

BYLAWS

OF

COMMERCIAL REAL ESTATE WOMEN, INC. NEW JERSEY (CREW NJ)

A NEW JERSEY CORPORATION

Revised as of October 28, 2015.

ARTICLE I - NAME

Section 1.1 - The name of this organization shall be: Commercial Real Estate Women, Inc. New Jersey (CREW NJ)

ARTICLE II – OFFICES

Section 2.1 - The Principal Office of this organization shall be at the office of Commercial Real Estate Women, Inc. New Jersey (CREW NJ), c/o Association Associates, Inc. (“AAI”), 1255 Whitehorse-Mercerville Road, Building B, Suite 514, Trenton, NJ 08619 (the “AAI Office”) or as otherwise designated by the Officers of the Board of Directors.

ARTICLE III - PURPOSES

Section 3.1 - The purpose of this Association is to further the professional development and the advancement and success of women in all disciplines of commercial real estate consistent with these Bylaws. These goals are accomplished through regular monthly meetings and periodic seminars, networking functions and programs with speakers addressing topics relating to the industry.

ARTICLE IV - MEMBERSHIP

Section 4.1 - Qualifications for Membership.

The applicant must satisfy one of the two categories of membership below.

(A) Commercial Real Estate Member. Applicant must be employed in a field of commercial real estate and hold a position that is integral to or related to or that provides professional services that are integral to or related to commercial real estate, which fields shall include: accounting, appraisal, architecture, brokerage, construction, engineering, environmental consulting, institutional lending/investing, interior space design, mortgage banking/brokerage, property asset management, property casualty/risk management consulting, property development, property leasing, property management, project management, real estate or environmental law, surveying, title/escrow services and such other fields as may from time to time be approved by the Board of Directors, so long as such other fields or provision of services are integral to or relate to commercial real estate, as described above. Notwithstanding the foregoing, a Commercial Real Estate Member shall not include an applicant employed in any such

field whose position is primarily advertising, marketing, public relations, business development or any similar position unless such Applicant holds a professional license or certification within that field, e.g., a law , professional engineering, or accounting license. In addition, all members in the foregoing fields must be employed in that field on a substantially full time basis. All members within this Commercial Real Estate category of membership shall have the full rights and obligations of membership.

(B) Affiliate Member. Applicant must be employed in a field of commercial real estate related products or services including advertising/marketing, building services, including without limitation, electrical, elevator, flooring, interior plant and plant design, corporate art, IT/data consulting services, janitorial, landscaping, painting, roofing, telephones, signage and storage systems; business development, journalism, office furniture, public relations, publishing, office relocation services, and such other fields as may from time to time be approved by the Board of Directors. In addition, all members in the foregoing fields must be employed in that field on a substantially full time basis.

The number of active members permitted in the Affiliate Membership category shall not exceed twenty percent (20%) of the Active Membership, subject to adjustment by majority vote of the Board of Directors. All Affiliate Members shall have the same rights and obligations as Commercial Real Estate Members, with the exception that (i) not more than **five (5)** Affiliate Members will be entitled to serve concurrently as members of the Board of Directors; (ii) no Affiliate Member may serve as President or President-Elect and (iii) the Affiliate Members will pay higher membership dues, as determined by the Board of Directors.

Subject to the limitations on membership set forth in this Section 1, an application shall be approved by the Board of Directors, after the application has been processed by the Membership Committee, in one of the following categories of membership: Active, Student, Provisional, Government, Inactive, Auxiliary or Life.

(a) **ACTIVE MEMBER:**

In order to be an Active Member in good standing of CREW NJ a member (1) shall be employed/self-employed in the field of commercial real estate or in commercial real estate related field as permitted by these Bylaws, and shall have a minimum of five (5) years' experience in the field of commercial real estate or in another related field as permitted by the Bylaws; (2) shall be current in payment of all CREW NJ dues and; (3) shall have attended at least two (2) regular monthly meetings during the fiscal year of CREW NJ.

