

THE OAKVILLE, MILTON AND DISTRICT REAL ESTATE BOARD

CONSTITUTION AND BY-LAW

RULES AND REGULATIONS

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ARTICLE INDEX

Preamble	1
Area of Jurisdiction - Schedule "A"	3

ARTICLE 1

Name	5
Definitions and Interpretations	5
Purpose	8
Jurisdictional Area.....	8
Head Office	8
Seal	8
Fiscal Year	8
Dissolution of the Board	9

ARTICLE 2

Classes of Membership	10
Firm Membership	10
Broker Member	12
Salesperson Member	12
Access Member.....	13
Application Approval Process	13
Effect of Refusal of Membership	14
Honourary Membership	14
Members Generally	14
Membership Disputes	15
Non-Active Sustaining Members	16

ARTICLE 3

Obligations of Partnerships and Corporations	17
Change of Ownership or Control	17
Furthering the Objects of the Board	18
Termination of Membership	18

ARTICLE 4

Payment of Fees and Dues	20
Special Provisions Dealing with Application Fees and Annual Fees	20
Non-Payment of Amounts Owed to the Board	20
Payment of Collection of Fees	22

ARTICLE INDEX

ARTICLE 5

Voting Rights	24
Voting and Proxies	25
Annual Meeting	27
Notice Requirements	28
General Provisions relating to Meetings of Members	28
Voting Procedure at Meetings	29
Election Meeting	29
Voting Procedure for Milton Representative.....	31
Other Meetings of Members	32

ARTICLE 6

Board of Directors	33
Qualifications of Directors	33
Vacancies on the Board of Directors	34
Removal of Directors	34
Remuneration of Directors	35
Executive Committee	35
Meetings of the Directors	36
Officers of the Board	36
Executive Officer	37
Appointment of Officers and Vacancies	37
Banking	37
Bonding	38
Indemnity	38
Execution of Contracts, Etc	38
Respecting the Borrowing of Money, Etc.	38
Voting Shares and Securities in Other Companies	39
Rules and Regulations	39
Election of Senior Director to the Executive Committee	39
Managing Broker's Council	40

ARTICLE 7

Committees	42
Arbitration Committee	43
By-law Committee	43
Commercial Committee	43
Discipline Committee	43
Education Committee	43
Events Committee	44
Executive Committee	44
Finance Committee	44
Government Relations	45
Leadership Development	45
Membership Committee	45
Milton Initiatives Committee	46
MLS®/IT Committee	46
Past-Presidents Council	47

ARTICLE INDEX

ARTICLE 7 (Con't)

President's Charity of Choice Committee	47
Professional Standards Committee	47
Public Relations Committee	47
Tradeshow Committee	47
Rules and Regulations	48

ARTICLE 8

Definitions and Notice Provision	49
Committee	50
Qualification of Arbitrators	50
Custody of Files and Documents	50
Binding Arbitration	50
Filing the Claim	51
Filing the Defence	51
Conciliation	52
Notice of Hearing	53
Selection of Arbitrators	53
Legal Counsel	53
Powers of Arbitrators	53
Witnesses	54
Arbitrators' Award	54
Appeal	55
Filing the Appeal	56
Reply to Appeal	56
Notice of Appeal	56
Record of Arbitration Proceedings	57
Notice of Appeal Hearing	57
Legal Counsel	57
Selection of OREA Appeal Panel	57
Nature of Appeal Hearing	58
Powers of OREA Appeal Panel	58
Qualifications of OREA Appeal Panel	58
OREA Appeal Panel Award	58
Indemnity.....	59

ARTICLE 9

Definitions and Notice Provisions	61
Composition of Professional Standards Committee & PSC Sub-Committee.....	62
Jurisdiction	63
Handling of Complaints	63
Powers of Researcher	64
Report of Researcher	65
Disposition of Research	65
Allegation Statement	65
Disposition Upon Receipt of Reply	65
Discipline Committee	66
Jurisdiction of Discipline Committee	66

ARTICLE INDEX

ARTICLE 9 (Con't)

Procedural Matters	66
Documents	67
Decision of the Discipline Hearing Panel	68
Decision and Penalties	68
Delaying of Discipline Hearing Decision	70
Appeal of Discipline Hearing Decision	70
Composition of Appeal Panel	71
Nature of Appeal Panel	71
Record of the Discipline Hearing	72
Appeal Hearing	72
Disposition of Appeal	73
Notification of Decision	73
Appeal to OREA	74
Indemnity	74

ARTICLE 10

Use of Symbols	75
----------------------	----

ARTICLE 11

Order of Procedure at Meetings	76
--------------------------------------	----

ARTICLE 12

Membership in OREA	77
Membership in CREA	77
Termination of Membership	77
Reciprocal Agreements with Other Boards	77

ARTICLE 13

By-law Amendments	78
Approval of By-law Amendments	78

ARTICLE 14

Notices	79
---------------	----

ARTICLE 15

REALTOR® Code of Ethics and Standards of Business Practice	80
Schedule of Fees	81

PREAMBLE

A By-law relating generally to the transaction of the business and affairs of The Oakville, Milton and District Real Estate Board.

BE IT ENACTED as a By-law of The Oakville, Milton and District Real Estate Board as follows:

- (a) To do all things necessary to promote interest in the marketing of real estate in all its aspects and to advance and improve the relations of the Members of the Corporation with the public.
- (b) To advance and promote the interests of those engaged in real estate as brokers, agents, valuers, examiners and experts, and to increase public confidence in and respect for those engaged in the calling of real estate broker.
- (c) To encourage the use of the designation REALTOR® by the Members of the Corporation, to promote the acceptance by the public of such designation and such use thereof, and to protect as far as practicable the exclusive use thereof by the Members.
- (d) To maintain the dignity and responsibility of the calling of the real estate broker by insisting on principles of fair dealing in their business of buying and selling, renting and caring for real estate, and lending money on the security of real estate.
- (e) To encourage the study of real estate in all its aspects and to promote the exchange of views between the Members of the Corporation by affording opportunities for discussion, correspondence and attendance at lectures for the reading of papers and to disseminate useful information by circulation among the Members of publications, data and forms.
- (f) To institute, promote and manage listing systems with the object of rendering better service to the public by providing vendors of real estate with a wider potential market.
- (g) To institute, promote and manage plans or systems for the benefit of the Members of the Corporation in the conduct of their business connected with all aspects of real estate.
- (h) To make grants and donations out of income or surplus funds of the Corporation for the establishment or support of any charitable or benevolent institution and to subscribe and guarantee funds for any charitable or benevolent purpose, whether or not related to, or calculated to promote, the objects of the Corporation.
- (i) To purchase, lease, build or otherwise acquire or provide from time to time and at any time any building or buildings for the purpose of an institute, hall, college or lecture rooms, offices and board rooms, and to alter, reconstruct, equip and furnish the same for the use of the Members and their guests and generally for the promotion of the objects of the Corporation, and to sell, mortgage, lease or otherwise dispose of the same when deemed advisable from time to time.

PREAMBLE

- (j) To promote and encourage fair dealings, goodwill, fellowship and a spirit of co-operation among the Members of the Corporation; and
- (k) Generally to assist in the development of the Board area along the lines best calculated to promote good living standards, wealth and prosperity among its inhabitants.

**SCHEDULE “A”
AREA OF JURISDICTION**

- Southerly Boundary - Lake Ontario.

- Northerly Boundary - No. 32 Sideroad of Nassagaweya and Esquesing Townships.

- Westerly Boundary - A line north on Burloak Drive (West Town Line, Oakville) from Lake Ontario to Highway 401, thence west to the 4th line of Nassagaweya, thence north to No. 32 Sideroad of Nassagaweya.

- Easterly Boundary - A line north on Winston Churchill Boulevard (East Town Line, Oakville) from Lake Ontario to Highway 5, thence west to 9th Line, thence north on 9th Line to Highway 401, thence west to 5th Line of Halton Hills, thence north to No. 32 Sideroad, being the Town Line between Halton Hills and Erin Township.

ARTICLE 1

SECTION 1 - Name

1.01 The name of the Corporation shall be The Oakville, Milton and District Real Estate Board.

SECTION 2 - Definitions and Interpretations

2.01 For purposes of this By-law, the term:

- (a) "Act" means the Real Estate and Business Brokers Act 2002 and its regulations, and any successor legislation;
- (b) "Arbitration Act" means the Arbitration Act, 1991, SO 1991, c. 17, as amended, and any successor legislation;
- (c) "Billing Policies and Procedures" means the guidelines and processes used in the administration of the invoicing and collecting of dues and fees as may be determined by the Board of Directors from time to time.
- (d)(i) "Board" means The Oakville, Milton and District Real Estate Board;
- (d)(ii) "Board of Directors" means the Board of Directors of The Oakville, Milton and District Real Estate Board, as further described in Section 1.02 of Article 6 hereof; and "Director" means a person who is a member of the Board of Directors; and "Directors" means the Board of Directors, unless the context indicates otherwise;
- (e) "Branch Office" means any office of a Firm Member, other than the main office, which is registered in accordance with the Act, and at which the business of trading in real estate is conducted;
- (f) "Brokerage" means a corporation, partnership, sole proprietor, association or other organization or entity that, on behalf of others and for compensation or reward or the expectation of such, trades in real estate or holds himself, herself or itself out as such;
- (g) "By-law" means this By-law, and any addition or amendment hereto as may be approved by the Board of Directors and confirmed in accordance with the provisions of Article 13 hereof, and includes any rule or regulation in force as approved by the Board of Directors from time to time including rules and regulations governing the Multiple Listing Service[®] of the Board;
- (h) "CREA" means The Canadian Real Estate Association or any successor organization;
- (i) "Committee" means any Committee described in this By-law and includes any Committee established by the Directors;
- (j) "Corporations Act" means the Corporations Act, RSO 1990, c. C-38, as amended and any successor legislation;

ARTICLE 1

- 2.01 (k) "Employ" means to employ, appoint, authorize or otherwise arrange to have another person act on one's behalf, including as an independent contractor and "employed", "employs", "employment" and "employee" shall have such similar expanded definitions;
- (l) "Executive Officer" shall mean the chief staff person responsible for the general operation of the Board;
- (m) A "Focus Group" is a form of qualitative research in which a group of people are asked about their attitude or views towards a service, concept or idea;
- (n) Unless the context indicates otherwise, "Member" shall mean only Firm Members, Broker Members, Salesperson Members and Access Members, all as further described in Article 2 hereof;
- (o) "Milton Area Boundary" shall be defined as the area bordered on the east by Ninth Line to Highway 401, thence west to 5th Line of Halton Hills, thence south by Highway 407, the west by 4th Line of Nassagaweya, thence north to No. 32 Sideroad of Nassagaweya and the north by No. 32 Sideroad of Nassagaweya and Esquesing townships;
- (p) "Milton Member" shall be defined as a Member in good standing of The Oakville, Milton and District Real Estate Board who is registered with a Brokerage located in the Milton trading area or who is registered with a Brokerage that maintains a Branch Office in the Milton area boundary and is registered with that branch office. The Broker of Record for the Brokerage (or his designate) shall also be deemed a Milton Member if the Brokerage maintains a Branch Office in the Milton area boundary;
- (q) "MLS[®]" means the Multiple Listing Service[®] operated by the Board under the MLS[®] trademark, which trademark is protected throughout Canada for the use of members of CREA in connection with services defined as listing to effect the purchase and sale of real estate;
- (r) "Officer" is a member of the Executive Committee as outlined in the Board By-laws and may be given signing authority of the Board;
- (s) "OREA" shall mean the Ontario Real Estate Association or any successor organization;
- (t) "OREA By-law" means the By-law, rules and regulations enacted by OREA, as same may be amended from time to time by OREA;
- (u) "person" includes, where applicable, an individual, a partnership, a corporation, an organization, and a business;
- (v) "Principal Broker" means, at the choice of the Firm Member:
- (i) the person who is the broker of record of the Firm Member for the purposes of the Act, if the Firm Member's broker of record under the Act is a Member of the Board; or

ARTICLE 1

- 2.01 (v) (ii) a Broker Member of the Firm Member who has been designated as the Principal Broker for the purpose of the relationship between the Firm Member and the Board, if the Firm Member's broker of record under the Act is not a Member of the Board; or
- (iii) a Broker Member of the Firm Member who has been designated as the Principal Broker for the purpose of the relationship between the Firm Member and the Board, *even if* the Firm Member's broker of record is a Member of the Board, and every Firm Member shall advise the Board of whom it has designated as its Principal Broker and shall also immediately advise the Board when that designation changes;
- (w) "REALTOR®" shall mean a trade-mark which identifies real estate professionals in Canada who are members of The Canadian Real Estate Association ("CREA") and of the National Association of REALTORS (U.S.) and, as such, subscribe to a high standard of professional service and to a strict code of ethics;
- (w1) "REALTOR® Code" means the Code of Ethics and Standards of Business Practice of CREA, as may be amended from time to time;
- (x) "REBBA Code of Ethics" means, after March 31, 2006, the Code of Ethics for all registrants contained in the regulations to the Act, and any successor Code, all of which is sometimes also referred to as the RECO Code of Ethics. Before March 31, 2006, the RECO Code or REBBA Code means Code of Ethics for all registrants contained in the RECO by-laws;
- (y) "RECO" means the Real Estate Council of Ontario, or its successors, from time to time;
- (z) "Registrar" means the Registrar of Real Estate and Business Brokers appointed pursuant to the Act;
- (aa) "Sub-Committee" is a group of Members of a Committee that might do a specific task;
- (bb) "Task Force" is a temporary grouping under one leader for the purpose of accomplishing a single defined mandate with a time limit for reaching its mandate or completing its role. Its members are appointed;
- (cc) "trade" includes a disposition or acquisition of or transaction in real estate by sale, purchase, agreement for purchase and sale, exchange, option, lease, rental or otherwise and any offer or attempt to list real estate for the purpose of such a disposition, acquisition or transaction, and any act, advertisement, conduct or negotiation, directly or indirectly, in furtherance of any disposition, acquisition, transaction, offer or attempt, and the verb "trade" has a corresponding meaning;
- (dd) "Voting Member" means a Broker Member or Salesperson Member who is in good standing with the Board at the time of the meeting of Members and who is therefore entitled to vote at the meeting of Members pursuant to the provisions of this By-law and "Voting Members" means those Broker Members and Salespersons who are in good standing with the Board at the time of the meeting of Members and are therefore entitled to vote thereat.

ARTICLE 1

- 2.02 In this By-law, unless the context otherwise requires:
- (a) words importing the singular shall include the plural, and vice versa;
 - (b) words importing the masculine gender shall include the feminine gender, and vice versa;
 - (c) "may" is construed as permissive; and
 - (d) "shall" is construed as imperative.
- 2.03 Where there is any reference made in the By-law and any special resolutions of the Board, to any Statute or any part of it, such a reference shall also be deemed to include any amendment, re-enactment or successor legislation of that Statute as the case may be.
- 2.04 Except where expressly provided, the division of this By-law into Articles, sections, and subsections and the insertion of headings, subheadings, marginal notes and table of contents or index (if any) are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

SECTION 3 – Purpose

- 3.01 The purposes and objects of this Board shall be those as set out in the Letters Patent of the Province of Ontario incorporating the Board on the 26th day of November, 1956.
- 3.02 If there is any conflict between what is stated in the Preamble to this By-law, and the Letters Patent, the provisions of the Letters Patent shall govern.

SECTION 4 - Jurisdictional Area

- 4.01 The jurisdictional area of the Board shall be as described in Schedule "A" attached to this By-law.

SECTION 5 - Head Office

- 5.01 The head office of the Board shall be located at Oakville, Ontario.

SECTION 6 – Seal

- 6.01 The seal shall be the Corporate Seal of the Board.

SECTION 7 - Fiscal Year

- 7.01 The fiscal year of the Board shall end on the 30th day of September in each year or on such other date as the Directors may by resolution determine.

ARTICLE 1

SECTION 8 - Dissolution of the Board

- 8.01 If the Board is dissolved, then after paying all debts and liabilities of the Board, any remaining assets shall be given to such charitable organization or other organization whose objects are beneficial to the community, as may be allowed in accordance with the Corporations Act.

ARTICLE 2

SECTION 1 - Classes of Membership

1.01 There shall be the following types of membership in the Board:

- (a) Firm Membership
- (b) Broker Membership
- (c) Salesperson Membership
- (d) Honourary Membership
- (e) Access Membership
- (f) Non-Active Sustaining Membership

SECTION 2 - Firm Membership

2.01 Any sole proprietor, partnership, corporation, or any other firm which is registered as a Brokerage under the Act may become a Firm Member provided that:

- (a) The applicant agrees in writing to adopt and abide by the By-law of the Board, the REALTOR® Code REBBA Code;
- (b) The Principal Broker of the applicant shall have successfully completed all the educational courses as prescribed;
- (c) The applicant shall apply in writing on the approved form and the application shall be endorsed by two Firm Members of the Board, the Principal Brokers of which are not members of the Membership Committee or the Board of Directors, and shall be accompanied by the appropriate fee. The lack of endorsement of the membership application by two Firm Members as outlined above shall not form the sole basis of membership refusal; and
- (d) There are no amounts owing to the Board as described in Article 4, Section 3.07.

2.02 It is a condition of admission of an applicant as a Firm Member of the Board, and a condition of the continued membership of a Firm Member in the Board, that:

- (a) such Firm Member (or any Broker Member or Salesperson Member employed by such Firm Member) shall not employ any person who is registered as either a salesperson or broker under the Act to trade in real estate on its (or his) behalf and who is working within the jurisdictional area of the Board, unless that salesperson or broker is a Member in good standing of the Board;
- (b) such Firm Member shall not cause any salesperson or broker referred to in Sub-section (a) above to be shown as an employee of the Firm Member (or of any of its Broker Members or Salesperson Members), for the purpose of allowing that salesperson or broker to maintain registration in accordance with the Act, unless that employee is a Member in good standing of the Board; and

ARTICLE 2

- 2.02 (c) if such Firm Member has a Branch Office outside the jurisdictional area of the Board, and if that Branch Office is a Member of the Board, or if any broker or salesperson who is registered under the Act and is working out of that Branch Office is a Member of this Board, then all individuals registered as brokers or salesperson under the Act who work out of that Branch Office shall be required to become Members of this Board in the appropriate category.
- (d) Failure to comply with the foregoing shall result in an automatic charge of double the monthly dues for each month in violation.
- (e) An exemption shall be made for majority shareholder(s) of a company, who may be a Member of another board, provided that all listings taken by such Member in the Board's jurisdictional area shall show him as listing agent and shall be serviced by him.
- (f) All branch offices of a Firm Member that are located within the jurisdictional area of the Board are required to join the Board, pay the required initiation fee, and have a qualified Broker in accordance with Article 2, Section 2.04 of the Board By-Law.
- (g) For the purpose of Membership in this Board, kiosks, model home sales offices and display booths shall be exempt from Board fees, services and management requirements. All kiosks, model home sales offices and display booths of a Firm Member that are located within the jurisdictional area of the Board and which fall under the requirements for registration as a Branch Office under the Real Estate and Business Brokers Act must be so registered for the purposes of the Act only and must not be manned at any one time by more than one Broker or Salesperson Member registered under the Act and employed by the Firm Member.

