

CU REAL ESTATE

— C L U B —

BYLAWS

Introduction

CU Real Estate Club is an undergraduate student organization at the Leeds School of Business. Our membership consists of students across all years, and majors of study throughout CU, who share an interest in real estate.

The Bylaws from our organization serve as an instrument for the club to achieve its goals, and to ensure that every student is getting the best experience possible from our activities.

Purpose

The Real Estate Club is dedicated to providing our members with a solid foundation on which to express and share their passion for real estate with other like-minded students.

This is to serve as a platform for students to become more involved with the local real estate community, thereby furthering their interests, growing their knowledge, and enhancing their potential. We provide networking opportunities, educational events, and career development activities to our members.

Board Positions

- President
- Vice President
- Director of Operations
- Director of Membership
- Head of Public Relations
- Event Organizer
- Senior Analyst
- Junior Analyst (2)

Members

Membership Qualifications:

A. Eligibility

1. Membership shall be open to all Leeds students, Prebusiness Students, business minors, and students from the school of engineering.

B. Membership Categories:

1. Board Members

- a. Help organize and facilitate the events that the club holds. Needs to be admitted by a selection process organized by the current board.
- b. Board Members can be discharged of their services if a vote is taken by the club's remaining officers, and it is determined to do so.
- c. The position of president is chosen by an election (specified below), and the position of Vice President is chosen by the elected student.
- d. Recruiting for new board members happens in October and April, and their duties commence at the beginning of the following semester.
- e. Registration deadlines for recruitment are October 31st and April 30th at 11:59PM MT.

2. Club Members

- a. Club members are active in the club by participating in the events that are organized each semester and help their peers to become more knowledgeable in real estate.
- b. Each club member that fulfills its obligations receives a certificate of membership after the last meeting of the semester.
- c. Club members that are Juniors may be required to participate in at least one case competition over the year.
- d. Club members that are Seniors may be required to participate in tailored workshops that will be geared toward practical skills development and.

C. Requirements

1. Board members

- a. Board Members are required to attend all board meetings.
- b. Board Members are allowed up to 2 excused absences per semester.
- c. Board Members are required to attend at least 1 Career Trek, per semester.

2. Club members

- a. All Members are required to attend at least 5 weekly events that are held each semester.
- b. All Members are required to attend at least 1 Career Trek, per semester.

D. Active Membership

1. To be considered an active member, all requirements above must be met.
2. If the board recognizes inactivity, a notice of suspension may be given to the student. If inactivity continues, member suspension will be enforced.
3. Active members will be recognized on the CU Real Estate Club LinkedIn Page

E. Non-Discriminatory Clause: There shall be no discrimination against any individual due to their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities, or sexual orientation

Presidential Election

A. How long does someone have to be an active member of the organization before he or she is eligible to run for an office?

1. Member must be active for two semesters before eligible to run for office
2. To be eligible, the member has to be a Junior or Senior at the time of presidency

B. Election Announcement, Nominee Deadlines, Election Time

1. Elections will be announced in February
2. Nominees will submit their intention by the first week of March
3. Nominees will submit election presentation the week before elections are held
4. Elections will take place the last week of March

C. Election Presentation

1. The election presentation will consist of two PowerPoint slides
2. First Slide
 - a. Name, Photo, Year in School, Resume / Qualifications
3. Second Slide
 - a. Three points on how the club will benefit from the given nominee being in office
 - b. Three goals that the given nominee will want to achieve in their time of holding office.

D. Voting Eligibility

1. Votes are secretive
2. Only Board Members are allowed to vote in presidential elections
3. In case of a tie, the president has to choose his/her successor.

Board Member Meetings

A. Introduction and Planning Meeting

1. This meeting will be held within the week before the start of the semester.
2. The purpose of this meeting is to plan out the whole semester and events that will be held. This will include weekly speaker meetings, date and time of weekly meetings, career treks, and social events.
3. Preparation:
 - a. Each board member will be responsible for filling out an idea sheet. This will entail a list of new ideas, speakers, and events.
 - b. The purpose of this sheet is to allow all board members to bring new ideas, connections, and goals to the club.
4. Idea Sheet:
 - a. New Event Idea:
 - i. Fill out one idea that you would like to implement into the club and see throughout the semester.
 - b. New Speakers:
 - i. Fill out three names of possible speakers that would be compelling to come on for a speaker event.
 - c. New Trek Idea:
 - i. Fill out one activity, one location, and one event that can be added to a Career Trek
 - d. New Goals:
 - i. Fill out two short term goals that you want to accomplish (semester long), and one long term goal for the club.