Upon request made in writing to the Board of Directors, at the discretion of the Board of Directors, an Active Member may be excused from attending the requisite number of meetings during one fiscal year of CREW NJ (a) due to extenuating circumstances, provided such member shall have demonstrated an interest in CREW NJ by actively participating as a member of a committee or task force, or (b) for reasons of health. Additional requirements for maintaining membership in good standing may be adopted by affirmative vote at a monthly meeting by a majority of members eligible to vote, who are present in person or by proxy. Notice of the proposed additional requirements must be included in the notice of the meeting at which action will take place.

(b) STUDENT MEMBERS:

Student Memberships are offered to any individual currently enrolled full-time (twelve (12) hours or more) in an undergraduate or graduate degree program in a college or university intended to lead to a career primarily focusing on commercial real estate in one of the following disciplines: brokerage, property management or asset management, finance, research, law, project development, leasing, valuation service (appraisal services, property tax consulting and valuation consulting primarily for real estate clients), professional accounting (audit and tax services primarily for real estate clients), architecture, engineering, environmental services, interior design/commercial space planning, and title insurance/escrow services. A student membership will have all the rights of an Active Member the Commercial Real Estate category.

(c) GOVERNMENT MEMBERS:

Government Memberships are offered to persons holding a position or office in schools, colleges or other institutions of learning or to persons who are elected or appointed to the judiciary or to any persons currently employed by a city, state or federal government entity, which position or office has at least an ancillary nexus to commercial real estate except that persons elected or appointed to public office for a specified time shall not be eligible for Active Membership under the classification of such office. An Active Member which is elected or appointed to public office for a specified period may, during the period in which such office is held, continue as or become such Active Member under the classification represented immediately prior to such election or appointment.

(d) PROVISIONAL MEMBERS:

Any person who fulfills all the requirements in (A) of this section, with the exception that the person has been employed in his/her respective commercial real estate business or in a field related to commercial real estate for a period of less than two (2) years at the time of application.

(e) INACTIVE MEMBERS:

Any person who has been an Active Member in good standing of CREW NJ for at least one (1) year and who temporarily ceases to be employed on a substantially full time basis in the field of commercial real estate, or in commercial real estate related field as approved by the Bylaws, in lieu of discontinuance of membership, by request made in writing to the Membership Committee become an Inactive Member of the CREW NJ for a period of time not to exceed one year. In no event shall the number of Inactive Members exceed ten percent (10%) of the maximum number of Active Members of CREW NJ at any time. In order to again become an Active Member, an Inactive Member must notify the Director of the Membership Committee, in writing, of the intent to reactivate membership and information demonstrating that the criteria to become an Active Member have been met. This re-admittance shall not be counted against any new Active Member limitation.

(f) LIFE MEMBERS:

A Life Member shall be an individual who has been a member in good standing for a total of at least ten (10) years and is no longer actively engaged in commercial real estate, or such other person who would not otherwise be qualified under active categories. Life Members shall

be exempt from payment of local dues or assessments. Life Members shall have no voting or other rights or be subject to any obligations under these Bylaws. They may attend all meetings at the fees and charges required of members in good standing. In order to be listed in the CREW Network directory, they must submit their portion of CREW Network dues directly to CREW NJ's Treasurer prior to the calendar year.

(g) AUXILIARY MEMBERS:

An Auxiliary Member shall join CREW NJ at full membership rate, but would not have the privilege of voting rights, committee participation, nor the right to membership in CREW Network. On the other hand an Auxiliary Member would have no obligation to attend meetings. In no event shall Auxiliary Memberships exceed forty percent (40%) of the overall membership. An Active Member may be demoted to Auxiliary Membership for failure to attend the requisite number of meetings, following prior written notice and an opportunity to cure during the three (3) months following such notice.

Section 4.2 - Application for Membership.

Application for Membership shall be requested of the Chairperson of the Membership Committee by a prospective member. This prospective member must get the endorsement of two present members in good standing. Prior to making a request for application, a prospective member must have attended a minimum of two (2) CREW NJ functions. The only exceptions to this are (1) if there is a special membership drive during which these requirements are waived, and/or (2) the prospective member is transferring from another Member Organization of CREW Network, where the prospective member was a member in good standing. Applications shall be made upon such forms as may be approved by the Membership Committee.