2.03 New offices may be inspected by the Membership Committee.

2.04 An individual branch manager shall be required for each separate office within the jurisdictional area of the Board. A manager shall be a person registered under the Act who has met the requirements as determined from time to time by the Registrar of the Act to be appointed as manager and who is employed by the Firm Member in a managerial capacity as manager of a branch office or manager of a head office or manager of a division within a branch or head office.

Managers must be registered with and approved by the Real Estate Council of Ontario, in accordance with the Real Estate and Business Brokers Act.

A copy of the notification to RECO and a copy of the Member's qualifications must accompany the Firm Member's notification to the Board. The Board follows the requirements of the Real Estate and Business Brokers Act 2002. Any exceptions made by the Registrar's Office to requirements as outlined above must be provided to the Board in writing.

ARTICLE 2

- 2.05 In the event the branch manager leaves for any reason, the Company shall have 3 months in which to appoint a qualified manager, failing which Board services and privileges will be suspended. If within a further 30-day period a qualified manager has not been appointed, the office membership will be terminated. Notice of the termination with reasons specified shall be provided to CREA within 30 days of such notice of termination.
- 2.06 In addition to all of the above-noted sub-sections being conditions of admission as a Firm Member and conditions of continued membership of a Firm Member, noncompliance with any of the above-noted conditions is a breach of this By-law.

SECTION 3 - Broker Member

- 3.01 Any individual registered as a broker under the Act and who is employed by a Firm Member to trade in real estate on behalf of the Firm Member may become a Broker Member provided that the applicant:
- (a) agrees in writing to adopt and abide by the By-law of the Board, the REALTOR® Code and the REBBA Code;
 - (b) shall have successfully completed the educational courses as prescribed; and
 - (c) shall apply in writing on the approved form and the application shall be endorsed by the Firm Member by which he is to be employed and shall be accompanied by the appropriate fee; and
 - (d) there are no amounts owing to the Board as described in Article 4, Section 3.07.

SECTION 4 - Salesperson Member

- 4.01 Any individual registered as a salesperson under the Act, who is employed by a Firm Member to trade in real estate on behalf of the Firm Member, may become a Salesperson Member provided that the applicant:
- (a) agrees in writing to adopt and abide by the By-law of the Board, the REALTOR® Code and the REBBA Code;
 - (b) shall have successfully completed the educational courses as prescribed; and
 - (c) shall apply in writing on the approved form and the application shall be endorsed by the Firm Member by which he is to be employed and shall be accompanied by the appropriate fee; and
 - (d) there are no amounts owing to the Board as described in Article 4, Section 3.07.

ARTICLE 2

SECTION 5 - Access Member

- 5.01 Any individual who is a Member of a Board that has subscribed to an Access Agreement with this Board may make application on the appropriate form.
- 5.02 Such Access Member may receive such services of the Board as provided in the Access Agreement, but shall not be entitled to vote or hold office on the Board.

SECTION 6 - Application Approval Process

- 6.01 Applications for Firm Membership shall be dealt with as follows:
- (a) The Executive Officer or their Duly Authorized Designate shall review the application and, if it is complete in all aspects, the application may be temporarily approved. Such temporary approval shall only allow the applicant access to the Board's MLS® services and shall not be deemed to include any other Membership privileges; and
 - (b) The Board of Directors shall consider the report of the Membership Committee, which report shall include:
 - (i) the application, which in accordance with paragraph (a) shall be complete in all aspects; and
 - (ii) the temporary approval, if temporary approval was granted in accordance with paragraph (a),and shall grant Firm Membership to the applicant, unless any condition for approval has not been met;
 - (c) If the Firm Membership is denied, reasons are to be provided to the applicant.
- 6.02 Applications for Broker Membership and Salesperson Membership shall be dealt with as follows:
- (a) The application shall be reviewed and processed by the Executive Officer who shall report thereon to the Directors. If the application is complete in all aspects, and if the appropriate registration under the Act is confirmed and all the conditions in either section 3.01 or 4.01 (as applicable) are met, the application may be temporarily approved by the Executive Officer. Such temporary approval shall only allow the applicant access to the Board's MLS® services and shall not be deemed to include any other Membership privileges; and
 - (b) For each application for Broker Membership or Salesperson Membership, the Board of Directors shall consider the report of the Executive Officer, which report shall include:
 - (i) the application, which, in accordance with paragraph (a) shall be complete in all aspects; and

ARTICLE 2

- 6.02 (b) (ii) the temporary approval, if temporary approval was granted in accordance with paragraph (a),

and shall grant membership in the category for which the application was made, unless any condition for approval has not been met.

SECTION 7 - Effect of Refusal of Membership

- 7.01 Where the Board of Directors does not approve the application of an individual for Broker or Salesperson Membership, and the Board has so notified the Firm Member, the Firm Member which may have already registered such an individual as an employee in accordance with the provisions of the Act, shall be in breach of this By-law if such employment is not terminated immediately, upon receipt of such notice. In the event of membership refusal or termination, the Board of Directors must specify reasons for such refusal or termination.

SECTION 8 - Honourary Membership

- 8.01 Any person may become an Honourary Member of the Board, provided that:
- (a) the name of the person submitted for Honourary Membership must be circulated to the Board of Directors at least five 5 days before the meeting of the Directors at which that person is to be considered for Honourary Membership; and
 - (b) the Directors unanimously approve the appointment to Honourary Membership.
- 8.02 Honourary Membership shall give the person so appointed all the rights and privileges of Membership as may be from time to time approved by the Directors. However, an Honourary Member who is not registered under the Act (and therefore is not qualified to be either a Broker Member or a Salesperson Member of the Board) or who ceases to be registered under the Act (and therefore is no longer qualified to be either a Broker Member or a Salesperson Member of the Board) cannot vote and cannot be a Director of the Board.
- 8.03 The granting of an Honourary Membership may be for a definite period or for life, at the discretion of the Directors.

SECTION 9 - Members Generally

- 9.01 All Members, including Access Members and Honourary Members shall be deemed to have received and to have read the By-law of the Board and the REALTOR® Code and the REBBA Code, and have agreed to abide by them. Any breach of the By-law of the Board or the REALTOR® Code by any Member, may be dealt with by the PSC Sub-committee, Professional Standards Committee and the Discipline Committee as provided for in this By-law, including forwarding the matter to RECO, as provided for in this By-law.
- 9.02 All Members that are new to the Board as of November 1, 2006, shall attend the Orientation Seminar or a seminar deemed appropriate by the Board of Directors within 4 months of joining the Board.

If a new Member fails to attend an Orientation Seminar within 4 months of joining the Board, an automatic \$100 fine will be assessed to the Firm Member. If a new Member then

ARTICLE 2

- 9.02 fails to attend the next available seminar, he will be called before the Professional Standards and Discipline Committees for possible termination of membership.
- 9.03 Upon joining the Board, all new Members shall be given a handbook outlining pertinent details of Board procedures and policies.
- 9.04 Should a Member resign during an Arbitration Hearing proceeding provided for in Article VIII, or a Professional Standards or Discipline Hearing proceeding as provided for in Article 9, and as a result of that resignation, such proceeding cannot continue since that person is no longer a Member, the appropriate Committee of the Board may keep open the file on such proceeding and such proceeding may be restarted or continued, as appropriate, if and when such person again becomes a Member of the Board.
- 9.05 By this section, the Board draws to the attention of any past Members who wish to reapply as Members, the provisions of Article 4, Section 3.07 and the additional pre-conditions to approval of membership contained therein.

SECTION 10 - Membership Disputes

- 10.01 Any dispute between a Member and the Board which relates to:
- (a) the validity of any rule or regulation established by the Board or any of its Committees, save and except any rule or regulation relating to the Board's Multiple Listing Service[®] which is substantially similar to the model rules and regulations for Multiple Listing Services[®] recommended by OREA for use by this Board and all other local real estate boards in Ontario;
 - (b) the validity of any section of this By-law which is not substantially similar to the equivalent section in the model board by-law recommended by OREA for use by this Board and all other local real estate boards in Ontario, shall be submitted to the Executive Director of OREA in accordance with the OREA By-law before the Member or the Board may ask a Court to enforce the rule, regulation or section of this By-law and it is agreed by all Members and the Board that there will not exist any valid basis for such Court action until either or both have complied with the appropriate provisions of this By-law and OREA's By-law.
- 10.02 Where a dispute described in Sub-sections 10.01(a) and 10.01(b) is submitted to OREA, such submission shall be received by the Executive Director of OREA not later than thirty (30) days following the effective date of the rule, regulation or Section of this By-law which is the subject matter of this dispute, together with a filing fee of Seven Hundred and Fifty (\$750.00) Dollars, or such other amount as may be established from time to time by the Board of Directors of OREA, in cash or by certified cheque or money order payable to OREA. OREA shall not have jurisdiction to deal with the submission unless it is made within the thirty (30) days.

ARTICLE 2

SECTION 11 – Non-Active Sustaining Members

- 11.01 Any Firm Member, Broker Member or Salesperson Member who is prevented from carrying on a Real Estate Business by virtue of public service, physical disability or any other causes beyond his control, may be elected by the Board of Directors as a Non-Active Sustaining Member upon:
- (a) submission of a completed application form to the Membership Department;
 - (b) approval by the Board of Directors; and
 - (c) payment of the appropriate fees as set out by the Board of Directors from time to time.
- 11.02 The continuance of a Non-Active Sustaining Member is at the discretion of the Board of Directors and may be terminated at any time by the Board of Directors. The Board of Directors shall reconfirm a Member's Non-Active Sustaining status each year from the date the Member was elected by the Board of Directors as a Non-Active Sustaining Member.
- 11.03 On returning to an active real estate business, a Non-Active Sustaining Member may be reinstated as a Firm Member, Broker Member or Salesperson Member, as applicable, upon:
- (a) submission of a completed reinstatement form to the Membership Department; and
 - (b) payment of annual dues in respect of the application type of membership for the year in which such Member is resuming active membership.
- 11.04 A Non-Active Sustaining Member shall not be entitled to vote, to hold office or receive services and must continue to be registered under the Act.

ARTICLE 3

SECTION 1 - Obligations of Partnerships and Corporations

- 1.01 Where a Firm Member of the Board is a partnership, every partner registered under the Act, shall be a Broker Member. Annual dues payable by each partner shall be as a Broker Member.
- 1.02 Where a Firm Member is a corporation, each of its Principal Brokers and directors registered under the Act and trading in real estate within the Board's jurisdictional area shall become a Broker Member. Annual dues payable by each such director shall be as a Broker Member.
- 1.03 Partnerships and corporations, upon making application for admission as Firm Members, shall immediately notify the Board of the names and addresses of its partners, officers, directors and shareholders, as the case may be. Such partnerships and corporations shall also, upon making application as Firm Members, immediately notify the Board of the name and address of the person(s) designated as the Principal Broker who is responsible for the Firm Member's activities and whom the Board may contact as that Firm Member's representative in relation to the Board.
- 1.04 The provisions of Sections 1.02 and 1.03 shall not apply to a Firm Member which is a Brokerage that is registered in the Loan Corporations Register or the Trust Corporations Register under the *Loan and Trust Corporations Act*.

SECTION 2 - Change of Ownership or Control

- 2.01 Each Firm Member shall immediately notify the Executive Officer, in writing, of:
 - (a) any change in ownership, if it is a sole-proprietor;
 - (b) any change in partners, or any change in the ownership interests of any of the partners, if it is a partnership;
 - (c) any change in its officers or directors, if it is a corporation;
 - (d) any change in the number of shares held by any shareholder or the addition or deletion of any shareholder, if it is a corporation; or
 - (e) any change in the Principal Broker(s);
 - (f) any change in its name or address for service.
- 2.02 In addition to the requirements in Section 2.01 above, every Firm Member shall report in writing to the Executive Officer any of the following, within thirty (30) days from the date of its registration or the registration of such changes under the Act:
 - (a) if the Firm Member is a corporation, the names and addresses of its officers and directors, the number of shares held by any shareholder of the Firm Member and any change of any of the addresses;
 - (b) if the Firm Member is a partnership, the names and addresses of the partners, and any change of any of the addresses, and if any partner is a corporation, the information required by Sub-section (a) above;

ARTICLE 3

- 2.02 (c) a Broker Member or Salesperson Member being registered or ceasing to be registered with such Firm Member (or any Broker Member of such Firm Member);
- (d) a Salesperson Member employed by a Firm Member (or any of its Broker Members) becoming a Broker registered with the Firm Member, and vice-versa; or
- (e) the names and addresses of all Principal Brokers and all branch managers designated pursuant to the Act, and any changes thereto.
- 2.03 The provisions of Sub-sections 2.01(c) and (d) and Sub-section 2.02(a) of this Article shall not apply to a Firm Member which is a Brokerage that is registered in the Loan Corporations Register or the Trust Corporations Register under the *Loan and Trust Corporations Act*.
- 2.04 In the event of any such change as described in Section 2.01 of this Article, the membership of the Firm Member and of all Members employed by it may, by resolution of the Board of Directors, be deemed terminated, provided that should the Directors so decide, the individuals affected may re-apply for membership in the appropriate category. In the event of such termination, reasons are to be specified.
- 2.05 Where an applicant is re-applying for membership because his membership was terminated under the provisions of Section 2.04 above, the Directors may, at their sole discretion, reduce the amount of the application fee to be paid as prescribed in Section 1.01 of Article 4 of this By-law.

SECTION 3 - Furthering the Objects of the Board

- 3.01 All Members shall use their best efforts in furthering the objects of the Board and in the enforcement of the By-law of the Board.

SECTION 4 - Termination of Membership

- 4.01 Membership in the Board, in any category, is non-transferable.
- 4.02 Membership ceases to exist:
- (a) upon the death of an individual Member;
- (b) upon the dissolution, bankruptcy or insolvency of a Firm Member;
- (c) upon the suspension or termination of the Member's registration under the Act;
- (d) upon the Executive Officer receiving written notification of the Member's resignation, which shall be effective when the Executive Officer receives it; or
- (e) upon the occurrence of some other event in accordance with this By-law, including, but not limited to the provisions of Section 2 above; the provisions of Article 2; the provisions of Article 4; and the provisions of Article 9.

ARTICLE 3

- 4.03 Where a Member resigns, or his membership is terminated, he shall immediately return to the Executive Officer all membership cards or certificates or other documents relating to his membership and such Member immediately loses all rights of membership including, but not limited to voting rights. Termination, resignation or suspension of membership for whatever reason shall not relieve a Member from any of his/its monetary or other obligations arising before the effective date of termination, suspension or resignation of membership.
- 4.04 Any Member resigning on or after the first day of October shall be responsible for the annual fee for that calendar year, as is applicable to his category of membership or such portion of it as the Directors may determine.
- 4.05 Where membership of any Firm Member has been terminated under any of the provisions of Section 4.02 of this Article any individual Member may apply to the Directors who may, at their sole discretion, waive the provision of Section 4.01 above and permit the effected individual Member to transfer membership to another Firm Member, or who may, at their sole discretion, waive all or a portion of the fees or dues payable to reapply for membership.

ARTICLE 4

SECTION 1 - Payment of Fees and Dues

- 1.01 Members and applicants for membership shall pay the fees and dues prescribed in the Schedule of Fees attached to this By-law which fees and dues will be due and payable as and when prescribed herein:
- 1.02 Annual Fees shall be for the fiscal year October 1 to September 30 and shall be paid to the Board, in the case of new Members, upon admission as Members of the Board, and in the case of all other Members, as prescribed by the Board from time to time.
- 1.03 Except as otherwise stated in this Article, all amounts payable by Members are due on the date set out in the invoice.
- 1.04 In the event of the re-application for membership by any Member after a 180 day absence where previous membership has been terminated, the amount of the application fee payable upon re-admission to membership shall be such amount as the Directors may by resolution determine.
- 1.05 In the event of re-admission to membership at any time within 180 days of resignation or termination for reasons other than misconduct, the amount of the re-admission fee shall be such amount as the Directors may by resolution determine.
- 1.06 In addition to the payment of fees and dues above-noted, all Members, excluding Honourary Members, shall pay to the Board and the Board shall collect from the Members and remit to OREA and CREA respectively, the quarterly OREA and CREA dues in the amounts as prescribed by OREA and CREA from time to time. OREA and CREA dues shall be for the calendar year January 1 to December 31 are non-refundable and shall be payable quarterly.
- 1.07 The monthly fees for respective classes of membership in the Board shall be those now in force, or as adopted by the Board of Directors from time to time at a meeting called in accordance with this By-Law, based on the operating costs of the Board. Members admitted to membership in the Board on or after the first day of any month shall pay the full monthly fee provided for that class of membership.

SECTION 2 - Special Provisions Dealing with Application Fees and Annual Fees

- 2.01 Where an applicant is re-applying for membership because his membership was terminated under the provisions of Section 4 or Section 2.04 of Article 3 of this By-law, then the Directors may waive or reduce the amount of the application fee to the extent the Board of Directors, in its sole discretion, considers proper.

SECTION 3 - Non-Payment of Amounts Owed to the Board

- 3.01 (a) If a Member owes money to the Board for any reason whatsoever, and does not pay the amount when due (for the purposes of this Article, such Member hereinafter called the "Defaulting Member"), the Executive Officer, shall send that Defaulting Member an email notice requiring that the money be paid to the Board by the date and time stipulated in the notice, and advising that if it is not paid by such date and time, the Defaulting Member's access to the MLS® system will be immediately suspended.