e. Draft of Idea Sheet:

IDEA SHEET	1	2	3
New Event Idea:			
New Speakers:			
New Trek Idea:			
New Goals:			

B. Weekly Meetings

1. Meetings will be held every week before the speaker event is held. The purpose of these meetings is to make sure that all board members are in understanding of the tasks and responsibilities that they have.
2. The meeting will involve planning future events, and goals for the upcoming week. It will ensure that the Real Estate Club is continuing its mission, statement, and purpose.
3. Preparation:
 - a. Each board member will be responsible for filling out their slide on a shared PowerPoint. This will have notes on what was done last week, and what is going to be worked on in the upcoming week.
4. Meeting Structure:
 - a. The president will start the meeting with news and updates.
 - b. The Event Organizer will inform the team about the upcoming events, and give more information on them.
 - c. Next, there will be a slide presentation from each board member. During this time, they will be able to collaborate and discuss future projects, and tasks that are ahead of them.
 - d. Finally, there will be a question and answer session. This will allow board members to educate themselves on events, meetings, and tasks that they are not aware of.
 - e. Analysts will be responsible for keeping attendance and taking notes of the meeting.
 - f. The meetings will be held for 30 minutes to 1 hour. All board members should be in attendance.

C. Trek Planning Meeting

1. Preparation:

- a. Each board member will be responsible for making sure their assigned tasks given at the Introduction and Planning meeting for the Career Trek have been completed.
- b. The Vice President and Event Organizer will be responsible for having an outline and structure of the Career Trek before the meeting.

2. Structure:

- a. The President, Vice President give an introduction of the preliminary goals and plans for the trek.
- b. Each board member will present what they have done, and mention if there are any issues or pending tasks.
- c. The President, Vice President, and Event Organizer will display a presentation with each company, and the speakers, to make sure that every member has ideas of questions to ask, and learn.
 - i. The goal is to make sure the organizations that the Real Estate Club visits are engaged by the questions that are being asked of them.
- d. Analysts will be responsible for keeping attendance and taking notes of the meeting.
- e. The meetings will be held for 1 hour. All board members should be in attendance.

D. End of the Semester Debrief

1. Preparation:

- a. The President and the Vice President will give an introduction with the biggest accomplishments of the semester, and what could improve for the following one.
- b. Each board member will be responsible for filling out a review sheet that goes over what they did, and what could be improved on their positions.
- c. Analytical research conducted by the team will be presented to the board with information on membership and goals.

2. Review Sheet:

a. Draft of Review Sheet:

Review Sheet	1	2	3
Original Goals:			
Goals Accomplished:			
Successes:			
Failures:			

Events

A. Career Treks

1. There will be a minimum of two career treks organized by the Real Estate Club each semester.
2. Preparation:
 - a. The career treks should always be planned with a minimum of three months of preparation.
 - b. There is an outline of a career trek planning meeting above, that should be followed by the board to ensure that everything runs smoothly at the event.
 - c. Before every career trek, there will be a meeting with all the participants to debrief them on the companies and speakers that will be visited. This meeting will serve as a guide to students so that they can ask pertinent questions at the meetings.

B. Career Fair

1. The Career Fair will take place once per year, every Spring semester. The biggest goal of the fair is to introduce real estate students to different companies from the Boulder area that are looking for professionals.
2. Preparation:
 - a. The Career Fair is held at the Leeds School of Business, and the board should begin organizing the event at least three months in advance.
 - b. Companies from different areas within the industry should be invited to the event. The main focus is to attract local companies that need employees for an internship, or an entry level position.

C. Workshops

1. The goal of the workshops provided by the Real Estate Club is to teach students more practical skills that can be highly utilized in the industry. The teacher of those workshops should be arranged by the board members in conjunction with the Real Estate Center.
2. Structure:
 - a. The workshops will be taught once a week, for 2 hours. They may be held in person, or virtually.
 - b. There will be no grade or credit awarded to participants, this should be a teaching experience that differentiates itself from other classes and requirements.
 - c. Any students that sign up to the workshops may not miss a day of class unless previously allowed to. The teacher of these classes should always have their time and disposition respected and acknowledged by the participants.