Section 4.3 – Election.

An applicant shall be declared duly elected to CREW NJ, when the application has received a favorable vote of the majority of the Membership Committee and the Board of Directors.

Section 4.4 - Membership Administrative Items.

(a) FEES:

Application.

A fee, as established by the Board of Directors, shall be submitted with an application. If the applicant is not approved for membership, the fee shall be returned to the applicant.

Dues, as determined by the Board of Directors, for Commercial Real Estate Members and for Affiliate Members, as the case may be, shall be payable within thirty (30) days after notification of election to membership. Upon payment of dues, the Membership Chairperson shall furnish the new member with a copy of the Bylaws and provide access to a membership roster containing the names and business affiliations, business addresses and telephone numbers of all members. New Active Members will have their name and other

information submitted to the CREW Network on a calendar year basis.

(b) DUES:

Annual dues having been established by the Board of Directors, for Commercial Real Estate Members and for Affiliate Members, as the case may be, shall be billed in advance of each fiscal year and are non-refundable. In the event the annual dues are not paid in full by the date determined by the Board of Directors, the Treasurer shall send notice to that member notifying such member they are now delinquent, and if the dues are not paid in full by the March meeting, then that member's membership in CREW NJ may be terminated by vote of the Board of Directors. Dues are prorated during the year for any new member. If a member from the previous year pays her dues at any time during the year, she will pay the full amount, no proration. Notwithstanding the foregoing, dues established by the Board of Director for Affiliate Members shall be at least double the amount of the dues established by the Board of Directors for Commercial Real Estate Members. Dues established by the Board of Directors for Student and Government Memberships shall be equal to the fees charged CREW NJ by CREW Network.

(c) RESIGNATION, SUSPENSION AND EXPULSION:

Resignation from membership shall become effective after payment of all dues and/or fees that may have accrued during membership and when accepted by the Board of Directors. Members of CREW NJ may be suspended or expelled in accordance with such procedure as may be established in the Bylaws, or regulations established thereunder.

(d) STATUS:

(1) If any member of CREW NJ shall change his or her business association, organize a new business or otherwise, which in the opinion of the Membership Committee, materially alters the circumstances under which they were elected or appointed to membership, they must immediately notify the Membership Chairperson of this change. Failure to notify the Membership Chairperson by letter of such change will automatically revoke membership.

(2) If any Commercial Real Estate or Affiliate Member shall change his or her business association and the member's employer has paid the member's membership dues, then such employer shall have the right to appoint a substitute member, provided such substitute member submits an application and meets all of the qualifications for membership set forth in the Bylaws and is approved for membership in accordance with the Bylaws and provided the employer pays the requisite CREW Network fees, if any. In such event, the member that has changed his or her business association shall no longer be a member, and if he or she wishes to become a member, he or she must submit an application for membership and qualify for membership in accordance with the Bylaws.

(3) A member may transfer his or her membership from another chapter of CREW Network into CREW NJ upon verification by the Membership Committee of his or her membership with the other member chapter, completion of CREW NJ's membership application and approval by the Board of Directors pursuant to Article IV.

(4) Membership in CREW NJ goes with the individual member, except as set forth in d(2) above.

Section 4.5 – Membership Meetings.

The annual membership meeting of CREW NJ shall be held at the membership meeting in September of each year. The installation of officers shall be at the annual December membership meeting. The AAI Office shall cause to be transmitted by first class mail or electronic mail transmission to every member in good standing at her address, as it appears in the membership roster of CREW NJ, a notice stating the time and place of the annual meeting and of all other regular scheduled meetings. Regular meetings of CREW NJ shall be held at a time and place to be determined by the Board of Directors.

The presence at any regular or special meetings of at least twenty percent (20%) of voting members in good standing shall constitute a quorum and shall be necessary to conduct the business of CREW NJ. If a quorum is not present, voting will be taken at the next regularly scheduled meeting. A quorum as hereinbefore set forth shall be required at all regular and special meetings.