ARTICLE 4

- 3.01 (b) In the event that the Member fails to pay the Quarterly Invoice on the date set for payment, the Defaulting Member's access to the MLS® system will be suspended at 12 noon on the first business day of the new quarter. The Annual Payment Schedule, as set out in the Billing Policies and Procedures as attached to these By-Laws, will be adjusted annually to reflect the appropriate dates.
- (c) Payment of penalties, fines and/or transfer fees will be due at the end of the quarter in which they are levied or within ten days of being assessed, whichever date comes first. Members will be notified via email that such payment is due. Failure to remit payment in accordance with the stipulated due date will result in suspension of access to the MLS® system as described in Sub-section 3.01 (a)
- 3.02 (a) In the event of non-payment by either the Member or by the employing Brokerage on behalf of that Member (said payment to include the \$100 reinstatement fee) of an overdue account within five (5) business days from the date of suspension of access to the MLS® system, the membership in the Board of the Defaulting Member shall be terminated.
- (b) Following such termination of membership, the Brokerage shall provide confirmation to the Board that it is in compliance with the Board By-Law, Article 2, Section 2.02 (b).
- (c) Notwithstanding Article 3, Section 4.03 of these Board By-Laws, upon termination of a Defaulting Member's membership, any amounts left owing the Board (with the exception of the Quarterly Fees and any fines arising from a Discipline Hearing) shall be transferred to the Brokerage account for payment.
- (d) If the Defaulting Member is a Brokerage and if the amount owed is not paid within two (2) business days of receipt by the Defaulting Member of the email notice described in Sub-section 3.01 (a) above, the Executive Officer shall send a copy of such notice to all Members shown in the records of the Board to be employed by the Defaulting Brokerage (the "Affected Members"). The provisions of this Sub-section (d) and the sending of copies of such letter to those Affected Members is for information purposes only and does not in any way change the provisions or the effect of any other section of this Article 4.
- Such notice will advise that should the Defaulting Brokerage account remain unpaid after a further three (3) business days, MLS® system access to every Member of this Brokerage shall be suspended pending payment of the overdue amount.
- (e) In the event it becomes necessary to suspend MLS® System access privileges to all Members of a Brokerage in accordance with the preceding Section, the Brokerage shall be held responsible for payment of the reinstatement fees which would apply to reactivate MLS® System access for each Member of that office.
- (f) If after a further period of five (5) business days, the Brokerage fails to remit payment of any outstanding amounts, the Board membership of that Brokerage shall be terminated and a notice of such termination shall be forwarded to the Affected Members.

ARTICLE 4

- 3.02 (g) At the time of payment the Member or Brokerage may file a notice disputing the amount claimed, directed to the Discipline Committee, care of the Executive Officer. Any amounts in dispute must be paid prior to a notice of dispute being filed with the Board. Such dispute shall be handled as described in Sub-sections 3.03 - 3.07 below.
- 3.03 Where a Member delivers a notice of a disputed amount along with the amount owing, as provided for in Sub-section 3.02(g), the dispute shall be heard by a Discipline Hearing Panel made up of members of the Discipline Committee, following the procedures set out in Article 9 of this By-law, save and except that the right to Appeal (as defined in Article 9) shall not apply to such a dispute.
- 3.04 The Discipline Hearing Panel shall not have authority to deal with a dispute by a Defaulting Member as provided for in this Section 3, unless the Defaulting Member has first complied with the payment requirements as set out in Section 3.02(g), provided that if the Defaulting Member is successful in his dispute any amount paid to the Board which was found not to be owing, shall be returned to him.
- 3.05 In such a dispute, the onus shall be on the Defaulting Member to prove that such amount was not owing to the Board.
- 3.06 The Discipline Hearing Panel shall have the right to dismiss the dispute or find in favour of the Defaulting Member and apply such penalties as are prescribed in Article 9.
- 3.07 (a) If a Defaulting Member is suspended or terminated for failure to pay to the Board any amount owing, or if any Member is terminated, suspended, or resigns from the Board, any amount owing by such Member or Defaulting Member shall remain a debt owing to the Board until paid, notwithstanding the suspension or termination of services or membership and the applicant shall repay such debt as a condition precedent to such application being approved by the Directors.
- (b) If a Brokerage is terminated or suspended, whether for failure to pay to the Board any amount owing or for any other reason, or if such Brokerage resigns from the Board, any amount owing to the Board shall remain a debt owing to the Board until paid, notwithstanding the suspension or termination of services or membership, and upon reapplication by the Brokerage, or by any officer or director of such Brokerage as a member in any membership category, the applicant shall repay such debt as a condition precedent of being approved by the Directors.

SECTION 4 - Payment and Collection of Fees

- 4.01 All Members shall pay to the Board, as they become due, all fees payable
- 4.02 All Members of the Board who are, or become officers or directors of a Brokerage, agree that they shall be personally responsible to the Board for any amounts owing by the Brokerage, which amounts were incurred at the time they occupied such position.
- 4.03 Where a Member fails to pay such amounts as determined in Section 4.02, such failure may be dealt with in accordance with Section 3 of this Article.

ARTICLE 4

- 4.04 Notwithstanding Section 3 of Article 4, all MLS® privileges to the Brokerage shall be suspended immediately following the due date for payment of Board fees if payment in full has not been received.

ARTICLE 5

SECTION 1 - Voting Rights

- 1.01 Each Voting Member shall be entitled to notice of all meetings of Members and to attend and vote at same either in person or by proxy. For the purpose of the Annual Election Meeting, Voting Members shall be entitled to vote electronically.
- 1.02 All Members will automatically be sent an email notification containing a link to the electronic voting platform and advising of the duration of the voting period.
- 1.03 Electronic Voting shall be available to all Members in good standing entitled to vote for a period of fourteen (14) days immediately preceding the date of the Election Meeting and ending at 1:00 p.m. on the day of the Election. The Executive Officer shall retrieve the results of the electronically transmitted votes within one hour of the close of the Election.
- Other than for the purposes of the Annual Election Meeting, all proxies for Membership Meetings must be filed with the Executive Officer of The Oakville, Milton and District Real Estate Board no later than 11:59 p.m. the day before the Meeting. By virtue of the fact that the Annual Election will be conducted by electronic vote, proxies for this Meeting are no longer necessary.
- 1.04 (a) Voting Members shall be entitled to notice of all meetings of Members, addressed to them individually, although such notice may be in care of a Voting Member's Brokerage, and to attend and vote at same. Each Voting Member is entitled to one vote if present at the meeting either in person or by proxy.
- (b) Where a Voting Member is not able to attend and vote at a meeting of Members, the Voting Member may vote by proxy. If voting by proxy, such proxy must be appointed by the Voting Member, and need not be a Member.
- 1.05 (a) Except as provided for in this Section 1, no other Member of the Board shall be entitled to receive notice of nor vote at, either in person or by proxy, a meeting of Members. Only Voting Members shall be entitled to notice of and to vote at any meeting of Members. Where, in this By-law or by the Corporations Act, any matter is required to be approved by the Members, this shall mean the Voting Members using the meeting and voting procedures set out in this Article.
- (b) The Board of Directors, the Executive Officer or his designate, plus other Board staff as is necessary, the auditor and his representative(s), shall also be entitled to attend any meeting of Members.
- 1.06 The voting in person or by proxy at general meetings of the Voting Members or by electronic vote for the Election Meeting, shall constitute the vote of the Member concerned and be irrevocable.
- 1.07 Ballot forms and identification requirements shall be determined by the Board of Directors from time to time.

ARTICLE 5

SECTION 2 - Voting and Proxies

- 2.01 At every meeting, other than the Annual Election Meeting, each Voting Member who is entitled to vote and who is present either in person or by proxy shall have one vote on a show of hands or on a vote using coloured cards. If a poll is taken, each such Voting Member who is entitled to vote and who is present either in person or by proxy shall have one vote. Such votes shall be exercised either by the Voting Members or by the proxies on behalf of the Voting Members.
- 2.02 A proxy shall be in writing, and it must be signed by the Voting Member or someone authorized by him, under power of attorney, to sign the proxy on behalf of the Voting Member.
- 2.03 No Member or person authorized by him shall carry more than one proxy.

ARTICLE 5

2.04 An instrument appointing a proxy shall be in the following form:

THE OAKVILLE, MILTON AND DISTRICT REAL ESTATE BOARD

PROXY FORM

THE UNDERSIGNED _____

HEREBY APPOINTS _____

or failing him _____

as the proxy of the undersigned to attend, act and vote on behalf of the undersigned Voting Member at the meeting of Members of The Oakville, Milton and District Real Estate Board ONLY to be held on the _____ day of _____, 20____, and at any adjournments thereof, in the same manner to the same extent and with the same power as the undersigned could do if the undersigned was personally present at the said meeting, or such adjournment or adjournments thereof, subject only to the following:

[Voting Members to insert any restrictions, limitations or instructions as to the manner in which the vote in respect of which this proxy is given is to be dealt with.]

THE UNDERSIGNED hereby revokes all proxies previously given.

DATED the _____ day of _____, 20____.

SIGNATURE OF VOTING MEMBER

Please print Name and Address of Voting Member:

ARTICLE 5

- 2.05 Unless revoked earlier, a proxy shall expire one year from the date it was granted. In addition to revocation in any other manner permitted by law, a proxy may be revoked by an instrument in writing signed in the same manner as a proxy and deposited either with the Executive Officer at the Board offices at any time up to the close of business on the last day (excluding Saturdays, Sundays and holidays) preceding the date of the meeting, or any adjournment thereof, at which the proxy is to be used, or with the chair of such meeting on the day of the meeting, or any adjournment thereof, before such meeting (or adjourned meeting) is called to order.
- 2.06 The Directors may specify in the notice calling a meeting of Members, a time, not exceeding 48 hours (excluding Saturdays, Sundays and holidays) preceding the meeting, or any adjournment thereof, before which time proxies to be used at that meeting must be deposited with the Executive Officer at the offices of the Board, and any period of time so fixed shall be specified in the notice calling the meeting. A proxy shall be acted upon only if, prior to the time so specified, it shall have been deposited with the Executive Officer at the offices of the Board or, where no such time is specified in such notice, it has been received by the Executive Officer at the offices of the Board, or by the chair of such meeting, or any adjournment thereof, before the meeting (or adjourned meeting) is called to order.
- 2.07 All notices of meetings of Members shall include reference to the provisions of Section 2.06 of this Article and shall include a blank proxy form.

SECTION 3 - Annual Meeting

- 3.01 Subject to complying with the requirements of the Corporations Act, the annual meeting, as described in the Corporations Act shall be held at such time and at such place within the Province of Ontario as the Directors by resolution may determine.
- 3.02 At the annual meeting, the Directors shall present to the Members a report dealing with the affairs of the Board for the previous year, a financial and other statements of the Board as required by the Corporations Act, the auditors report, and such other information as the Board of Directors may determine.
- 3.03 The Members shall, at the annual meeting, appoint an auditor who will hold office until the next annual meeting, and if no such appointment is made, the auditor in office shall continue in office until his successor is appointed.
- 3.04 The Directors shall determine the remuneration of the auditor.

SECTION 4 - Notice Requirements

- 4.01 Unless otherwise provided for in this By-law, a notice, in writing, setting out the time, place and date of any meeting, and which must include an indication of the general nature of the business to be dealt with at the meeting, shall be sent to each Voting Member entitled to receive notice of the meeting (which notice may be sent care of the Voting Member's Firm Member) at least ten (10) clear days (the ten (10) days do not include the date of mailing or the date of the meeting) prior to the date of the meeting as set out in the notice. The notice shall be sent to the last known address of the Voting Member or his Firm Member as it is recorded in the records of the Board.

ARTICLE 5

SECTION 5 - Notice Requirements

5.01 Unless otherwise provided for in this By-law, a notice, in writing, setting out the time, place and date of any meeting, and which must include an indication of the general nature of the business to be dealt with at the meeting, shall be sent to each Voting Member entitled to receive notice of the meeting (which notice may be sent care of the Voting Member's Firm Member) at least ten (10) clear days (the ten (10) days do not include the date of mailing or the date of the meeting) prior to the date of the meeting as set out in the notice. The notice shall be sent to the last known address of the Voting Member or his Firm Member as it is recorded in the records of the Board.

With respect to any meeting of the Members, a notice shall be sent to the auditor at least ten (10) clear days prior to the day of the meeting (the ten (10) days do not include the date of mailing or the date of the meeting).

5.03 A meeting of Members may be held without notice being given, if all Voting Members who are entitled to receive notice of the meeting have waived the notice requirement in writing.

5.04 The accidental omission to give notice of any meeting or the non-receipt of any notice by a Voting Member(s) or by the auditor of the Board shall not invalidate any resolution passed or any proceedings taken at any meeting of Members.

SECTION 6 - General Provisions relating to Meetings of Members

6.01 Unless otherwise specifically provided for in this Article 5, the provisions of this Section 5 shall govern all meetings of Members.

6.02 Meetings of the Members may be held at any place in Ontario as the Directors may decide and as set out in the notice of the meeting.

6.03 At least 25 Voting Members who are entitled to vote must be present either in person or by proxy, representing at least 5 Firm Members, in order to establish a quorum. No business shall be conducted at the meeting unless the required quorum is present at the beginning of and throughout the meeting. For purposes of a quorum only, a Firm Member with more than 1 location will be counted as 1 company, regardless of the number of branch offices in the Board's jurisdiction.

6.04 At all meetings of Members, the President shall be the Chair of the meeting, or in his absence the President-Elect shall be the Chair.

6.05 If the President and the President-Elect are absent, the Voting Members present at the meeting and entitled to vote either in person or by proxy may choose any other Director to act as Chair.

6.06 Where no Director is present or if all Directors present decline to act as Chair of the meeting, the Voting Members present at the meeting and entitled to vote either in person or by proxy may choose any Voting Member present at the meeting to act as the Chair.

6.07 The provisions of Section 6.04, 6.05 and 6.06 above do not apply to Election Meetings, as defined in Section 8.01 below.

ARTICLE 5

- 6.08 If there is a quorum, the Chair of a meeting, may, with the agreement of a majority of the Voting Members present at the meeting either in person or by proxy, declare the meeting adjourned. If there is no quorum, the Chair of a meeting may declare the meeting adjourned.

SECTION 7 - Voting Procedure at Meetings

- 7.01 Only those Voting Members entitled to vote and present either in person or by proxy shall be allowed to cast a ballot or vote by a show of hands (or by holding up different coloured cards to show approval or disapproval) at a meeting of the Members.
- 7.02 Except as provided in Section 2.01 of Article 13, elsewhere in this By-law; and if required pursuant to the Corporations Act, all matters proposed for consideration and approval of the Members shall be decided by a majority of the votes cast by the Voting Members entitled to vote and present either in person or by proxy.
- 7.03 The Chair of the meeting shall be allowed to vote where there is a tie-vote and his vote is needed to break that tie, and such vote shall be in addition to the vote he may have as a Voting Member entitled to vote at the meeting.
- 7.04 If at any meeting a ballot vote is demanded on the issue of electing a Chair of the meeting or on the issue of adjourning the meeting, that vote must be taken immediately.
- 7.05 If at any meeting a ballot vote is demanded on any other issue, including the election of Directors, the ballot vote shall be held in the manner and at a time during the meeting as the Chair shall direct, and the results of the ballot vote shall be deemed to be the decision of the meeting.
- 7.06 A demand for a ballot vote may be withdrawn by the person who made the demand.
- 7.07 Where after a show of hands or a holding up of differently coloured cards, a ballot vote is demanded, the Chair may refuse to conduct same if, in his opinion, it appears that such a procedure would not serve any useful purpose in reaching a clear decision on the resolution being voted on.

SECTION 8 - Election Meeting

- 8.01 Each year, on or before December 20, there shall be a meeting of the Members at a place and time to be determined by a resolution of the Directors, for the purpose of electing the Board of Directors (the "Election Meeting").
- 8.02 The individuals so elected shall automatically take office as soon as the Election Meeting adjourns, and shall remain in office until the adjournment of the next Election Meeting or until their successors are elected or appointed.
- 8.03 The Directors shall by resolution appoint a Leadership Development Committee in accordance with the provisions of Article 7 of this By-Law, no later than February 28.

