the recruitment and promotion of sponsors at general meetings and orientation.
- Responsible for ensuring business and general membership issues are addressed.
- Responsible for reviewing and updating CFRI Membership Policies and Procedures as needed.
- Responsible for the continuing development of the member benefits program.
- Responsible for the recruitment of new members.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

11/18/06

# **CENTRAL FLORIDA REALTY INVESTORS ASSOCIATION**

## **DUTIES OF PUBLIC RELATIONS DIRECTOR**

Term: One year commencing on January 1st

### Qualifications:

- Familiar with newsletter editing
- Familiar with website development
- Familiar with marketing techniques
- Excellent communication and organizational skills
- Served as an active volunteer for at least six months in the last year
- Has real estate investment experience

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Ensure the monthly newsletter is created, printed, and distributed in a timely manner.
- Recruit local members to write articles for the newsletter.
- Recruit advertisers for the newsletter and website.
- Oversee the maintenance and efficiency of the website; ensure the information on the website is current and accurate.
- Ensure all avenues of member communication and recordkeeping are effective and efficient.
- Ensure press releases announcing events are sent to media outlets in a timely manner.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

The Public Relations Director is authorized to approach REIA's in nearby counties about the benefits of becoming a CFRI County Subgroup. 2/18/08

rvsd 1/12/08

# **CENTRAL FLORIDA REALTY INVESTORS**

## **DUTIES OF SUBGROUPS DIRECTOR**

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Willingness and ability to attend multiple county and focus group meetings monthly.
- Good communication and organizational skills.
- Served as an active volunteer for at least six months in the last year

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Recruit and supervise qualified leaders for county subgroups and focus groups in the eight county region covered by CFRI.
- Increase the number of geographically diverse focus groups and ensure a variety of topics are covered.
- Work with group leaders to recruit members to participate in subgroups and focus groups.
- Ensure that group leaders are fully aware of CFRI By-laws, Policies & Procedures, and Code of Ethics and comply with them.
- Ensure group leaders submit monthly report and attendance rosters.
- Provide training for all group leaders.
- Provide additional support to group leaders to help ensure the success of their group.
- Responsible for reviewing and proposing updates to CFRI Subgroup and Focus Group Policies and Procedures as needed.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.

11/18/06

# **CENTRAL FLORIDA REALTY INVESTORS**

## **DUTIES OF OPERATIONS & TECHNOLOGY DIRECTOR**

Term: One year commencing on January 1<sup>st</sup>.

### Qualifications:

- Basic repair skills
- Served as an active volunteer for at least six months in the last year

### Board Duties:

- Attend all general meetings, board meetings, the Board annual retreat, the leadership conference, and special events as required.
- Attend as many CFRI events as possible.
- Represent the members of CFRI to the community.
- Manage the business and affairs of the Association.
- Serve on at least one committee.
- Approve Association policies and ensure that the membership adheres to policies.
- Develop a familiarity with CFRI By-laws, Policies & Procedures, and Code of Ethics.

### Specific Duties:

- Responsible for the physical set-up and break-down of the general meeting including table lay-out, a/v equipment, lighting, signage and food service.
- Responsible for collecting fines from attendees with ringing cells phones during the general meeting.
- Responsible for ensuring that all aisle ways remain clear during general meetings.
- Responsible for ensuring that only the meeting sponsor distributes advertising materials in the general meeting room.
- Responsible for the maintenance and purchase of all CFRI owned a/v equipment.
- Responsible for furnishings, equipment, and maintenance needs of the CFRI Educational Center.
- Responsible for the formation/continuation of ad hoc committee(s) in area of specific responsibility, if and when deemed necessary by the board. Should actively participate in said committee(s) and act as the liaison to the board.
- Responsible for technological aspect of website.

1/12/08