Section 4.6 - Special Meetings.

Special meetings of CREW NJ may be called, by the Board of Directors, the President, or upon the written request of a majority of the voting members in good standing. The AAI Office shall cause a notice of such meeting to be transmitted by first class mail or electronic mail transmission, to all members at their addresses, as they appear in the membership roster, at least ten (10) days but not more than thirty (30) days before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom requested and no other business shall be transacted at the special meeting. In lieu of a face-to-face meeting, it is permissible for a special meeting to be conducted via an electronic mail response. If the meeting is going to be held by electronic mail, then such notice shall state the number of days during which electronic mail voting is permitted, which in no event shall be less than three (3) business days. An electronic mail special meeting notice shall state the dates when electronic mail voting is permitted and the purpose of the meeting and by whom requested, and no other business shall be transacted at the electronic mail special meeting.

Section 4.7 – Correspondence.

All correspondence pertaining to the activities of CREW NJ are to be sent by first class mail or electronic mail transmission by the AAI Office or such other person or entity as may be designated by the Board of Directors.

Section 4.8 - Order of Business.

The Board of Directors shall have the authority to determine the order of business of all meetings of CREW NJ.

ARTICLE V – BOARD OF DIRECTORS

Section 5.1 - Board of Directors.

The Board of Directors shall have the full authority to manage CREW NJ and its public

relations and community affairs. The Board of Directors shall also have full authority over the officers of CREW NJ.

Section 5.2 - Officers of the Board of Directors.

At every annual meeting the membership shall elect a President, President-elect, Director of Membership, Director of Programming, Director of Philanthropy, two (2) Directors of Sponsorship, two (2) Directors of Special Projects, Treasurer, Recording Secretary and up to three (3) Advisors as hereinafter provided in Article VI - Officers.

Section 5.3 -

(a) COMMITTEE:

The Board of Directors shall consist of not less than nine (9) members, not more than fourteen (14) members, (1) of whom shall be an active Past President, and two (2) CREW Network Delegates (President and President-Elect).

(b) OFFICERS:

The President of CREW NJ shall preside at all meetings of the Board of Directors. The President-Elect shall preside at all meetings in the event the President is absent.

Section 5.4 - Increase or Decrease in number of Members of Board of Directors.

The number of Members may be increased or decreased by vote of a majority of all members of the Board of Directors and by a majority vote of all the Active Members in good standing present at the next regularly scheduled meeting. No decrease in number shall shorten the term of any incumbent member of the Board of Directors.

Section 5.5 - Removal of Members of Board of Directors.

Members of the Board of Directors must attend a minimum of four (4) meetings in each CREW NJ year or they may be dropped from the Board of Directors. Certain reasons, such as illness, will be considered a valid reason for non-attendance. Members of the Board of Directors may be removed for cause by majority vote of the members of the Board of Directors.

Section 5.6 - Resignation of Member of Board of Directors.

A member of the Board of Directors may resign at any time by giving written notice to the President. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by said Officer, and the acceptance of the resignation shall not be necessary to make effective.

Section 5.7 – Vacancies.

Vacancies shall be filled by a vote of the majority of the Board of Directors until the next general election, at which time; the Active Voting Members shall elect to fill the vacancy.

Section 5.8 – Quorum.

Unless otherwise provided, a majority of the Board of Directors shall constitute a quorum for the transaction of business or any specified item of business. Each member present shall have one (1) vote.

Section 5.9 - Place and Time of Board of Directors.

The Board of Directors may hold its meetings at the office of AAI or at such other places as it may from time to time designate.

Section 5.10 - Preparation for Regular Annual Meeting.

Regular annual meeting of the Board of Directors shall be held immediately preceding the annual meeting of CREW NJ's members.