ARTICLE 5

- 8.04 (a) A Call for Candidates Notice will be sent no later than October 1. Nominations for any position on the Board of Directors may be made by filing a written nomination for the Member so nominated, with the Executive Officer, endorsed by two (2) Voting Members of the Board, together with the written consent of the Member so nominated. Such nominations must be filed with and received by the Executive Officer no later than October 31.
- (b) Any qualified Member so nominated shall be included on the list of nominations pursuant to Section 8.04.
- (c) A Director, if qualified, may seek election as President-Elect, prior to the completion of his term of office provided that his nomination is submitted within five (5) working days of the call for candidates and is accompanied by a letter of resignation as Director effective the next installation date. The Corporate Secretary of OMDREB shall inform the Members of the additional position to be elected and shall accept nominations for the balance of that term in the same manner as for the other positions.
- 8.05 The Leadership Development Committee shall prepare a report containing a list of nominations for the offices of President, President-Elect and the positions of Director provided however that more than one person for each office or position to be filled may be nominated.
- 8.06 In the event that only one candidate lets his name stand for election for any directorship position, or in the event the Leadership Development Committee nominates only the number of nominees to fill the vacancies on the directorate without the requirement for an election to be held, then such candidate(s) or nominees(s) shall be deemed to be elected by acclamation, and the Executive Officer shall declare such candidates to be duly elected.
- 8.07 The report of the Leadership Development Committee shall be in writing and forwarded to the Executive Officer no later than November 15.
- 8.08 Notice of the Election Meeting or the notice of acclamation of the Board of Directors shall be sent to the Voting Members who are at such time entitled to receive same, no later than November 21.
- 8.09 The Executive Officer shall enclose, with the notice of the Election Meeting, a copy of the report of the Leadership Development Committee.
- 8.10 If nominations are received in accordance with Section 8.04 and the Election Meeting is therefore to be held, the Chair of the Election Meeting shall be the President or the most Immediate Past-President who is a Member in good standing of the Board and who is willing and able to serve as Chair of the Election Meeting.
- 8.11 A separate poll shall be taken for the offices of President and President-Elect.
- 8.12 Subsequent to the poll for those Directors to hold offices, an additional separate poll shall be taken for the election of the remaining Directors.
- 8.13 Voting Members entitled to vote must mark their ballots for no more than the number of Officers and Directors being elected; otherwise, the ballot shall be considered as spoiled

ARTICLE 5

SECTION 9 – Voting Procedure for Milton Representative

- 9.01 Commencing 2007, every two years, on or before October 10 a meeting of the 'Milton membership' shall be held, at a place and time to be determined by a resolution of the Directors, for the purpose of electing a Milton Representative to the Board of Directors in accordance with Article 6 Section 1 subsection 1.02.
- 9.02 The person so elected shall automatically take office for a two-year term following the Annual Election of the Board of Directors, set out in Article 5, Section 8.01, is adjourned and shall remain in office until the designated Election Meeting as set out in the aforementioned section or until their successors are elected or appointed.
- 9.03 The Leadership Development Committee, as set out in Article 5 Section 8.03, shall be responsible for seeking nominations for this position.
- 9.04 (a) A Call for Candidates Notice for the position of Milton representative to the Board of Directors will be sent no later than September 1. Nominations for this position may be made by filing a written nomination for the Member so nominated, with the Executive Officer, endorsed by two (2) 'Milton members' together with the written consent of the member so nominated. Such nominations must be filed with and received by the Executive Officer no later than October 1.
- (b) Any qualified 'Milton member' so nominated shall be included on the list of nominations pursuant to Section 9.04. All nominees must meet the qualifications for Director as set out in Article 6 Section 2.
- 9.05 The Leadership Development Committee shall prepare a report containing the list of nominations for the position of Milton Representative, provided however that more than one person for this position may be nominated.
- 9.06 In the event that only one candidate lets his name stand for election for the position of Milton Representative and there is no requirement for an election then such candidate shall be deemed to be elected by acclamation and the Executive Officer shall declare such candidate duly elected.
- 9.07 The report of the Leadership Development Committee for this election shall be in writing and forwarded to the Executive Officer no later than October 5.
- 9.08 Notice of the Election Meeting to elect a Milton Representative or a notice of acclamation shall be sent to all 'Milton members' who are entitled at such time to receive same no later than October 5.
- 9.09 The Executive Officer shall enclose, with the notice of the Election Meeting a copy of the report of the Leadership Development Committee.
- 9.10 If nominations are received in accordance with Section 9.04 and the Election Meeting to elect a Milton representative is held, the Chair of the Election Committee shall be the President or the most immediate Past-President who is a Member in good standing of the Board and who is willing and able to serve as Chair of the election Meeting.
- 9.11 All voting members shall be entitled to submit their vote by mail-in ballot in accordance with the rule as set out in Article 5 Section 3 or may submit proxies in the manner set out in Article 5 Section 2.

ARTICLE 5

SECTION 10 - Other Meetings of Members

10.01 Any other meetings of Members may be called by the Directors or on the written request of not less than one-tenth (1/10th) of the Voting Members.

ARTICLE 6

SECTION 1 - Board of Directors

- 1.01 The affairs of the Board shall be governed by the Board of Directors.
- 1.02 The Board of Directors shall be made up as follows:
- (a) the President,
 - (b) the President-Elect,
 - (c) the Immediate Past-President,
 - (d) Managing Broker's Council Representative
 - (e) Regional Elected Member from Milton
 - (f) 5 other Directors.
- 1.03 Where the term Director is used herein, it shall mean to include the President and President-Elect, where applicable, and the Immediate Past-President.
- 1.04 Where the Director who is to become the Immediate Past-President at the conclusion of the next Annual Meeting is unwilling or unable to serve, then another Member may be elected as a Director at the Election Meeting, or the Board of Directors may appoint the most immediate and available Past-President who is a Member of the Board and who is willing and able to serve, as a Director. Where the Immediate Past-President is, during the course of his term, no longer willing or able to serve, then the provisions of Section 3.02 will apply except that the term "any Member who is qualified to fill the vacancy" in Section 3.02 shall, in this case, mean the most immediate and available Past-President who is a Member of the Board and who is willing and able to serve.
- 1.05 Until it is changed in accordance with the requirements of the Corporations Act, there shall be 10 Directors of whom a majority present at the beginning and throughout a meeting shall constitute a quorum. The Directors may do all things as allowed in the By-law, as required by any resolution adopted at any duly constituted meeting of the Members or as may be allowed by the laws of this Province, and may do all things necessary to maintain the integrity of the Board even though such things are not specifically set out in this By-law.

SECTION 2 - Qualifications of Directors

- 2.01 Every Director must be a Member of the Board in good standing and shall have been a member of OREA for a minimum of two consecutive years prior to the Annual Election Meeting.
- 2.02 Every Officer must have served as a member of an OMDREB committee for at least one year during the previous four years.
- 2.03 To be eligible for the office of President-Elect, a candidate must have served as an OMDREB Director or be an incumbent Member of the Board of Directors.

ARTICLE 6

- 2.04 Not more than 3 Members employed by the same Firm Member may serve as Directors at the same time. Exceptions to this By-law being the Director appointed by the Managing Broker's Council.
- 2.05 Not less than 3 Broker Members shall be Directors at the same time.
- 2.06 If, during the course of his term in office, a Director joins a Firm Member which already has three persons sitting as Directors, the Board of Directors may, at its sole discretion permit such Director to finish his term of office.
- 2.07 Upon taking office, every Director must sign the OMDREB Code of Conduct and Code of Confidentiality – Directors.

SECTION 3 - Vacancies on the Board of Directors

- 3.01 Any member of the Board of Directors shall automatically be removed from office in circumstances described in paragraphs (a), (b), (c) and (d) below and may, in the circumstances described in paragraphs (e), (f), (g), (h) and (i) below, be removed from office at any meeting of the Board of Directors by a notice of motion being filed with the Executive Officer at least ten (10) days in advance of such meeting by a resolution being passed at that meeting of the Board of Directors, and a vacancy shall exist, in the following circumstances:
- (a) if he ceases to be a Member of the Board;
 - (b) if he becomes bankrupt or insolvent;
 - (c) if he becomes legally incompetent;
 - (d) if he resigns from the Board of Directors, by notice in writing to the President or the Executive Officer;
 - (e) if he has been convicted of any criminal offence involving moral turpitude;
 - (f) if he has been absent from a total of 3 regularly scheduled meetings of the Board of Directors in one year of office (including the Annual Directors' Strategic Planning Session);
 - (g) if he refuses to take the oath of office, or for any other reason does not take the oath of office.
 - (h) if he does not sign the Code of Conduct and Code of Confidentiality – Directors or
 - (i) if he is determined by two-thirds (2/3rds) of the voting Directors to be not in compliance with the Code of Conduct and Code of Confidentiality-Directors.

ARTICLE 6

- 3.02 In the event a vacancy occurs on the Board of Directors for any reason, except where the vacancy exists because of an increase in the number of Directors, the Directors may at a regularly scheduled Directors' meeting, provided there is a quorum present, appoint the candidate with the next highest votes at the Annual Election to fill the vacancy with the exception of Officers as stated in Article 6, Section 10. Such an appointed Director shall be in office only for the length of the unexpired term of the Director who caused the vacancy. In the event there are no eligible candidates, the Directors may appoint any Member who is qualified to fill the vacancy.

SECTION 4 - Removal of Directors

- 4.01 Provided that the meeting has been properly called and notice of such a resolution and meeting has properly been given in accordance with Article 5, the Voting Members of the Board, may by resolution at a meeting duly called for that purpose, provided it is approved by at least two-thirds of the votes cast by the Voting Members who are entitled to vote and present in person or by proxy, remove any Director from office before the expiry of his term. At such a meeting, the Voting Members may also, by simple majority of the votes cast by the Voting Members who are entitled to vote and present in person or by proxy, elect any qualified Member of the Board to fill the unexpired portion of the term of the Director who was removed.
- 4.02 Exceptions to this removal being the Director from Milton and the Director appointed by the Managing Broker's Council can only be removed by a vote of the Board of Directors.

SECTION 5 - Remuneration of Directors

- 5.01 No Director shall be paid for his services as a Director and no Director shall be allowed to profit directly or indirectly from his position as a Director, provided that he may be paid reasonable expenses that may be incurred in the performance of his duties as a Director.
- 5.02 Where a Director or Officer of the Board is employed by the Board to perform some service for it, or where he is employed by or is an officer, director or shareholder of a firm employed by the Board to perform some service, the fact that he is a Director or Officer of the Board shall not disentitle him or such a firm from being paid for the service.

SECTION 6 - Executive Committee

- 6.01 The Board of Directors may appoint an Executive Committee, which if appointed shall consist of three (3) ex-officio members being the President, President-Elect, Immediate Past-President and One (1) Director elected from among themselves at the first meeting of the Board of Directors following the Election Meeting.

ARTICLE 6

SECTION 7 - Meetings of the Directors

- 7.01 Meetings of the Directors and/or the Executive Committee if appointed, may be held anywhere in the Province of Ontario that the Directors approve. A meeting may be called by the President or the President-Elect or any two (2) Directors, and the Executive Officer shall serve notice to all Directors of the time and place of the meeting. The Directors shall decide when and where they will hold their meetings provided that they shall meet at least five (5) times during their term of office and in any event at least every seventy-five (75) days.
- 7.02 Every Director is entitled to notice of every Directors' meeting at least three (3) days before the date of the meeting. The three (3) day time limit may include the day of the meeting but not the day the notice is given. The notice may be sent in any manner described in Section 1 of Article 14 (in which case the deemed receipt provisions of that Section 1 will also apply) or may be telephoned to each Director. If the meeting is held without the formal notice being given, the Directors may in writing or by resolution waive the notice requirements. A Director not able to attend a meeting may consent in writing to the meeting being held without formal notice of the meeting.
- 7.03 A meeting of the Board of Directors may be held by such telephone, electronic (but not by e-mail), or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, provided that the Directors present at or participating in the meeting consent.
- 7.04 Where the first meeting of the Board of Directors is held immediately after the Election Meeting, no notice shall be necessary provided there is a quorum of the Directors present.
- 7.05 Except as otherwise required in this By-law, every question arising at a meeting of the Board of Directors shall be decided by a majority of votes cast by the Directors present at the meeting. The Chair is not entitled to vote unless there is a tie, in which case the Chair may vote to break the tie (please see Section 8 below for further discussion of the role of the President).
- 7.06 Any resolution signed by all the Directors is as valid and effective as if passed at a meeting of the Board of Directors duly called, constituted and held for that purpose.

SECTION 8 - Officers of the Board

- 8.01 When present, the President shall act as Chair of all meetings of the Board and of the Directors and shall, subject to the direction of the Directors, have general management of and provide direction for the general business affairs of the Board and shall act as spokesman for the Board. Save and except the Leadership Development Committee, members of which must be appointed by the Directors, the President may also appoint Committees and Members to such Committees subject to the Directors ratifying these appointments.
- 8.02 The President-Elect shall act as the liaison person with the Ontario Real Estate Association.

ARTICLE 6

SECTION 9 - Executive Officer

9.01 The Executive Officer shall be responsible for the management and operation of the Board offices, subject to direction of the Directors. He shall keep a proper record of receipts and disbursements and these records shall be available for scrutiny by the Directors. He shall cause to be paid all accounts owing by the Board, subject to approval by the Directors, and shall prepare or cause to be prepared regular statements setting out the Board's financial position at such intervals and in such detail as the Directors may require. He shall be entitled to be present at all meetings of the Executive Committee and the Board of Directors and meetings of the Members, and shall be entitled to receive notice of all meetings. Immediately upon expiry of the fiscal year of the Board he shall ensure that all accounts and books for that fiscal year are audited by the Auditor who was appointed at the Annual Meeting and ensure the audited report is presented to the Directors before the Annual Meeting. The Executive Officer shall be the Corporate Secretary of the Board and may be given the title of General Manager, at the discretion of the Directors.

SECTION 10 - Appointment of Officers and Vacancies

- 10.01 (a) If the office of President becomes vacant, the President-Elect shall assume the office of President for the balance of the term of the President and then shall continue in office as President for a term.
- (b) If the vacancy is that of President-Elect, the Directors shall, from amongst themselves and by a majority vote, elect one (1) of their number to fill the position for the remainder of the term of the President-Elect and at the next election there shall be an election for the office of President and President-Elect. No election for the office of President shall be necessary at the next election if the vacancy in the office of President-Elect is as a result of circumstances outlined in Section 10.01(a) hereof.
- (c) If the vacancy is that of Past-President, the most recent Past-President willing to serve shall become Past-President for the remainder of the term of the Past-President.
- (d) In the event a vacancy occurs on the Board of Directors for any reason, the Directors may at a regularly scheduled Directors meeting, provided there is a quorum present, appoint any Member who is qualified to fill the vacancy. Such appointed Director shall be in office only for the length of the un-expired term of the Director who caused the vacancy.
- 10.02 If the President-Elect is unable to fulfill his/her obligation to serve as President, an election for President is then called.

SECTION 11 - Banking

- 11.01 The Directors shall determine by resolution in which banking institution the funds of the Board shall be deposited.
- 11.02 The Signing Officers of the Board shall be any 2 of the following: the President, the President-Elect, the immediate Past-President, or the Executive Officer.

ARTICLE 6

SECTION 12 - Bonding

12.01 The Signing Officers and staff shall be bonded in an amount as may be set by the Directors, and the cost of all such bonds shall be paid by the Board.

SECTION 13 - Indemnity

13.01 Every person including each Director, who is required to undertake any liability on behalf of the Board, and their heirs, executors and administrators and estate and effects shall at all times be indemnified and saved harmless, out of the funds of the Board, from and against:

- (a) all costs, expenses and charges which such person sustains or incurs as a result of any legal action because of what he did or caused to be done in fulfilling the duties required of him; and
- (b) all other costs, expenses or charges he may sustain or incur in relation to the fulfillment of his duties to the Board, except where these costs, expenses and charges are the result of his own willful neglect or default.

SECTION 14 - Execution of Contracts, Etc.

14.01 Where the term "document" is used in this Section 14, it shall mean to include anything set out in writing that affects the Board in any manner and includes anything in writing pertaining to any property or securities owned by the Board and/or any financial or other obligations into which the Board has entered.

14.02 Any documents requiring the signature of the Board shall be signed by any two Signing Officers (as defined in Section 11.02), and once signed, the documents shall be binding on the Board. In addition to the appointed Signing Officers as provided for in Section 11.02, the Directors may by resolution appoint any other person to sign documents on behalf of the Board, and such signing shall also be binding on the Board.

14.03 Where necessary, the Corporate Seal may be placed on any document by a person authorized to sign same on behalf of the Board.

SECTION 15 - Respecting the Borrowing of Money, Etc.

15.01 The Directors may, by resolution, as they deem necessary borrow money in whatever amount they deem proper.

15.02 Where the borrowing of money requires that the property or other securities of the Board be mortgaged or otherwise pledged as collateral, the Directors shall first obtain approval of the Members before mortgaging or otherwise pledging the property or securities as collateral.

ARTICLE 6

SECTION 16 - Voting Shares and Securities in Other Companies

16.01 Any voting rights the Board may have in any company because it holds shares or other securities in that company may be voted at any meeting of that company where so allowed, in such a manner and by such person(s) as the Directors shall by resolution determine.

SECTION 17 - Rules and Regulations

17.01 The Directors may pass rules and regulations relating to the business and affairs of the Board, provided that such are not inconsistent with this By-law. Such rules and regulations, as well as any amendments the Directors may make to the existing rules and regulations, provided such amendments are also not inconsistent with this By-law, shall immediately come into force and apply to the Board and all Members. If these new rules and regulations or amendments are not ratified at the next meeting of Voting Members they shall cease to exist provided that at the next meeting of Voting Members they may be varied and further amended by the Voting Members.

SECTION 18 – Election of Senior Director to the Executive Committee

- 18.01 Each Director will be given a formal ballot that lists all Directors who have already, in accordance with Article 6, Section 6, served for not less than one year as Director and are therefore eligible to run for election to the Executive Committee.
- 18.02 The Executive Officer shall normally act as a Scrutineer.
- 18.03 The President will ask each eligible candidate to declare his or her willingness to stand. The names of those who decide not to stand will be crossed off the ballot. The President will permit candidates to make a brief statement (no more than one minute in duration) as to their professional background and experience.
- 18.04 As the Executive Committee is made up of three (3) ex-officio members: President, President-Elect and immediate Past-President, plus one (1) Senior Member elected by the Board of Directors, each Director (excluding the President who has a casting vote only in the event of a tie) shall vote for no less and no more than one (1) candidate. All Directors shall vote, in the space provided on the ballot for the candidate of their choice.
- 18.05 After the scrutineers have counted the votes, the President will verify the accuracy of the results. If the scrutineers declare that there is a tie vote for the position, the President may cast the tie-breaking vote or hold another ballot. The President and the scrutineers shall not divulge the names of those who were tied. The President will announce the names of the successful candidate after the President's vote is cast.
- 18.06 Upon the election of the Senior Director, the President will ask the Directors for motion to destroy the ballots

ARTICLE 6

SECTION 19 – Managing Broker’s Council

- 19.01 There shall be a Managing Broker’s Council composed of members who qualify for membership in the Council in accordance with the membership criteria as approved by the Board of Directors.
- 19.02 The Managing Broker’s Council will communicate with the Board of Directors on matters affecting the role and responsibilities of the Broker of Record or Manager in a member firm.
- The Directors, or any Committee with the concurrence of the Directors, may refer to the Council any matter on which the Directors wish advice or input. A meeting may be called by not less than 5 Members of the Council.
- The Council may make recommendations on any matter pertaining to the Board, for consideration by the Directors.
- The incumbent President and the President-Elect will be ex-officio members of the Council and are excluded from meeting its membership criteria.
- 19.03 The Managing Broker’s Council will consist of the Broker of Record for every member firm. In addition, a member firm with more than one member office can designate a Manager to represent each office other than the office of the Broker of Record. With the exception of the incumbent President and President-Elect of the Board, members of the Managing Broker’s Council must be a Broker of Record or a Manager as defined by the Real Estate & Business Brokers Act. Members of the Managing Broker’s Council, including the Incumbent Chair of the Council who is not seeking re-election, are not precluded from being nominated for election to the Board of Directors.
- 19.04 The Chair of the Managing Broker’s Council will be an ex-officio Director of the Board of Directors and serve for a term of one (1) year. The term of office will run concurrent with that of the Board of Directors.
- 19.05 Any member of the Council who meets the criteria of Article 6, Section 2 of these By-laws shall be eligible for election to the position of Chair. Proxy voting is not permitted, and only members of the Council in attendance at the Election Meeting may vote at any meeting.
- 19.06 The annual election of the Managing Broker’s Council shall take place between September 1 and September 30 and the Incoming chair, when so elected, will assume the role of Chair following the Annual Election of the Board of Directors. The election shall be conducted by the Executive Officer of the Board, or such other person as the Board of Directors deems appropriate. The election process will be by ballot and the candidate obtaining the greatest number of votes shall be declared elected. In the event of a tie, the Chair or his designate of the Election Meeting, shall cast a vote to break the tie. If only one candidate is nominated, then that person will be acclaimed as elected. Should the Incumbent Chair be seeking re-election, the Chair for the meeting shall be the Council member who is the longest serving member of the Board.
- 19.07 The Chair will be deemed to have resigned and a vacancy created if that person (a) becomes bankrupt or insolvent (b) becomes legally incompetent (c) resigns (d) is no longer a Member of the Board (e) registration under REBBA is suspended or terminated (f) becomes a non-sustaining member. If a vacancy is created, the Council shall elect a Member to hold office for the remainder of the term of office of the Chair.