Section 5.11 - Notice of Meetings of the Board of Directors, and Adjournment of Same. (a)

MEETINGS:

Regular meetings of the Board of Directors may be held at such time and place as shall from time to time be determined. Special meetings of the Board of Directors shall be held upon notice to the members of the Board of Directors and may be called by the President upon ten (10) days' notice to each member of the Board of Directors either personally or by electronic mail transmission; special meeting shall Special Meetings of the Board of Directors may be called by the President in a like manner on written request of two (2) members of the Board of Directors.

(b) ADJOURNMENT:

A majority of the Board of Directors present may adjourn any meeting to another time and/or place. Notice of the adjournment shall be given to all Board of Directors who were absent at the time of adjournment and shall include the time and place at which the meeting postponed shall be held.

(c) At all meetings of the Board of Directors, the President or President-Elect in his or her absence shall preside.

Section 5.13 - National Delegates.

The President and President-Elect shall serve as the two (2) delegates to represent CREW NJ at CREW Network meetings and events. At least one (1) delegate must attend the CREW Network semi-annual meetings and annual convention.

ARTICLE VI - OFFICERS

Section 6.1 – Leadership Development Committee. The President shall be the chair of the Leadership Development Committee which is responsible to review candidates for the Board of Directors and to recommend a slate of officers to the Board of Directors. The Leadership Development Committee shall consist of (7) seven members from the officers or members listed

below with the past President and general members being appointed by the President.

President -1
President-Elect -1
Past President-1
Director of Membership -1
General Members-(Non-Board) -3

The Leadership Development Committee is to provide for the election of members to the following positions who shall have such duties, powers and functions as provided in these Bylaws:

1. President
2. President-Elect
3. Director of Membership
4. Director of Programming
5. Director of Philanthropy
6. Co-Director of Sponsorship (2)
7. Director of Special Projects-Marketing/PR
8. Director of Special Projects-Golf
9. Treasurer
10. Recording Secretary
11. Advisor-Immediate Past President
12. Advisor-Bylaws
13. Advisor

Section 6.2 – Eligibility.

Eligibility for the Board of Directors shall require:

Membership in good standing for a minimum of two (2) years within CREW Network; and Active member of a CREW NJ committee for at least one (1) year or demonstration of influence within the Commercial Real Estate industry.

Section 6.3 - Nominating Process.

The nominating process shall proceed as follows:

On June 1st the President shall send an email to membership attaching a Leadership Application asking Active Members who are interested in being part of the CREW NJ Leadership Team in the following year to complete the Leadership Application and return it to the President by June 21st. This form may also be used to nominate another Active Member. The email shall highlight that self-nomination is promoted.

On June 22nd - July 15th the Leadership Development Committee shall review all completed applications and makes a recommendation to the Board of Directors for approval of the

following year's Board of Directors.

The dates set forth herein may be revised upon approval by a majority of the Board of Directors.

Section 6.4 – Election

After approval of the slate by the Board of Directors, the approved slate shall, on the 1st Wednesday after Labor Day (or such later date as may be approved by a majority of the Board of Directors), be presented to the general membership electronically for a vote by ballot with a deadline three (3) weeks thereafter.

- (a) No nominations shall be made from the floor.
- (b) At the annual September meeting, the President of CREW NJ shall read the names of all of the nominees recommended by the Leadership Development Committee, then the President shall call upon the Recording Secretary of CREW NJ to cast one affirmative vote for the slate presented on behalf of CREW NJ. The President shall declare those nominees duly elected subject to confirmation by a majority vote of the membership to be undertaken by first class mail or electronic mail transmission as administered by the Recording Secretary.
- (c) If there shall be more than one nomination by the Leadership Development Committee for any office, the voting shall be by ballot and majority vote rules.

Section 6.5 – Term.

The President, President-Elect and Secretary shall hold office for a term of one (1) year commencing at the annual meeting until a successor has been duly qualified and elected or until their prior resignation or removal. All other Officers of the Board of Directors shall hold office for a term of two (2) years commencing at the time of the annual meeting and until a successor has been duly qualified and elected or until their prior resignation or removal. A member of the Board of Directors shall be eligible for re-election to any position as an Officer. Neither the President, nor the President-Elect shall succeed themselves in the same position for more than two (2) years. The exception to this ruling would be if the person stepped in to fill a vacancy from the previous term.