ARTICLE 6

19.08 The Council shall hold meetings as required to carry out its mandate but shall meet not less than three (3) times annually. The Council Chair or Board President may call meetings of the Managing Broker's Council. The Chair shall preside over all meetings and in the absence of the Chair, council members present may appoint a Chair from their number for a meeting. The Chair shall report to the Board of Directors on material matters arising at Council meetings and where applicable, shall present the Council's recommendations to the Board for consideration. Members of the Council from five (5) different member firms present in person at a meeting of the Council constitutes a quorum. Voting, tie votes, forms and procedures and retention of documents shall be consistent with Board Policies.

ARTICLE 7

SECTION 1 - Committees

- 1.01 The following Standing Committees and the members of such Committees may be appointed by the Directors (or appointed by the President and ratified by the Directors - see Article 6, Section 8.01) each year after the Election Meeting and Members appointed to such Committees shall serve for a period of one (1) year or until their successors are appointed.
- (a) Arbitration Committee
 - (b) By-law Committee
 - (c) Commercial Committee
 - (d) Discipline Committee
 - (e) Education Committee
 - (f) Events Committee
 - (g) Executive Committee
 - (h) Finance Committee
 - (i) Government Relations Committee
 - (j) Leadership Development Committee
 - (k) Membership Committee
 - (l) Milton Initiatives Committee
 - (m) MLS[®]/IT Committee
 - (n) President's Charity of Choice Committee
 - (o) Professional Standards Committee
 - (p) Public Relations Committee
 - (q) Tradeshow Committee

In addition, there shall be a Past-Presidents Council, the qualifications of whose members, and the duties and function of which are as prescribed in Section 14 of this Article 7.

- 1.02 The Directors (or the President, if applicable) are not required to appoint any or all of the Committees as set out in Section 1.01 above, and may as they (or the President, if applicable) deem necessary appoint any other task force or committee and set out the duties and responsibilities of same.
- 1.03 (a) Where the Directors (or the President, if applicable) appoint any or all of the Committees set out in Section 1.01 above, they (or the President, if applicable) shall appoint not less than three (3) Members to each Committee, and shall designate one of the Members to be the Chair.
- (b) The provisions of Section 1.03 (a) above do not apply to the Discipline Committee, Professional Standards Committee, Arbitration Committee, and Nomination Committee and appointments to these Committees shall be in accordance with the provisions of this By-law that deal with same.
- 1.04 The President of the Board shall be an ex-officio member of any Committee appointed by the Directors (or by the President, if applicable), except the Professional Standards, Discipline and Arbitration Committees, although he shall not be included in the numerical limitations set out in Section 1.03 above nor shall he be included to determine whether or not there is quorum.
- 1.05 A Committee may not meet to conduct any business unless a majority of the Committee Members are present at the beginning of and throughout the meeting.

ARTICLE 7

- 1.06 Questions arising at any Committee meeting shall be decided by a majority of votes cast by the Committee members present at the meeting. The Chair is not entitled to vote unless there is a tie, in which case the Chair may vote to break the tie.
- 1.07 Committee Members will be reimbursed for reasonable expenses incurred in the performance of their duties.
- 1.08 A meeting of a Committee may be held by such telephone, electronic (but not by e-mail), or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, provided that all the members of the Committee present at or participating in the meeting consent.
- 1.09 Any member of a Committee shall automatically be removed if he/she has been absent from a total of 3 regularly scheduled meetings in one year.

SECTION 2 - Arbitration Committee

- 2.01 It shall be the responsibility of the Arbitration Committee to arbitrate disputes as defined in Article 8 of this By-law.

SECTION 3 - By-law Committee

- 3.01 It shall be the responsibility of the By-law Committee to regularly examine and review the By-laws of the Board and recommend and report to the Directors on any additions, amendments or deletions to same that the Committee deems appropriate.

SECTION 4 - Commercial Committee

- 4.01 It shall be the responsibility of the Commercial Committee to communicate and meet from time to time with Commercial Committees from other Boards, and to develop standard IC&I forms in conjunction with the MLS®/IT Committee.

SECTION 5 - Discipline Committee

- 5.01 It shall be the responsibility of the Discipline Committee to fulfill the obligations as set out in Article 9, Section 11 of this By-law.

SECTION 6 - Education Committee

- 6.01 It shall be the responsibility of the Education Committee to make recommendations to the Directors pertaining to all educational matters.
- 6.02 The Committee, upon approval of the Directors, shall make available to all Members such educational courses as may be appropriate and as may be available through OREA and/or CREA or from any other source, and shall be responsible for the co-ordination, administration and overall operation of such courses.

ARTICLE 7

SECTION 7 - Events Committee

- 7.01 The responsibilities of this Committee shall be as follows:
- a) to organize and co-ordinate all aspects of sports, entertainment, dinner, luncheon and/or any other function of a social nature given by or for the Board.
 - b) to deal with requests from charitable organizations, to organize specific fund-raising events and to distribute the proceeds from such fund-raising events.
 - c) to make such recommendations to the Board of Directors regarding endorsement, participation and/or support of charitable organizations as may be required from time to time.

SECTION 8 - Executive Committee

- 8.01 The Directors and/or the Executive Officer may refer to the Executive Committee any matter on which the Directors and/or the Executive Officer require action.
- 8.02 In the event that the Executive Committee decides to terminate a Member, this decision shall require ratification by the Board of Directors.
- 8.03 In the event of membership termination, the Board of Directors must provide reasons for such termination to CREA within 30 days of termination.
- 8.04 It shall be the responsibility of the Executive Committee to decide emergency matters not involving changes to this By-law or financial expenditures beyond a limit to be established by the Board of Directors from time to time. Any decision made under this clause must be subsequently ratified by the Board of Directors as soon as possible.
- 8.05 It shall be the responsibility of the Executive Committee to function as a policy advisory committee to research, discuss and recommend new policies or amendments to existing policies to the Board of Directors.
- 8.06 It shall be the responsibility of the Executive Committee to decide any other matter within the powers and responsibilities that may, from time to time, be delegated to the Executive Committee by the Board of Directors.

SECTION 9 - Finance Committee

- 9.01 It shall be the responsibility of this Committee to regularly review the financial statements of the Board, the report of the auditors and the general financial position of the Board and to report to the Directors including any recommendations concerning:
- (a) changes needed in the financial operation of the Board;
 - (b) changes in the levels of fees paid by the Members;
 - (c) management of all assets and investments belonging to the Board;
 - (d) preparation of an annual budget; and

ARTICLE 7

- 9.01 (e) such other matters of a financial nature that affect the financial position of the Board.

SECTION 10 - Government Relations Committee

- 10.01 It shall be the responsibility of this Committee to initiate, develop, administer and maintain, subject to the control of the Directors:
- (a) all contact and correspondence on behalf of the Board with municipal, regional, provincial or federal levels of government;
 - (b) liaison with OREA and CREA regarding any form or type of political activity and the appropriate Committees of OREA and CREA pertaining to any legislation pertinent to the real estate industry;
 - (c) any activity relating to the involvement of the Board in anything of a political nature;
 - (d) review all proposed legislation relating to the real estate industry to determine its impact on the Board and the Members, and to report thereon to the Directors.
- 10.02 It shall also investigate and report on all plans of public improvement and take such action in public affairs as shall be approved by the Board of Directors.

SECTION 11 – Leadership Development Committee

- 11.01 The Leadership Development Committee shall consist of the President of the Board and the two most immediate Past-Presidents who are current Members of the Board and who are willing to serve, and no more than six (6) additional Members appointed by the Board of Directors whose responsibility shall be to prepare a report in accordance with Article 5, Section 7 of this By-law.
- 11.02 It shall be the responsibility of this Committee to seek potential candidates for election to the Board of Directors during the course of the year and work year round to develop new leaders.

SECTION 12- Membership Committee

- 12.01 It shall be the responsibility of the Membership Committee to encourage and promote membership in the Board consistent with the Board's interests, and shall report to the Directors on all applications for Members.
- 12.02 The Membership Committee also shall be responsible for all details of the Orientation Seminar for new Members.

ARTICLE 7

12.03 The Oakville, Milton and District Real Estate Board recognizes how vital it is to incorporate environmental stewardship into the conduct of daily business, including the efficient and sustainable use of natural and economic resources. To support this, the Membership Committee shall encourage all Members and staff to engage in various eco-friendly activities in an effort to minimize individual effects on the environment and to improve overall environmental performance.

SECTION 13 – Milton Initiatives Committee

13.01 The Milton Initiatives Committee shall be chaired by a Milton Director and shall consist of no less than six (6) additional Milton Members as defined in Article 1, Section 2.01..

13.02 The responsibilities of this Committee shall be as follows:

- a) to foster and recruit volunteers from amongst the Milton Membership to serve on OMDREB committees, task forces and on the Board of Directors
- b) to report to the Board of Directors on any issues, challenges or initiatives of specific interest or concern to the Milton Membership
- c) to actively encourage attendance and support by the Milton Membership of Board provided events and education seminars held in Milton
- d) to liaise with the Manager of Administration and Events specifically to assist with recommendations relating to seminar topics, speakers, events, sponsors and exhibitors

SECTION 14 – MLS®/IT Committee

14.01 It shall be the responsibility of the MLS®/IT Committee to regularly review and examine the MLS® Rules and Regulations of the Board and make suggestions to the Board of Directors for any additions, deletions or amendments to these Rules and Regulations that would be of benefit to the Board.

14.02 The Committee shall be responsible for reviewing and examining the computer services of the MLS® system of the Board, and for making recommendations to the Board of Directors with respect to the MLS® system.

14.03 It shall be the responsibility of this Committee to examine established, emerging or new technologies to determine how these technologies can improve the services that the Board provides to its Members and to prepare reports and recommendations for the Board of Directors on these technology trends.

14.04 It shall be the responsibility of the MLS®/IT Committee to regularly review the Board's Standard MLS® forms and to recommend to the Board of Directors any changes, additions or deletions.

ARTICLE 7

SECTION 15 – Past-Presidents Council

- 15.01 All Past-Presidents of the Board, who maintain Membership in the Board, shall be deemed to be Members of the Past-Presidents Council.
- 15.02 The Immediate Past-President shall be the Chair of the Council.
- 15.03 The Directors, or any Committee with the concurrence of the Directors, may refer to the Council any matter on which the Directors wish advice or input. A meeting may be called by not less than 5 Members of the Council.
- 15.04 The Council may make recommendations on any matter pertaining to the Board, for consideration by the Directors.

SECTION 16 – President’s Charity of Choice Committee

SECTION 17 - Professional Standards Committee

- 17.01 The qualifications for membership in the Professional Standards Committee, responsibilities and functions of the Professional Standards Committee, and the procedures governing the Professional Standards Committee shall be those as set out in Article 9 of this By-law.

SECTION 18 - Public Relations Committee

- 18.01 The responsibilities of this Committee shall be as follows:
- a) to promote, publish and circulate all information dealing with the Board and the real estate industry generally.
 - b) to promote and enhance the image of the Members of the Board and the real estate brokerage business within the Board’s jurisdictional area, including administration of the bursary program.
 - c) to liaise with OREA and CREA regarding any form or type of public relations activity. Before undertaking any action it shall seek the approval of the Directors.

SECTION 19 - Tradeshow Committee

- 19.01 The Tradeshow Committee will plan and execute an Annual Tradeshow which meets the social and professional needs of the Board membership.

It should strive to provide continuity in the format and operation of the Tradeshow.

The Committee will designate sub-Committees for Exhibitors and Sponsorships, Speakers and Education Seminars.

ARTICLE 7

The Committee will present a format and budget to the Board of Directors for approval not less than 90 days prior to the event. The Committee may work in conjunction with other Committees.

SECTION 20 - Rules and Regulations

- 20.01 Each Committee may pass any rules or regulations pertaining to its own affairs, however, these do not become effective until approved by the Directors.
- 20.02 Any Committee may recommend, in writing to the Board of Directors, any additions, deletions or amendments to this By-law, which it feels will be of benefit to the Board

ARTICLE 8

SECTION 1 - Definitions and Notice Provision

1.01 For purposes of this Article:

- (a) "Appeal" means the request for review of a decision of the Board's Arbitration Panel to the OREA Appeal Panel, as filed in Form A.
- (b) "Appellant" means the party who is filing the Appeal.
- (c) "Arbitration" means the proceedings (other than an Appeal) prescribed by this Article.
- (d) "Arbitration Committee Chair" means the Chair of the Arbitration Committee unless the context indicates otherwise.
- (e) "Arbitration Panel" means a panel chosen from the Arbitration Committee to hear and determine the Claim, as further described in Section 10, and "Arbitrator(s)" means a panellist or the panellists on a particular Arbitration Panel.
- (f) "Claim" means a dispute, between two Firm Members, relating to the division, distribution or disposition of commission paid or to be paid in respect of a transaction or transactions, and shall also mean the written notice of such Claim as submitted by the Claimant and further described in Section 6.
- (g) "Claimant" means the Firm Member who has a Claim against another Firm Member.
- (h) "Defence" means the Defendant's written reply to the Claim, as further described in Section 7 of this Article.
- (i) "Defendant" means the Firm Member against whom a Claimant has filed a Claim.
- (j) "Chief Executive Officer" means the Chief Executive Officer of the Ontario Real Estate Association or his appointed nominee.
- (k) "OREA Appeal Panel" means the persons appointed by the Chief Executive Officer to hear and deal with an Appeal, as provided for herein and in the By-law of OREA.
- (l) "Panel Chair" means the person, as herein provided, who is the Chair of an Arbitration Panel.
- (m) "Respondent" means the other party to an Arbitration award which is the subject of an Appeal by the Appellant to the OREA Appeal Panel.

1.02 In this Article, all letters, notices or other documents required to be forwarded to a Member by the Executive Officer, or the Arbitration Committee Chair or on behalf of the Arbitration Panel shall be forwarded either by personal delivery (or courier) or registered mail. Any letter, notice or other document so forwarded shall be conclusively deemed to be received in accordance with the provisions of Article 14, Section 1.02.

ARTICLE 8

SECTION 2 - Committee

2.01 The Arbitration Committee shall consist of not less than 6 Members of the Board. At least 5 must be Brokers and 1 may be a Salesperson Member who has been a REALTOR® for at least 3 of the previous 5 years. Not more than one (1) Member employed by a Firm Member may serve on the Arbitration Committee simultaneously.

SECTION 3 - Qualification of Arbitrators

3.01 No Broker Member shall serve as an Arbitrator in any dispute where:

- (a) he has, either directly or indirectly, any personal or financial interest in the Claim;
- (b) he is related by either blood or marriage to either the Claimant or the Defendant or to any officer, director, shareholder, partner or employee of either the Claimant or Defendant; or
- (c) there is any other bias.

SECTION 4 - Custody of Files and Documents

4.01 All files, documents, tapes and records pertaining to all Arbitration cases shall be in the custody, care and control of the Arbitration Committee, and are confidential. Such files, documents, tapes and records are not accessible by anyone (whether he be a member of the public or a Member) except: a member of the Arbitration Committee; a party to the particular Arbitration for which it is seeking access to the files, documents, tapes and records; the Executive Officer; the conciliator for the particular Arbitration for which he is seeking access to the files, documents, tapes and records; the OREA Appeal Panel and the Chief Executive Officer.

SECTION 5 - Binding Arbitration

- 5.01 (a) The provisions of this Article 8 shall constitute the arbitration agreement between and among the Firm Members with respect to Claims, the intention being that Claims shall be dealt with in accordance with this Article 8. The provisions of this Article may be pleaded in any action or proceeding at law or in equity taken with respect to such a Claim.
- (b) Every Firm Member agrees that any Claim it may have against another Firm Member shall be submitted to the Arbitration Committee for hearing and resolution in accordance with this Article, unless all of the parties to the Claim have mutually agreed not to arbitrate the Claim at the Board and have advised the Board in writing of that agreement. Decisions rendered by the Arbitrators shall be final and binding on the Firm Members, subject to any Appeal provisions as are allowed in this Article, but without a right of appeal to the courts on a question of law.

This section may be pleaded in any action or proceeding in law or in equity, and shall constitute an absolute defence to such action or proceeding.

ARTICLE 8

- 5.02 Every Firm Member agrees that if it does not submit for Arbitration any Claim it may have against another Firm Member, but proceeds instead to undertake any court proceedings, that such action shall be deemed a breach of this By-law except where the parties to the Claim have mutually agreed not to arbitrate the Claim at the Board and have advised the Board in writing of that agreement.
- 5.03 All Claims filed in accordance with this Article shall be heard unless settled between the parties prior to a hearing.

SECTION 6 - Filing the Claim

- 6.01 The Arbitration Committee shall not have jurisdiction to process or otherwise deal with a Claim unless:
- (a) it is in writing, signed by or on behalf of the Claimant, addressed to the Arbitration Committee Chair, and forwarded to the Executive Officer;
 - (b) it is filed with the Arbitration Committee Chair not later than three (3) months from the date upon which the circumstances giving rise to the Claim arose; and
 - (c) the Claim is accompanied by a filing fee, in cash or certified cheque, in an amount equivalent to 10% of the amount of commission in dispute, or the sum of \$500.00, whichever is the greater, provided that in no event shall the filing fee exceed \$1,000.00. Filing fees are subject to G.S.T., which must be added to the applicable amount.
- 6.02 The Claim shall contain a brief and concise statement of the reasons in support of the Claim and the amount being claimed.
- 6.03 The Claimant shall attach to the Claim such documents, records and other writings as are in his possession upon which he intends to rely, and such documents, records and other writings shall be deemed to become part of the Claim.
- 6.04 The filing fee referred to in Section 6.01 hereof shall be kept by the Board, and shall be disposed of as further provided in this Article, provided that if the Claim is resolved without the necessity of a hearing, then the Arbitration Committee Chair may, in his sole discretion, direct that the filing fee be returned to the Claimant.

SECTION 7 - Filing the Defence

- 7.01 When a Claim is received, the Executive Officer shall forthwith forward a copy of same to the Defendant.
- 7.02 In a notice or letter accompanying the Claim, the Executive Officer shall advise in writing, that the Defendant has ten (10) days from receipt of the notice or letter in which to file a Defence.

ARTICLE 8

- 7.03 The Defence shall:
- (a) be in writing, addressed to the Arbitration Committee Chair, and delivered to the Executive Officer;
 - (b) contain a brief and concise statement of the position of the Defendant with respect to the Claim and the reasons therefore; and
 - (c) have attached to it such records, documents and other writings as are in the Defendant's possession and upon which he intends to rely, and such documents, records and other writings shall be deemed to become part of the Defence.
- 7.04 The Executive Officer shall forthwith upon receipt forward a copy of the Defence to the Claimant.
- 7.05 If the Defendant fails to deliver a Defence within the ten (10) days, or fails or refuses to appear at a hearing, the Arbitrators may still proceed with an Arbitration hearing, and hand down an award, based on the Claim and the evidence presented at the Arbitration hearing.

SECTION 8 - Conciliation

- 8.01 After the time limit for the filing of the Defence has passed and before setting a date for the Arbitration Panel Hearing, the Arbitration Committee Chair may ask, by notice in writing, for the Claimant and Defendant to meet with a conciliator.
- 8.02 A conciliator, who shall be a Broker Member of the Board shall be appointed by the Arbitration Committee Chair. The conciliator shall not be a member of the Arbitration Committee.
- 8.03 The purpose of the meeting with the conciliator shall be to attempt to resolve the Claim without the necessity of having a hearing.
- 8.04 Where the Claimant and Defendant agree to a resolution of the Claim, the conciliator shall prepare a settlement agreement setting out the terms agreed on, and the Claimant and Defendant shall sign the agreement showing that they agree to be bound by it.
- 8.05 A copy of such a settlement agreement shall be given to the Arbitration Committee Chair, as well as to the Claimant and Defendant.
- 8.06 Where a meeting with the conciliator does not lead to a resolution of the Claim, the conciliator shall advise the Arbitration Committee Chair in writing that the Claim could not be resolved, but the conciliator shall not discuss with anyone any of the matters discussed or statements made or positions taken by either the Claimant or Defendant at any meeting or meetings with the conciliator.
- 8.07 If a conciliator is unsuccessful in resolving the dispute, and the matter proceeds to an Arbitration Hearing, the conciliator shall not be allowed to participate in any form at such an Arbitration Hearing.

ARTICLE 8

SECTION 9 - Notice of Hearing

9.01 After the time limit for the filing of the Defence has passed and after the conciliation process described in Section 8 above has been declined or pursued, the Arbitration Committee Chair shall set a date for the Arbitration Hearing, and shall forward to the Claimant and the Defendant written notice of same at least twenty (20) days prior to that Arbitration Hearing date.

SECTION 10 - Selection of Arbitrators

- 10.01 Where an Arbitration Hearing is required, the Arbitration Committee Chair shall appoint three (3) members of the Arbitration Committee to hear and determine the Claim, one of whom he shall appoint as Arbitration Panel Chair.
- 10.02 Where there are not at least three (3) members of the Arbitration Committee who would qualify as Arbitrators because of the provisions of Section 3 of this Article, then the Arbitration Committee Chair may appoint any other Broker Member who qualifies to act as an Arbitrator, to sit on the Arbitration Panel.
- 10.03 The Panel Chair shall preside at the Arbitration Hearing.

SECTION 11 - Legal Counsel

- 11.01 At an Arbitration Hearing, the Claimant and Defendant may be represented by a lawyer or by a Broker or Salesperson Member of the Board, as long as such Broker or Salesperson Member of the Board is not a member of the Arbitration Committee or the conciliator appointed to try to settle that particular dispute. The Arbitration Panel may retain legal counsel to sit at the hearing and advise the Arbitration Panel on any and all matters of law or procedure, but he shall not take part in the deliberation or decision of the Arbitration Panel.
- 11.02 Where a Claimant or Defendant is to be represented by a lawyer it shall so notify, in writing, the other party and the Arbitration Panel Chair, such notice to be received by the other party and the Arbitration Panel Chair at least five (5) days prior to the date of the Arbitration Hearing.

SECTION 12 - Powers of Arbitrators

- 12.01 The Arbitrators shall possess all of the powers of arbitrators under the Arbitration Act and without in any way limiting the generality so conferred, the Arbitration Panel may:
- (a) adjourn any hearing from time to time;
 - (b) proceed in such manner as it deems proper and without being bound by the rules of evidence or other legal rules, provided that it shall consider the best evidence available;
 - (c) receive evidence under oath; or
 - (d) use any acceptable method of recording the Arbitration Hearing, including but not limited to audio or video tape, recording secretary or stenographer.

ARTICLE 8

12.02 For the purposes of the Arbitration Hearings and Appeals prescribed by this Article, the Board and its Members hereby agree to be bound by the provisions of the Arbitration Act, save and except Sections 21, 40 and section 45 of the Arbitration Act (as it exists in 1994), which sections are specifically excluded.

SECTION 13 - Witnesses

13.01 The Claimant and Defendant shall have the right to call, as a witness, anyone who has knowledge of facts concerning the Claim, whether or not that person is a Member of the Board.

SECTION 14 - Arbitrators' Award

14.01 The award of the Arbitrators shall be in writing, shall contain the reasons for the award, shall be signed by the Arbitrators or by the Arbitration Panel Chair, and shall be forwarded to the Executive Officer.

14.02 The Executive Officer shall forward a copy of the award to both the Claimant and Defendant.

14.03 The decision of the majority of the Arbitrators shall be deemed to be the decision of all of the Arbitrators, but if there is no majority, then the decision of the Panel Chair shall govern.

14.04 In their decision, the Arbitrators may:

- (a) dismiss the Claim;
- (b) order the Defendant to pay to the Claimant the amount or any part of the amount set out in the Claim; and/or
- (c)
 - (i) order that the filing fee, or such portion of it as they feel is appropriate, be kept by the Board to cover costs incurred by the Board in processing and administering the Arbitration;
 - (ii) order that all or a portion of the filing fee be returned to the Claimant; and/or
 - (iii) order that the Defendant reimburse the Claimant in an amount equal to all or any part of the filing fee paid by the Claimant.

14.05 The award of the Arbitrators shall be final and binding upon the Claimant and the Defendant subject to the Appeal rights provided for in this Article 8, but without a right of appeal to the courts on a question of law.

14.06 For the purposes of this Article, the "Arbitration Compliance Date" for each Arbitration hearing shall be as follows:

- (a) If no Appeal is commenced in accordance with the terms of this Article, or if an Appeal is commenced but the party appealing the Arbitrators award discontinues the Appeal or resigns membership in the Board, the Arbitration Compliance Date is the date which is the earlier of either:

ARTICLE 8

- 14.06 (a) (i) the date upon which the award of the Arbitrators is to be paid according to the Arbitrators decision; or
- (ii) if the Arbitrators do not set a specific date for the payment of the award in the Arbitrators decision, thirty (30) days from the date upon which the Arbitrators Award is forwarded to the parties to the Arbitration.
- (b) If an Appeal is commenced and continued in accordance with the terms of this Article, the Arbitration Compliance Date is the date which is the earlier of either:
- (i) the date upon which the award of the Arbitrators is to be paid according to the Appeal decision (which may be an amendment or confirmation of the date for payment of the award set by the Arbitrators or a new date set by the OREA Appeal Panel); or
- (ii) if the Appeal Panel does not set a specific date for the payment of the award in its decision, thirty (30) days from the date upon which such Appeal decision is forwarded to the parties to the Appeal.
- 14.07 If a party to an Arbitration fails to comply with an award of the Arbitrators by the Arbitration Compliance Date, as determined in accordance with Section 14.06, the Board of Directors may, at any subsequent meeting of the Board of Directors, and without further proceedings, expel the non-complying party from membership in the Board or suspend the membership of such non-complying party in the Board for such period as the Board of Directors may in its sole discretion determine.

SECTION 15 - Appeal

- 15.01 A Claimant or Defendant may appeal the award of the Arbitrators, in accordance with the following provisions of this By-law.
- 15.02 Where an Appeal is filed, the award of the Arbitration Panel shall, subject to the provisions of section 15.04, be suspended pending disposition of the Appeal.
- 15.03 Until:
- (a) the period to file an Appeal has elapsed and no Appeal has been filed;
- (b) an Appeal has commenced and either has been completed or discontinued; or
- (c) the appeal rights have been extinguished as provided for in Section 15.04, neither party to the Arbitration may ask a Court to enforce the Arbitrators' award, and it is agreed by all Members that there will not exist any valid basis for such Court action until either or both parties have complied with the appropriate provisions of this By-Law.
- 15.04 If a party to the Arbitration, for any reason, resigns its membership in the Board either during the period of time during which it may file an Appeal in accordance with Section 16.01 or at any time during the Appeal process described in this Article and/or in the by-law of OREA, that party shall be deemed to have waived all its rights of Appeal provided for in this Article and/or in the by-law of OREA. All of the rights of Appeal provided for in this Article and/or in the by-law of OREA shall automatically

ARTICLE 8

15.04 be extinguished upon such party's resignation of membership in the Board. Upon the extinguishing of the appeal rights, any filing fee paid by the resigning Appellant, relating only to the Appeal, shall be refunded to such resigning Appellant. The extinguished Appeal rights and appeal process cannot be reopened upon such party re-joining the Board.

SECTION 16 - Filing the Appeal

16.01 The OREA Appeal Panel does not have jurisdiction to process, hear or otherwise deal with an Appeal:

- (a) unless the Appellant files the Appeal in Form A within thirty (30) days of the Appellant receiving the award of the Arbitrators;
- (b) unless the duly completed Form A is received by the Executive Director within such thirty (30) day period; and
- (c) unless the Appellant pays to OREA, at the time of filing the Appeal, a filing fee in the amount of Seven Hundred and Fifty Dollars (\$750.00) or such other amount as may be established from time to time by the Board of Directors of OREA, in cash or by certified cheque or money order payable to OREA.
- (d) if the Appellant, for any reason, resigns its membership in the Board either during the period of time during which it may file an Appeal in accordance with Section 16.01 or at any time during the Appeal process described in this Article and/or in the by-law of OREA.

SECTION 17 - Reply to Appeal

17.01 Upon receipt of the Appeal, the Chief Executive Officer shall forward a copy of it to the Respondent.

17.02 The Respondent shall file with the Chief Executive Officer, on or before a date set out in the notice from the Chief Executive Officer, a reply to the Appeal, provided that such a date shall not be less than fifteen (15) days from the date the notice from the Chief Executive Officer was sent to the Respondent.

17.03 When the Chief Executive Officer receives the reply to the Appeal he shall immediately forward a copy of same to the Appellant.

17.04 If the Respondent fails to deliver a Reply within the prescribed time period, or fails or refuses to appear at an Appeal Hearing, the OREA Appeal Panel may proceed to hear and determine the matter only upon the Appellant's attendance at the Appeal Hearing and/or upon Form A filed by the Appellant and the Reply, if any, filed by the Respondent.

SECTION 18 - Notice of Appeal

18.01 The Chief Executive Officer shall notify the Arbitration Panel Chair that the Arbitrators' award is being appealed, and upon receiving such notification the Arbitration Panel Chair shall send the Record of the Arbitration Proceedings, as described in Section 19.01, to the Chief Executive Officer.

ARTICLE 8

SECTION 19 - Record of Arbitration Proceedings

19.01 For purposes of Section 18 of this Article, the Record of the Arbitration Proceedings shall include the following, as it relates to the particular Arbitration being appealed:

- (a) the Claim;
- (b) the Defence;
- (c) all notices sent to the Claimant or Defendant by the Executive Officer;
- (d) any transcript or other summary of the Arbitration Panel hearing, including any tape recordings;
- (e) all exhibits entered in evidence at the Arbitration Panel Hearing; and
- (f) the award of the Arbitrators.

SECTION 20 - Notice of Appeal Hearing

20.01 The Chief Executive Officer shall notify the Appellant and Respondent, in writing, of the date, time and place that the Appeal is to be heard, it being agreed that such a date may not be sooner than thirty (30) days from the date that the Chief Executive Officer first received an Appeal as set out in Section 16 of this Article.

SECTION 21 - Legal Counsel

21.01 At an Appeal, the Appellant and Respondent may be represented by a lawyer or by a Broker or Salesperson Member of the Board. The OREA Appeal Panel may retain legal counsel to sit at the Appeal Hearing and advise the OREA Appeal Panel on any and all matters of law, but he shall not take part in the deliberation or decision of the OREA Appeal Panel.

21.02 Where an Appellant or Respondent is to be represented by a lawyer it shall so notify, in writing, the other party and the Chief Executive Officer, such notice to be received by the Chief Executive Officer and the other party at least five (5) days prior to the date set for hearing the Appeal.

SECTION 22 - Selection of OREA Appeal Panel

22.01 There shall be an OREA Appeal Panel of at least twenty (20) Members of OREA.

22.02 The Chief Executive Officer shall have full authority to appoint members to the OREA Appeal Panel and may fill any vacancies as they may occur.

22.03 Where the Chief Executive Officer receives an Appeal as set out in Section 16 of this Article, he shall appoint three (3) Members of the OREA Appeal Panel under the By-law of OREA to hear, process, decide and otherwise dispose of the Appeal.

ARTICLE 8

SECTION 23 - Nature of Appeal Hearing

- 23.01 Both the Appellant and Respondent shall be given full opportunity to present both oral and written arguments.
- 23.02 At an Appeal hearing neither the Appellant nor the Respondent shall be allowed to present any new evidence since the Appeal is to be decided solely on the evidence as set out in the Record of the Arbitration Proceedings as described in Section 19 of this Article.
- 23.03 An Appeal shall only be with respect to the question of whether or not the Arbitration Panel had the jurisdiction to make its award or whether or not there was a denial of natural justice.

SECTION 24 - Powers of OREA Appeal Panel

- 24.01 Subject to the provisions of Section 23 and Section 12.02 of this Article, the OREA Appeal Panel of three (3) members appointed as per Section 22 of this Article shall possess all of the powers of arbitrators under the Arbitration Act.

SECTION 25 - Qualifications of OREA Appeal Panel

- 25.01 No person may serve on the OREA Appeal Panel as appointed under Section 22.03 of this Article where:
- (a) he has, either directly or indirectly, any personal or financial interest in either of the parties to the Appeal;
 - (b) he is related by either blood or marriage to the Appellant or the Respondent or to any officer, director, shareholder, partner or employee of either the Appellant or Respondent; or
 - (c) there is any other bias.

SECTION 26 - OREA Appeal Panel Award

- 26.01 The OREA Appeal Panel appointed under Section 22.03 of this Article may:
- (a) dismiss the Appeal;
 - (b) grant the Appeal;
 - (c)
 - (i) order that the filing fee paid to OREA or any portion of it be retained by OREA to cover its costs in handling the Appeal;
 - (ii) order that all or a part of the filing fee paid to OREA be returned to the Appellant; and/or
 - (iii) order that the Respondent reimburse the Appellant in an amount equal to all or any part of the filing fee paid by the Appellant to OREA;

ARTICLE 8

- 26.01 (d) amend the decision of the Arbitration Panel as the OREA Appeal Panel deems appropriate; and/or
- (e) remit the subject matter of the Appeal back to the Arbitration Committee for a new Arbitration Hearing in whole or in part, and at the OREA Appeal Panel's discretion, by a differently constituted Arbitration Panel.
- 26.02 The OREA Appeal Panel award shall be in writing, shall contain the reasons for the award, shall be signed by the Members of the OREA Appeal Panel or the Chair, and shall be forwarded to the Chief Executive Officer.
- 26.03 The Chief Executive Officer shall forward a copy of the OREA Appeal Panel award to the Appellant and Respondent immediately after he has received it.

SECTION 27 - Indemnity

- 27.01 No Member of the Board may prefer charges or sue for damages any agent or employee of the Board or OREA, or any Arbitrator or member of the Appeal Panel of OREA, for any reason, for what they did or failed to do in the administration of the provisions of this Article, and this Section is hereby confirmed as an absolute defence against such charges or suit, and each Member hereby waives his right to file such charges or suit.

FORM A
(For the Purposes of Appeals Described in Article 8)

NOTICE OF APPEAL

BETWEEN:

(APPELLANT)

- and -

(RESPONDENT)

1. The Appellant hereby Appeals the Award of the Arbitrators of The Oakville, Milton and District Real Estate Board dated the ____ day of _____, 20____.
2. The Arbitration Panel Chair was _____.
3. The address of the Appellant is _____.
4. The address of the Respondent is _____.
5. The Appellant is a Member of the following Real Estate Board(s):

6. The Appellant Appeals the award for the following reasons:

[Note: If more space is required, attach additional sheets. According to Article 8, Section 23, the Record of the Arbitration Proceedings, this Notice of Appeal, and the Respondent's Reply will be the only documents submitted to the OREA Appeal Panel. Please ensure that your reasons for Appeal are complete and detailed. Please see Article 8, Section 23.03 which sets out the grounds for Appeal.]

DATED this _____ day of _____, 20____.