Section 6.6 - Removal, Resignation.

In the event of the death, resignation or removal of an officer, the Board of Directors, in its discretion, may appoint a successor to fill the vacancy until the election of a successor by the Active Members at the next annual meeting.

Section 6.7– Duties.

- (a) President:

The President shall be the chief executive officer of CREW NJ. The President shall preside at all the meetings of the membership. The President shall have the general

management of the affairs of CREW NJ and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall be thoroughly familiar with the Bylaws and other rules of CREW NJ; will call all meetings to order at the appointed time prescribed in the program; will enforce rules relating to order and decorum within the assembly according to Roberts' Rules, newly revised, and will expedite business in every way compatible with the rights of the members. The President shall be notified of all committee meetings and shall, with the exception of the Leadership Development Committee, have the right to attend their sessions as an ex-officio officer and take part in the discussions.

(b) President-Elect:

During the absence or disability of the President, the President-Elect shall have all the powers and functions of the President, and will perform other such duties as may be directed from the Board of Directors. The President-Elect shall succeed the President in the following calendar year.

(c) Director of Membership:

The Director of Membership shall, with the support of a committee of no less than two (2) members to be appointed by the President with the input of the Leadership Development Committee and approval of the Board of Directors, implement membership procedures, coordinate support to all members, be responsible for the preparation of a membership roster, encourage and promote business and professional opportunities for the members, facilitate and cultivate communication among the members, and perform any other duties as may be directed from the Board of Directors.

The Director of Membership shall fill in during the absence of the President and the President-Elect.

(d) Director of Programming:

The Director of Programming shall be responsible, with the support of a committee of no less than two (2) members to be appointed by the President with the input of the Leadership Development Committee and approval of the Board of Directors, to establish and coordinate all educational programming provided, by CREW NJ and to perform other such duties as may be directed from the Board of Directors.

The Director of Programming shall fill in during the absence of the President, President-Elect and Director of Membership.

(e) Director(s) of Sponsorship:

The Director(s) of Sponsorship shall be responsible, with the support of a committee of no less than two (2) members to be appointed by the President with the input of the Leadership Development Committee and approval of the Board of Directors, to coordinate all activities connected with requesting for money for programming etc., for CREW NJ and to perform other such duties as may be directed from the Board of Directors.

The Director of Sponsorship shall fill in during the absence of the President, President-Elect, Director of Membership, and Director of Programming.

(f) Director(s) of Special Projects:

The Director-of Special Projects which may consist of a Director of Public Relations , Website or Communications, a Director of Philanthropy and a Director of Special Projects (whose role is to coordinate the Spring event) shall be responsible, together with one of the Delegates, and with the support of a committee of no less than two (2) members for each activity, to be appointed by the President with the input of the Leadership Development Committee and approval by the Board of Directors, for coordinating all activities connected with the CREW NJ's web site, philanthropy program, spring event and other special projects as may be determined by the Board of Directors.

The Director of Special Projects shall fill in during the absence of the President, President-Elect, and the Director of Membership, Director of Programming, and Director of Sponsorship.

(g) Treasurer:

The Treasurer shall have the care and custody of all the fund and assets of CREW NJ and shall deposit funds in the name of CREW NJ in such bank or trust company as the Board of Directors may approve. Two Board members shall sign checks and approve payments for goods and services. The Treasurer shall present a written report at each meeting of the Board of Directors stating the current financial condition of CREW NJ and shall at all reasonable times, exhibit the books and accounts to any member of CREW NJ by prior written request. The Treasurer shall submit to the Board of Directors, prior to the annual meeting, a written report summarizing CREW NJ's financial activities during the Treasurer's term of office. At the end of each fiscal year, the Board of Directors may order an audit of the accounts of CREW NJ. The Board of Directors shall present such audit, if prepared, to the member at the annual membership meeting. The Board of Directors may delegate any of the functions described above to CREW NJ's management company with the Treasurer's oversight.