Firm Name

per: _____
Signature

ARTICLE 9

SECTION 1 - Definitions and Notice Provisions

1.01 For purposes of this Article:

- (a) "Allegation Statement" shall mean a written statement containing the specific allegations of misconduct of the Respondent, as prepared by the Professional Standards Committee.
- (b) "Appeal" is further described in Section 17 of this Article.
- (c) "Appeal Hearing" is further described in Section 19 of this Article.
- (d) "Appeal Panel" shall have the meaning prescribed thereto in Section 18.01 of this Article.
- (e) "Appellant" is the term to describe the Respondent once he has filed an Appeal of the decision of the Discipline Hearing Panel.
- (f) "Basic MLS[®] Rules" shall mean the rules contained in sections 2.01, 2.04, 2.10, 2.12, 2.13, 2.15, 2.17, 3.01, 3.02, 4.01, 4.02, 6.01, 6.02, 7.01, 8.02, 8.03, 8.05, 9.01 and 10.01 of the Board's MLS[®] rules and regulations. The Board of Directors may, from time to time, amend, add to, or delete from this list of Basic MLS[®] Rules, without the requirement of a by-law change, but with notice of such amendment, addition or deletion to be provided to the Members through a Board publication (whether in paper or electronic format), prior to the amendment, addition or deletion taking effect.
- (g) "Chief Executive Officer" means the Chief Executive Officer of the Ontario Real Estate Association or his appointed nominee.
- (h) "Discipline Hearing" shall mean a hearing held by the Discipline Hearing Panel using the procedures as set out in Sections 11 through 15 of this Article.
- (i) "Discipline Hearing Panel" shall have the meaning prescribed thereto in Section 12.01 of this Article.
- (j) "PSC Sub-committee" shall have the meaning prescribed thereto in Section 2.03 of this Article.
- (k) "Reply" shall mean the written statement of the Respondent filed in response to an Allegation Statement.
- (l) "Researcher" shall mean a member of the Professional Standards Committee appointed to carry out the research concerning the complaint of misconduct against a Member and shall also mean the person appointed to present the case of the Professional Standards Committee before the Discipline Hearing Panel.
- (m) "Respondent" shall mean the Member of the Board who is in receipt of an Allegation Statement.

ARTICLE 9

- 1.01 (n) "Table of Concordance" shall mean, for events occurring after June 30, 2006, the table of concordance attached as Schedule B to the Bilateral Agreement entered into between CREA and OREA on September 20, 2006, as that Table of Concordance may be amended from time to time; and for events occurring before July 1, 2006, shall mean the Board's prior table of concordance comparing the REALTOR[®] Code and the REBBA Code.
- 1.02 In this Article, all letters, notices or other documents required to be forwarded to a Member by the Executive Officer, or the Professional Standards Committee Chair, the Discipline Committee Chair, or on behalf of the Professional Standards Committee, the Discipline Committee, or the Appeal Panel shall be forwarded either by personal delivery (or courier) or registered mail. Any letter, notice or other document so forwarded shall be conclusively deemed to be received in accordance with the provisions of Article 14, Section 1.02.
- 1.03 The provisions of this Article apply to all Members, including Honourary Members.
- 1.04 If a Member against whom a complaint has been made resigns his membership in the Board or is terminated from the Board, for any reason, at any time before a discipline decision is rendered by a Discipline Hearing Panel, the Professional Standards Committee may, at its sole and unfettered discretion either:
- (a) hold the complaint and the professional standards and discipline process in abeyance until such time as the Member re-joins the Board, at which time the Professional Standards Committee may re-start the process from the point when the Member left the Board; or
 - (b) with the complainant's consent (which does not have to be in writing), forward the complaint to any other real estate board which the Member joins after leaving the Board, and such other real estate board may process the complaint, starting at the beginning of the professional standards and discipline process.

SECTION 2 - Composition of Professional Standards Committee & PSC Sub-Committee

- 2.01 The Professional Standards Committee shall consist of not less than 6 Members of the Board, all of whom shall have been Members of OREA for at least three (3) years. This requirement may be waived at the discretion of the Board of Directors.
- 2.02 At least one (1) Member of the Professional Standards Committee shall be a Director.
- 2.03 The PSC Sub-committee shall consist of any three (3) members of the Professional Standards Committee, chosen on a rotating basis, per meeting of the PSC Sub-committee. The Chair of the Professional Standards Committee shall appoint one of the PSC Sub-committee members as Chair of the PSC Sub-committee for that particular PSC Sub-committee meeting.

ARTICLE 9

SECTION 3 - Jurisdiction

- 3.01 The Professional Standards Committee may, either on its own initiative or upon receipt of a written complaint from any source whatsoever, and after complying with the provisions of Section 4 of this Article, proceed to research the conduct of any Member of the Board and proceed to take any action as prescribed in this Article 9 or in furtherance of its mandate and obligations as set out in this Article 9.
- 3.02 At any time after having received a complaint or having proceeded on its own initiative, the Committee may in its sole and absolute discretion decide that no further action should be taken in respect of the matter under research and such decision shall not be subject to review or Appeal.

SECTION 4 - Handling of Complaints

- 4.01 Where the Executive Officer receives a written complaint concerning any alleged breach of this By-law or some other apparent misconduct by a Member, or if the Professional Standards Committee has a self-initiated complaint, such complaint shall first be forwarded to the attention of the PSC Sub-committee, and a copy of same shall also be sent forthwith to the Member against whom the complaint was made and the Member's Principal Broker. However, if a written complaint has already been reviewed by RECO and RECO has advised the complainant to deal with the Board, or if the complaint has been forwarded or returned to the Board by RECO, such complaint shall not be forwarded to the PSC Sub-committee, but shall be forwarded directly to the Professional Standards Committee in accordance with Section 5.01.
- 4.02 Within two (2) weeks of receipt of the written complaint by the Board, the PSC Sub-committee shall determine the jurisdiction of the complaint and decide whether the complaint should be:
- (a) forwarded to RECO;
 - (b) forwarded to the Professional Standards Committee, to be dealt with in accordance with the provisions of this Article 9;
 - (c) both (a) and (b) above; or
 - (d) neither of (a) or (b) above,
- and such decision shall not be subject to review or appeal.
- 4.03 The PSC Sub-committee shall make the decision required by Section 4.02 in its sole and absolute discretion, based upon a review of the complaint; a comparison of the REBBA Code and the REALTOR® Code based on the Table of Concordance; and a review of the Board's By-law. Whenever the complaint appears to involve conduct which may be a breach of the REBBA Code, the complainant shall be referred to RECO, although under certain circumstances, all or part of the complaint may also be forwarded to the Professional Standards Committee.

ARTICLE 9

- 4.04 Once the PSC Sub-committee has made the decision required by Section 4.02, it shall advise the complainant, the Member, and if applicable, RECO of such decision. Within seven days of the PSC Sub-committee's decision, the complaint will be dealt with in accordance with such decision.
- 4.05 If a complainant has been referred to RECO regarding all or part of a complaint and the complaint has not been forwarded to the Professional Standards Committee, the Professional Standards and Discipline Committees shall have no further jurisdiction to deal with that part of the complaint which has not been forwarded it. However, if a complaint, which had been referred to RECO, is returned by RECO, advising that the Board should deal with it, the complainant and the Member will be so advised and the complaint will be dealt with in accordance with the provisions of this Article.
- 4.06 If a complainant has been referred to RECO regarding part of the complaint and the complaint has also been forwarded to the Professional Standards Committee, the Professional Standards Committee shall deal its part of the complaint in accordance with the provisions of this Article. If RECO asks the Board to defer its investigation and/or discipline process, the Board will do so, in which case the complainant and the Member will be so advised; any materials gathered by the Professional Standards Committee will be forwarded to RECO, if RECO so requests; and the Professional Standards and Discipline Committees shall have no further jurisdiction to deal with the complaint.

SECTION 5 - Powers of Researcher

- 5.01 Where:
- (a) the PSC Sub-committee has forwarded all or part of a complaint to the Professional Standards Committee;
 - (b) RECO has asked a complainant to deal with the Board; or
 - (c) RECO has forwarded or returned all or part of complaint to the Board,
- the Chair of the Professional Standards Committee shall appoint a Researcher to examine and determine the validity of the complaint, and the complainant and the Member shall be so advised.
- 5.02 In the process of carrying out his research, the Researcher shall have the power to require any Member to produce, subject to any legal objection, all records, documents and writings or other things within the possession of the Member that may be required as part of the Research.
- 5.03 Where a Member fails or refuses to produce the documents and records when requested by the Researcher, such failure or refusal shall be deemed to be a breach of this By-law and dealt with by the Professional Standards Committee in accordance with the provisions of this Article.

ARTICLE 9

SECTION 6 - Report of Researcher

- 6.01 Upon completion of his Research, the Researcher shall file a written report with the Chair of the Professional Standards Committee and attach thereto copies of all records, documents or writings he obtained in the course of his Research. The report shall be considered confidential and not subject to access by any person who is not a member of this Committee or the Executive Officer.

SECTION 7 - Disposition of Research

- 7.01 Upon receipt and review of the report of the Researcher, the Professional Standards Committee may, in its sole and absolute discretion:

- (a) determine that no further action be taken in respect of the complaint; or
- (b) prepare an Allegation Statement,

and neither of these decisions or actions by the Professional Standards Committee shall be subject to review or appeal.

SECTION 8 - Allegation Statement

- 8.01 Where the Professional Standards Committee determines to prepare an Allegation Statement, it shall set out the specific misconduct or omission which the Member is alleged to have done or omitted to do and specify the particular section(s) of the By-law, the Board's MLS® Rules and Regulations, or the particular paragraph(s) of the REALTOR® Code or the particular Article(s) of the Standards of Business Practice which the Member is alleged to have violated or not complied with.
- 8.02 The Executive Officer shall forward a copy of the Allegation Statement to the Respondent.
- 8.03 The Respondent may within ten (10) days of receipt of the Allegation Statement deliver a Reply thereto, addressed to the Chair of the Professional Standards Committee.
- 8.04 Failure of the Respondent of an Allegation Statement to deliver a Reply within the ten (10) day period shall not prevent the Professional Standards Committee from continuing with the process and making the decision on whether or not to refer the matter to a Discipline Hearing, and, if the matter is referred to a Discipline Hearing, such failure of the Respondent shall not prevent the Discipline Hearing panel from proceeding to make a determination in the matter and shall also not prevent the Respondent from attending and presenting his case at the Discipline Hearing.

SECTION 9 - Disposition Upon Receipt of Reply

- 9.01 Upon receipt and review of the Reply to an Allegation Statement, the Professional Standards Committee may:
- (a) determine that no further action be taken in respect of the complaint and declare the file closed; or

ARTICLE 9

- 9.01 (b) by resolution refer the matter to the Discipline Committee for a Discipline Hearing,

and neither of these decisions or actions by the Professional Standards Committee shall be subject to review or appeal.

- 9.02 Where the matter is referred to the Discipline Committee for a Discipline Hearing, the Chair of the Professional Standards Committee may appoint the Researcher who researched the complaint to act on behalf of the Committee in presenting its case at the Discipline Hearing.
- 9.03 Where the matter is referred to the Discipline Committee for a hearing, the Executive Officer shall forward to the Chair of the Discipline Committee (for the Discipline Hearing Panel) copies of the Allegation Statement and the Reply.
- 9.04 All files, documents, correspondence, reports and records pertaining to a complaint to and/or investigation by the Professional Standards Committee shall be in the custody, care and control of the Executive Officer on behalf of the Professional Standards Committee and shall be considered confidential and not subject to access by any persons except as those files, documents, correspondence, reports and records may be disclosed by the Professional Standards Committee in relation to the Discipline Hearing and subsequent appeals, or if requested by RECO.

SECTION 10 - Discipline Committee

- 10.01 The Discipline Committee shall consist of not less than 6 Members of the Board all of whom shall have been Members of OREA for at least three (3) years.

SECTION 11 - Jurisdiction of Discipline Committee

- 11.01 The Discipline Committee may:
- (a) hold a hearing to process a Dispute arising under Section 3 of Article 4 of this By-law (hereinafter referred to as a "Delinquent Account Dispute");
 - (b) upon referral of a matter by the Professional Standards Committee, hold a hearing to determine if the Respondent is engaged in the conduct as set out in the Allegation Statement; and/or
 - (c) discipline any Member as is hereinafter provided.

SECTION 12 - Procedural Matters

- 12.01 The Chair of the Discipline Committee shall appoint a Discipline Hearing Panel consisting of three (3) members of the Discipline Committee to conduct a Discipline Hearing, one of whom he shall appoint as the Discipline Hearing Panel Chair.

ARTICLE 9

- 12.02 The Discipline Hearing Panel Chair shall determine a date for the Discipline Hearing and direct the Executive Officer to notify, in writing, the Respondent and the Researcher of the date set for the Discipline Hearing. Such notice shall be forwarded to each party at least twenty (20) days prior to the date of the Discipline Hearing.
- 12.03 At the Discipline Hearing, the parties may be represented by a lawyer or a Member of the Board, provided that the Respondent may not be represented by a Member who is a member of the Professional Standards Committee or the Discipline Committee, and further provided that if either party is to be represented by a lawyer they shall notify, in writing, the other party and the Discipline Hearing Panel Chair, such notice to be received by the other party and the Discipline Hearing Panel Chair at least five (5) days before the date set for the Discipline Hearing. The Discipline Hearing Panel may retain legal counsel to sit at the Discipline Hearing and advise the Discipline Hearing Panel on any and all matters of law or procedure, but he shall not take part in any deliberation or decision of the Discipline Hearing Panel.
- 12.04 On the date set for the Discipline Hearing, the Discipline Hearing Panel shall proceed to hear and determine the matters contained in the Allegation Statement, and the failure of the Respondent to attend the Discipline Hearing shall not prevent the Discipline Hearing Panel from proceeding to make such a determination.
- 12.05 The members of the Discipline Hearing Panel may:
- (a) adjourn any Discipline Hearing from time to time;
 - (b) proceed in such manner as it deems proper and without being bound by the rules of evidence or other legal rules, provided that it shall consider the best evidence available;
 - (c) receive evidence under oath; or
 - (d) use any acceptable method of recording the Discipline Hearing, including but not limited to audio or video tape, recording secretary or stenographer.
- 12.06 The parties to the Discipline Hearing shall have the right to call, as a witness, anyone who may have knowledge of the facts concerning the matter in question, whether or not that person is a Member of the Board.

SECTION 13 - Documents

- 13.01 The Executive Officer shall cause all documents, files, correspondence, reports and records introduced as evidence at a Discipline Hearing, to be kept in the custody of the Discipline Hearing Panel until any Appeal from a decision of the Discipline Hearing Panel has been disposed of. All files, documents, evidence, tapes and records pertaining to a Discipline Hearing or a subsequent Appeal shall be in the custody, care and control of the Executive Officer on behalf of the Discipline Committee and shall be considered confidential and not subject to access by any person except as those documents, files, reports, correspondence, and records may be disclosed in relation to the Discipline Hearing and subsequent appeals, or if requested by RECO.

ARTICLE 9

SECTION 14 - Decision of the Discipline Hearing Panel

14.01 The decision of a majority of the members of the Discipline Hearing Panel shall be deemed to be the decision of the Discipline Hearing Panel, but if there is no majority, the decision of the Chair of the Discipline Hearing Panel shall govern.

14.02 The decision of the Discipline Hearing Panel shall:

- (a) be in writing, and shall contain the reasons for the decision;
- (b) be signed by the members of the Discipline Hearing Panel, or the Chair thereof; and
- (c) specify the penalty imposed.

SECTION 15 - Decision and Penalties

15.01 The Discipline Hearing Panel in its decision may:

- (a) find the Respondent has not engaged in the conduct set out in the Allegation Statement;
- (b) in the case of a Delinquent Account Dispute, find that the Member does not owe money to the Board, and order the Board to repay to the Member the amount paid by the Member to the Board pursuant to Article 4, Section 3.02; or
- (c) upon finding the Respondent has engaged in the conduct set out in the Allegation Statement, or in the case of a Delinquent Account Dispute, upon finding that the Member does owe money to the Board, impose one or more of the following penalties:
 - (i) a reprimand;
 - (ii) a suspension of Board membership privileges as defined by the Discipline Hearing Panel in its decision, or from using any one or more of the Board's facilities or services as set out by the Discipline Hearing Panel, or both, for such period of time as the Discipline Hearing Panel deems appropriate;
 - (iii) for matters other than Delinquent Account Disputes, a fine of not less than Three Hundred Dollars (\$300.00), nor more than Ten Thousand Dollars (\$10,000.00) per infraction;
 - (iv) in the case of a Delinquent Account Dispute, a fine equal to the amount of money determined to be owing to the Board, less the amount paid to the Board pursuant to Article 4, Section 3.02, together with interest thereon as charged by the Board for delinquent accounts, and the amount of costs, if any, incurred by the Board in attempting to collect the amount owing to the Board;

ARTICLE 9

- 15.01 (c) (v) the costs of the Discipline Hearing;
- (vi) expulsion from membership in the Board; and/or
- (vii) order that the Respondent attend and successfully complete any courses of an educational nature as may be available through the Board and/or OREA, including the passing of any examinations pertaining to these courses.
- 15.02 A copy of the Discipline Hearing Panel decision shall immediately be given to the Executive Officer who shall forward same to the parties to the Discipline Hearing, being the Chair of the Professional Standards Committee, and the Respondent.
- 15.03 Subject to the appeal provisions set out in the remainder of this Article for all hearings except Delinquent Account Disputes, the decision of the Discipline Hearing Panel shall be final and binding upon the parties thereto and shall be considered effective as of the date of the decision, unless otherwise set out in the decision.
- 15.04 For the purpose of this Article, the "Discipline Compliance Date" for each Discipline Hearing or Delinquent Account Dispute shall be determined as follows:
- (a) If no Appeal is commenced in accordance with the terms of this Article, or if an Appeal is commenced but the Respondent discontinues the Appeal or resigns membership in the Board, the Discipline Compliance Date is the date which is the earlier of either:
- (i) the date upon which the penalty is to be paid or performed according to the decision of the Discipline Hearing Panel; or
- (ii) if the Discipline Hearing Panel does not set a specific date for the payment or performance of the penalty in its decision, thirty (30) days from the date upon which the Discipline Hearing Panel decision is forwarded to the Respondent.
- (b) If an Appeal is commenced and continued in accordance with the terms of this Article, the Discipline Compliance Date is the date which is the earlier of either:
- (i) the date upon which the penalty is to be paid or performed according to the Appeal Decision (which may be an amendment or confirmation of the date for penalty set by the Discipline Hearing Panel or a new date set by the Appeal Panel); or
- (ii) if the Appeal Panel does not set a specific date for the payment or performance of the penalty in its decision, thirty (30) days from the date upon which such Appeal decision is forwarded to the Respondent.
- (c) If an appeal to OREA is commenced and continued in accordance with the terms of this Article, the Discipline Compliance Date is determined in accordance with paragraph (b) above with the substitution of the words "OREA appeal panel" for the words "Appeal Panel".