(h) Recording Secretary:

The Recording Secretary shall keep the minutes of all meetings of CREW NJ and shall have custody of the seal of CREW NJ and shall affix and attest the same to documents when duly authorized by the Board of Directors.

(i) Advisor:

The Board of Directors shall include up to three (3) Advisors, one of which shall be the immediate past President. The Advisors shall attend all meetings of the Board of Directors and shall assist the President and other officers.

ARTICLE VII - FISCAL YEAR

Section 7.1 - The fiscal year of CREW NJ shall be based upon the calendar year.

ARTICLE VIII - PROCEDURE

Section 8.1 - Robert's Rules of Order, newly revised, last edition, and shall be recognized as the authority governing the meetings of CREW NJ, its and other committees when not in conflict with the Bylaws.

ARTICLE IX – FINANCES

Section 9.1 - The Board of Directors shall administer the finances of CREW NJ. The Board of Directors shall not incur an obligation or authorize an expenditure in excess of available cash.

ARTICLE X - COMMITTEES

Section 10.1 – Appointment.

The President shall appoint all standing and special Ad Hoc committees subject to confirmation by the Board of Directors. Each such committee shall serve at the pleasure of the Board of Directors and shall report to the Director in charge of such committee in accordance with Section 4 of Article VI. The annual term of each such committee shall commence immediately following installation and shall expire on the date of the annual meeting. Members of standing committees created by the Board of Directors shall be chosen by the committee chairs.

Section 10.2 – Duties.

Committees shall have such duties and functions as may be assigned to them by the Board of Directors and shall, on a continuing basis, apprise the full Board of the status of assigned functions and responsibilities. All action of committees shall be subject to the approval of the Board of Directors.

Section 10.3 - Membership Committee.

The Membership Committee shall be a standing committee and shall consist of the Director of Membership as Chairperson and the immediate Past President. The Membership Committee shall process all applications for membership and submit their findings to the Board of Directors.

Section 10.4 - Other Standing Committees.

The other CREW NJ Standing Committees, which will not be part of the Full Board and which may be appointed by the President with the input of the Leadership Development Committee and approval of the Board of Directors, in accordance with the provisions of Section 4 of Article VI, are as follows: Past Presidents, Budget, Bylaws, Communication, Legislative, Meeting Coordinator, Newsletter, UCREW, and Professional Development (formerly known as Education).

The Board, shall, by resolution, create standing committees necessary and appropriate for the smooth and efficient functioning of CREW NJ. Members of standing committees created by the

Board shall be chosen by the committee chairs and by member requests. All committees shall be active committees and shall endeavor to hold no less than two (2) meetings per year.

ARTICLE XI - SEAL

Section 11.1 - This seal of CREW NJ shall be as follows:

ARTICLE XII - AMENDMENTS

Section 12.1 - The Bylaws may be adopted, amended or repealed by a majority vote of the voting members in good standing present at any regular membership meeting or at any special meeting called for that purpose, provided that such proposed amendments shall be plainly stated in the call for a meeting at which they are to be considered. Due notice by first class mail or electronic mail transmission, of CREW NJ to every member of meetings at which such amendments are to be considered must be given at least ten (10) days prior to the time of the meetings.

ARTICLE XIII- LIABILITY

Section 13.1 - Any agreement, obligation or liability made, entered into or incurred by or on behalf of CREW NJ, binds only the property of CREW NJ and no officer, governor, member, agent or employee thereof assumes or shall be held to any liabilities therefor. CREW NJ shall provide for the Board Officers' Insurance.

ARTICLE XIV - MISCELLANEOUS

Section 14.1 - Number and Gender.

Whenever in the Bylaws the context so requires, the singular number shall include the plural and the plural shall include the singular, and the use of a word denoting one gender shall be deemed to include the other gender.