ARTICLE 9

15.05 If the Respondent (or the Member, in the case of a Delinquent Account Dispute) fails to comply with a discipline decision by the Discipline Compliance Date, as determined in accordance with section 15.04, the Board of Directors may, at any subsequent meeting of the Board of Directors, and without further proceedings, expel the Member from membership in the Board or suspend the Respondent's membership in the Board for such period as the Board of Directors may in its sole discretion determine.

SECTION 16 – Publishing the Decision

- 16.01 (a) Where an Appeal is not filed as hereinafter set out, the decision of the Discipline Hearing Panel may be communicated to all Members of the Board, without revealing the name or any other information which may reveal the identity of the Respondent (except in the case of expulsion from or suspension of membership, in which case the Board may note in its communications to its Members that the Respondent has been expelled or suspended from Membership for a certain period of time).
- (b) When the applicable appeal periods have expired without an appeal being commenced; when appeal rights have been extinguished; or when the applicable appeals have either been completed, or discontinued, the Board may advise the person who made the complaint of the general outcome of the Discipline Hearing and, if applicable, which sections of the REALTOR® Code or the By-law the Respondent was found to have breached.

SECTION 17 - Appeal of Discipline Hearing Decision

- 17.01 There shall be no right to Appeal a decision of the Discipline Hearing Panel which relates to a Delinquent Account Dispute.
- 17.02 An Appeal of the decision of the Discipline Hearing Panel may be filed by the Respondent within thirty (30) days from the date upon which the Discipline Hearing Panel decision is forwarded to him. The Appeal is to be in writing addressed to the Board of Directors, and delivered to the Executive Officer.
- 17.03 The Appeal may be from a finding that the Respondent (now called the Appellant) engaged in the conduct set out in the Allegation Statement or from the penalty imposed, or both.
- 17.04 The Appeal shall be accompanied by a filing fee, in cash or by certified cheque, in the amount of \$300.00, plus G.S.T.
- 17.05 The Appeal shall contain a brief and concise statement of the grounds for Appeal (hereinafter referred to as the Appellant's Statement).
- 17.06 The Appeal shall not be processed, dealt with or heard if the Appellant's Statement is not filed within the thirty (30) day period set out in Section 17.02 hereof, or if the filing fee is not delivered within the same thirty (30) day period.

ARTICLE 9

- 17.07 Upon its receipt, the Executive Officer shall forward the Appellant's Statement to the Chair of the Professional Standards Committee. The Professional Standards Committee may file a statement in reply to the Appellant's Statement, and if it chooses to file such a statement in reply, it must do so within fifteen (15) days of receipt of the Appellant's Statement. Such reply is to be in writing addressed to the Board of Directors, and forwarded to the Executive Officer.
- 17.08 Upon receipt of the Professional Standards Committee's reply to the Appellant's Statement, the Executive Officer shall forward a copy of same to the Appellant.
- 17.09 If the Respondent (now called the Appellant), for any reason, resigns his membership in the Board either during the period of time during which he may file an Appeal in accordance with section 17.02 or at any time during the Appeal process described in this Article, the Respondent/Appellant shall be deemed to have waived all his rights of Appeal provided for in this Article. All of the Respondent's/Appellant's rights of Appeal provided for in this Article shall automatically be extinguished upon the Respondent's/Appellant's resignation of membership in the Board and the decision of the Discipline Hearing Panel shall be final and binding with no further rights of Appeal. Upon the extinguishing of the Appeal rights, any filing fee paid by the resigning Respondent/Appellant, relating only to the Appeal, shall be refunded to such resigning Respondent/Appellant. The extinguished Appeal rights and Appeal process cannot be reopened upon the Respondent/Appellant re-joining the Board.

SECTION 18 - Composition of Appeal Panel

- 18.01 The Appeal Panel shall consist of three (3) Broker Members or Salesperson Members who are either on the Board of Directors or who are past presidents of the Board (including a Chair, who shall be the President, or one of the Appeal Panellists appointed by the President) all of whom are not members of either the Professional Standards or Discipline Committees.

SECTION 19 - Nature of Appeal Hearing

- 19.01 Neither the Appellant nor the Professional Standards Committee shall be allowed to call any new evidence since the Appeal is to be decided solely on the evidence as contained in the Record of the Discipline Hearing as described in Section 20 of this Article.
- 19.02 An Appeal shall only be with respect to the question of whether or not the Discipline Hearing Panel had the jurisdiction to make its decision or whether or not there was a denial of natural justice.

ARTICLE 9

SECTION 20 - Record of the Discipline Hearing

- 20.01 For purposes of this Article, the Record of the Discipline Hearing shall include the following:
- (a) the written Allegation Statement;
 - (b) the written Reply, if any;
 - (c) all notices sent to the parties by the Professional Standards and Discipline Committees;
 - (d) any transcript or other summary of the evidence of the proceedings of the Discipline Hearing Panel, including any tape recordings of those proceedings;
 - (e) all exhibits entered into evidence at the Discipline Hearing; and
 - (f) the decision of the Discipline Hearing Panel.

SECTION 21 - Appeal Hearing

- 21.01 After the Professional Standards Committee's reply to the Appellant's Statement has been received by the Executive Officer and forwarded to the Appellant, or if no such reply is received by the Executive Officer, after the time period for the filing of the Professional Standards Committee's reply has elapsed, notice, in writing, of the date, time and place set for the Appeal Hearing shall be forwarded to the Appellant and the Chair of the Professional Standards Committee, by the Executive Officer, at least twenty (20) days prior to the date of the Appeal Hearing.
- 21.02 Where the Appellant fails to appear at the Appeal Hearing, the Appeal shall be dismissed and there shall be no further rights to appeal pursuant to this Article. However, failure of a representative of the Professional Standards Committee to appear at the Appeal Hearing does not mean that the Appeal will automatically be allowed, the onus being on the Appellant to prove his grounds for Appeal.
- 21.03 At the Appeal Hearing, the Appellant may be represented by a lawyer or a Member of the Board. The Professional Standards Committee may be represented by the Researcher or another Member of the Board or a lawyer. The Appellant, may not, however be represented by a Member who is a member of the Professional Standards Committee or the Discipline Committee. Further provided that if either party is to be represented by a lawyer it shall notify, in writing, the other party and the Appeal Panel Chair, such notice to be received by the other party and the Appeal Panel Chair at least five (5) days before the date set for the Appeal Hearing. The Appeal Panel may retain legal counsel to sit at the Appeal Hearing and advise the Appeal Panel on any and all matters of law or procedure, but he shall not take part in any deliberation or decision of the Appeal Panel.

ARTICLE 9

SECTION 22 - Disposition of Appeal

22.01 The Appeal Panel, by its decision may:

- (a) dismiss the Appeal;
- (a) grant the Appeal;
- (c) amend the decision of the Discipline Hearing Panel as the Appeal Panel deems appropriate;
- (d) remit the matter back to the Discipline Committee for a new Discipline Hearing in whole or in part, and at their discretion by a differently constituted Discipline Hearing Panel;
- (e) impose any of the penalties as set out in Sub-section 15.01 of this Article; and/or
- (f) direct the disposition of the Appeal filing fee;
- (g) direct the disposition of the costs of the Appeal Hearing.

22.02 The decision of the majority of the members of the Appeal Panel shall be deemed to be the decision of the Appeal Panel, but if there is no majority, the decision of the Chair shall govern.

22.03 The decision of the Appeal Panel shall:

- (a) be in writing, and shall contain reasons for the decision;
- (b) be signed by the Members of the Appeal Panel or the Chair of that Panel;
and
- (c) set out the disposition of the Appeal.

SECTION 23 - Notification of Decision

23.01 A copy of the decision of the Appeal Panel shall be forwarded to the Appellant and to the Chair of the Professional Standards Committee, by the Executive Officer, immediately upon the Executive Officer receiving it.

23.02 Subject to a further appeal being filed in accordance with Section 25 of this Article, and disposed of as provided for in that Section, the decision of the Appeal Panel shall be final and binding, and may be communicated to the Members of the Board without revealing the name or any other information which would identify the Appellant (except in the case of expulsion from or suspension of membership, in which case the Board may note in its communications to its Members that the Appellant has been expelled or suspended from Membership for a certain period of time).

ARTICLE 9

SECTION 24 - Appeal to OREA

- 24.01 (a) Any dispute, except Delinquent Account Disputes, between a Member and the Board which relates to the enforceability of any decision of a Discipline Hearing Panel under Article 9 of this By-law (provided that such decision has been appealed as allowed herein and further provided that the enforceability of such a decision shall be determined only on the question of whether or not the Discipline Hearing Panel had the jurisdiction to make its decision or whether there was a denial of natural justice) shall be submitted to the Chief Executive Officer of OREA in accordance with the OREA By-law. Notice of such appeal together with the filing fee as then prescribed by OREA shall be filed with the Chief Executive Officer of OREA within thirty (30) days of the date on which the decision of the Appeal Panel was received by the Member.
- (b) If the Respondent (now called the Appellant), for any reason, resigns his membership in the Board either during the period of time during which he may file an appeal in accordance with section 24.01(a) (or in accordance with the OREA by-law) or at any time during the appeal process described in this section and/or in the by-law of OREA, the Respondent/Appellant shall be deemed to have waived all his rights of appeal provided for in this section and/or in the by-law of OREA. All of the Respondent's/Appellant's rights of appeal provided for in this section and/or in the by-law of OREA shall automatically be extinguished upon the Respondent's/Appellant's resignation of membership in the Board and the decision of the Discipline Hearing Panel (as confirmed or amended by the Appeal Panel as provided for in section 22) shall be final and binding with no further rights of appeal. Upon the extinguishing of such appeal rights, any filing fee paid by the resigning Respondent/Appellant, relating only to the appeal to OREA, shall be refunded to such resigning Respondent/Appellant. The extinguished appeal rights and appeal process cannot be reopened upon the Respondent/Appellant re-joining the Board.

SECTION 25 - Indemnity

- 25.01 No Member of the Board may prefer charges or sue for damages any agent or employee of the Board or any member of the Professional Standards and Discipline Committees or the Board of Directors for any reason for what they did or failed to do in the administration of the provisions of this Article and this Section is hereby confirmed as an absolute defence against such charges or suit and each Member hereby waives his right to file such charges or suit.

ARTICLE 10

SECTION 1 - Use of Symbols

- 1.01 The Directors may from time to time endorse any mark, symbol, design, device or crest for use by the Board or any of its Members.
- 1.02 Upon endorsement by the Directors any Member may use such mark, symbol, design, device or crest on stationery or advertising material subject to any rules or regulations the Directors may impose regarding the use of same.
- 1.03 The symbol or crest of CREA is hereby adopted and endorsed as the official crest of the Board, and terms of reference for its use are the same as those adopted by CREA, which by this reference are deemed to be included in this By-law.

ARTICLE 11

SECTION 1 - Order of Procedure at Meetings

- 1.01 Unless specifically provided for in this By-law to the contrary, all meetings of the Members of the Board, the Board of Directors and all meetings of Committees of the Board shall be subject to the procedures, rules and regulations as set out in the latest edition of "Roberts Rules of Order" by General Henry M. Roberts.

ARTICLE 12

SECTION 1 - Membership in OREA

- 1.01 The Board shall be a member of OREA and by virtue of this membership all Members of the Board are deemed to be members of OREA and shall be subject to its by-laws, rules and regulations.

SECTION 2 - Membership in CREA

- 2.01 The Board shall be a member of CREA and by virtue of this membership all Members of the Board are deemed to be members of CREA and shall be subject to its by-laws, rules and regulations.

SECTION 3 - Termination of Membership

- 3.01 Where the membership of any Member of the Board in either OREA or CREA is terminated by either of these Associations, the membership of that Member in this Board is deemed to be automatically terminated.

SECTION 4 - Reciprocal Agreements with Other Boards

- 4.01 The Board may enter into any Agreement with any other Real Estate Board which is a member of OREA with the purpose of accessing MLS® information in each jurisdiction.
- 4.02 Where the Board does enter into such an Agreement, as referred to above, the privileges and obligations of members of the other Board shall be strictly limited to those privileges and obligations as set forth in the Agreement between the parties.

ARTICLE 13

SECTION 1 - By-law Amendments

- 1.01 The provisions of this By-law may be enacted, amended or repealed at any properly constituted meeting of the Directors, provided that at least two-thirds (2/3) of the votes cast by the Directors present at the meeting vote in favour of such enactment, amendment or repeal and provided also that every Director shall have received at least five (5) days written notice, before the meeting, of such enactment, amendment or repeal. The Chair is not entitled to vote unless there is a tie, in which case the Chair may vote to break the tie.
- 1.02 The contents of the notice referred to in Section 1.01 hereof, may be amended at any meeting of the Directors where it is to be dealt with, provided that all Directors present at the meeting consent, in writing, to such an amendment.

SECTION 2 - Approval of By-law Amendments

- 2.01 Any enactment, amendment or repeal of this By-law as approved by the Directors is not enforceable until confirmed by not less than two-thirds (2/3) of the votes cast by the Voting Members who are entitled to vote and present either in person or by proxy, at a duly called meeting of the Members of the Board.

Even though, by definition, "By-law" includes rules and regulations, this Section 2.01 does not apply to the creation, amendment or revocation of rules and regulations, and the provisions of Article 6, Section 17.01 shall apply to rules and regulations.

ARTICLE 14

SECTION 1 - Notices

- 1.01 Unless otherwise specified in this By-law, any letter, notice, document or any other material (hereinafter collectively referred to as "Notices") required or permitted to be given or forwarded by the Board or its officers, Directors, employees, representatives, Committees, Committee members, representatives of its Committees or Committee members, hearing or appeal panels, or representatives of its hearing or appeal panels, may be:
- (a) mailed by regular or registered mail addressed to;
 - (b) delivered personally (or by courier) addressed to; or
 - (c) telecopied (faxed) addressed to,
- such Member at its/his address as recorded with the Board; or
- (d) sent electronically (by e-mail) to the e-mail address provided by the Member for the purpose of receiving Notices from the Board to the Member .
- 1.02
- (a) Notices which are telecopied (faxed) shall be deemed to have been received by the addressee on the next business day (example, if telecopied on a Friday afternoon, deemed receipt on Monday morning. If telecopied on a Wednesday morning, deemed receipt on Thursday).
 - (b) Notices which are mailed by regular mail shall be deemed to have been received by the addressee on the fifth business day (not including the day of mailing) after mailing (example, if mailed on a Monday afternoon, deemed receipt on the following Monday).
 - (c) Notices which are mailed by registered mail, shall be deemed to have been received on the day they are actually received by the addressee according to the records of Canada Post.
 - (d) Notices delivered personally or by courier, shall be deemed to have been received when delivery is made to the address of the Member as recorded with the Board.
 - (e) Notices which are sent by e-mail shall be deemed to have been received by the addressee on the next business day (example, if sent by e-mail on a Friday afternoon, deemed receipt on Monday morning. If sent by e-mail on a Wednesday morning, deemed receipt on Thursday)
 - (f) For the purposes of this section, business day shall mean every day except Saturdays, Sundays and those days which are statutory holidays in the Province of Ontario.
- 1.03 If Notices are mailed, faxed, sent by e-mail or delivered to a Member and have been returned on three consecutive occasions because such Member cannot be found, the Board need not send any further Notices to such Member until it/he informs the Board in writing of its/his new address.

ARTICLE 15

SECTION 1 – REALTOR® Code of Ethics and Standards of Business Practice

- 1.01 The Board hereby adopts the REALTOR® Code and by this reference to it, the REALTOR® Code is deemed to be part of this By-law.
- 1.02 The Board shall adopt such By-law, rules and regulations as are necessary from time to time in order to enforce through its Professional Standards Committee and Discipline Committee the provisions of the REALTOR®.
- 1.03 If a complainant is referred to RECO, in accordance with Section 4 of Article 9, the Board shall be deemed to have enforced the corresponding section of the REALTOR® Code.

PASSED THIS _____ DAY OF _____, 20_____.

WITNESS THE CORPORATE SEAL OF THE BOARD.

President

Executive Officer

SCHEDULE OF FEES

INITIATION

- Firm	\$2,500.00
- Broker/Salesperson	1,000.00
- Branch Office of existing Firm Member	1,000.00
- Broker/Salesperson from another board*	250.00
- OREA and CREA***	400.00
- Re-admission or transfer	100.00

MEMBERSHIP (quarterly)**

- Broker/Salesperson (Pro-rated)	204.00
- Teranet quarterly dues	45.60
- CREA quarterly dues***	67.50
- OREA quarter dues ***	28.75

LISTING

- Board-loaded Listing	20.00
- Broker-loaded Listing	FREE
- Board-loaded Amendments	15.00
- Broker-loaded Amendments	FREE
- Board-loaded Internet Ad Copies	15.00
- Broker-loaded Internet Ad Copies	FREE
- Assignment	20.00
- Data Integrity Fee	20.00
- Late Filing Fee (\$15/day to Max \$75)	75.00
- Listing Supplement	20.00
- Deficiency	20.00
- Republishing	20.00
- Board photo processing – Auxilliary Photos	10.00
- Auxilliary Photos uploaded (Max 8)	1.00

BOARD PHOTOGRAPHY SERVICES

- Front Photo	8.00
- Back Photo	8.00
- Front Photo Seasonal Update	15.00
- Mileage Surcharge (to be quoted)	5.00
- Auxilliary Photo Shoot (Interiors)	45.00
- Decorating Update	20.00
- Extra Photos	20.00
- Colour Prints (minimum \$10.00)	0.50
- Disc Copy	10.00
- Duo Template	10.00
- Slide Show Package	15.00
- Slide Show with Virtual Tour	60.00
- Virtual Tour	59.95
- Full Package	99.95
- Virtual Tour Seasonal Update	20.00
- Virtual Tour Extra Views	15.00
- Night Shoot	100.00
- Cancellation Fee	20.00

*For new Members who have been REALTOR® members of another board for six months prior to application, and as recently as within the previous thirty days.

**As set from time to time by the Board of Directors.

***As established by the Ontario and Canadian Real Estate Associations.

NOTE: H.S.T. WILL BE ADDED TO ALL OF THE ABOVE FEES.

2010/12