APPENDIX I

CREW NJ LEADERSHIP EMAIL AND APPLICATION

[Effective 2015]

Thank you for your interest in being part of the CREW NJ leadership team in 2016. As part of our selection process, we ask that all interested members complete the following information on their own behalf or on behalf of another Active Member they wish to nominate. Any current Board Member must complete his/her then current term of office prior to being eligible for another position on the Board. This includes members who currently hold a board or co-chair position. Our goal is to assemble a team with complementary skills sets and a strong commitment to CREW NJ.

Completed forms should be returned to _____ via email at _____ no later than Tuesday, June 21, 2016.

Name: _____

Title: _____ Company: _____

Email: _____ Phone: _____

1. I am interested in the following leadership position(s) for myself or to nominate another:

Active Member.

Please check this box if you are interested in learning more about being a future CREW NJ President

Board of Directors Leadership Position

CREW NJ Board of Directors Positions:

President-Elect

- (A) Candidates should have extensive knowledge and commitment to CREW NJ and its mission. Knowledge as evidenced by understanding of CREW NJ committees and CREW Network Playbooks. Commitment as evidenced by service to the membership through involvement in committees, events and the ability to communicate the mission of CREW NJ as well as the strategic plan.
- (B) Eligible candidates should have served on the Board of Directors of CREW NJ for at least two (2) years as well as attended a CREW Network convention, summit or served on a national committee or as a chapter champion.

- (C) This is a five (5) year commitment – President-Elect, President and three (3) years as an advisor on the Board of Directors.
- (D) The specific duties of President-Elect shall be determined by the President, as required. Some examples of President-Elect duties shall be as follows: Program Development, Membership Development, and Mentor/Oversight of New Board Members.
- (E) The President-Elect will be a delegate for CREW NJ and as a delegate be required to attend CREW Network delegate meetings, currently held in January, June and at the annual convention. Expenses to attend (hotel, airfare & registration fee) will be reimbursed by CREW NJ.
- (F) President and President-Elect positions will be limited to those candidates that are commercial real estate members.

Membership Committee - (Two (2) years) responsibilities include: recruiting new members, engaging prospective new members, vetting applications and integrating new members.

Programming Committee - (Two (2) years) responsibilities include: identifying monthly meeting speakers for board approval, coordinating monthly meeting speakers/panelists for each monthly meeting.

Philanthropy Committee - (Two (2) years) responsibilities include: research, identification & recommendation of philanthropic organizations for board approval for monthly meetings & special events.

Sponsorship Committee - (Two (2) years with two (2) directors) responsibilities include: retention of existing sponsors & recruitment of new sponsors to support CREW NJ's mission.

Special Projects Golf Committee - (Two (2) years with two (2) chairpersons) responsibilities include: coordination & oversight of all activities related to annual signature golf event plus identifying sponsors for the event.

Public Relations - (Two (2) years) responsibilities include: maintaining the CREW NJ website and LinkedIn page, preparing press releases before and after each monthly meeting and as needed throughout the year.

Treasurer - (Minimum Two (2) years) responsibilities include: maintaining and producing annual financial reports & arranging disbursement of funds.

Recording Secretary - (Minimum One (1) year) responsibilities include: Recording and maintaining minutes of quarterly board meetings for the year.

2. Please describe the leadership skills and experience that qualify you (or your nominee) for this position (s). (Be sure to include leadership roles that you (or your nominee) hold or have held in your professional position and with organizations).
3. How would you (or do you envision your nominee would) contribute to CREW NJ in order to support our goal to be the most influential, powerful, and respected leaders in the commercial real estate industry?
4. CREW NJ Leadership can sometimes mean a significant time commitment. Describe your (or your nominee's, if known) management's level of support and understanding for this time commitment.
5. Please list five (5) character traits you possess that qualify you for any position (s) you have selected.

By signing below, I acknowledge that, if selected, my CREW NJ Leadership Position will require a significant time commitment including attendance at Board and/or Committee Meetings. I believe that I would be a good ambassador for CREW NJ, both to members and the general public. I understand that this position will require me to understand CREW NJ's values, mission and purpose.

Name: _____

Date: _____

Thank you for your interest in serving CREW NJ.