

CoreNet Global New York City Chapter

Board and Committee Governance and Operations Playbook



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Chapter Governance and Operations Playbook Purposes

1. To assure consistent application of CoreNet Global and Chapter policies, procedures and bylaws for all Chapter operations
2. To guide Committee Chair and volunteer activities with efficiency, transparency, and accountability while encouraging innovation and opportunities for volunteer participation
3. To align chapter planning and event execution with chapter strategies
4. To facilitate the annual chapter compliance submissions to CoreNet Global by consolidating documentation of key policies and procedures, committee and overall organizational structure, and the chapter bylaws



MISSION STATEMENT

To advance and support the practice of
corporate real estate locally and globally

Code of Ethics – Standards of Professional Conduct

The purpose and objectives of CoreNet Global are outlined in Article II of the Bylaws of the association. It is expected that all members of the association will adhere to and support the bylaws.

The association's Code of Ethics and Standards of Professional Conduct establishes professional guidelines that CoreNet Global members are expected to practice in their business and association activities. Each member is responsible for complying with these standards, repeated below:

EACH MEMBER WILL:

- I. Practice one's profession in a manner which will uphold and maintain the integrity, reputation and expertise of CoreNet Global, one's company and the individual member.**
- II. Positively promote the perception of the real estate profession in order to improve the member's personal impact on the company's decision-making process.**
- III. Willingly and actively communicate with fellow members to enhance their understanding and education in the areas of real estate without compromising confidential or proprietary information.**
- IV. Respect the business practices of one's company and those in the real estate community.**
- V. Accept no form of remuneration in regard to any company-related transaction other than compensation from one's company.**
- VI. Use sound professional judgment for the benefit of one's company.**
- VII. Pursue the interests of one's company judiciously and diligently within the bounds of conscience and law.**
- VIII. Not engage in unlawful discrimination on account of race, color, religion, sex, age or national origin in business or hiring practices or transactions.**
- IX. Claim only those credentials, degrees, qualifications, experience or relationships which each member does, in fact, possess.**
- X. Refrain from using membership in CoreNet Global for personal or company gain or gratification at the exclusion or expense of others.**

CoreNet Global was founded for the purpose of enhancing the corporate real estate profession. Relationships and business transactions by members with other people in the real estate

profession, government bodies and other CoreNet Global members should always be conducted with fairness, professionalism and courtesy. Infractions of these standards will be reviewed and could result in a withdrawal of membership.

Also see the CoreNet Global Harassment Policy, Appendix B

Chapter Organization

As of April 1 2024

Executive Leadership



Executive Board



Content Council



Programming & Outreach Committee Liaisons

**SPP & ESG
Liaison**



Karolina Graves

**Women's & Career
Development Liaison**



Kelley Douglass

**Young Leaders
& University
Relations Liaison**



Buzz Riley

**PropTech
Liaison**



Brigitte Beltran

DEI Liaison



Meredith Lovejoy

PPC Liaison



Katie Schiavi

**Chair
End User & Landlord Liaison**



Margaux Jaffa

**Vice Chair
Content Facilitation Chair**



Bruce McCaffer

**Operations Director
& Special Projects**



Chapter Bylaws- Election Process, High Level

See Appendix A for a full copy of the Chapter Bylaws

	EXEC LEADERSHIP	ADDITIONAL OFFICERS	EXECUTIVE BOARD	CONTENT COUNCIL
AUG	Kick-Off Discussions on Candidate(s) with Leadership	Hold 1:1s with Officers to Confirm Commitment for Next Year or Inform if Term Will Be Up	Hold 1:1s with Officers to Confirm Commitment for Next Year or Inform if Term Will Be Up	Hold 1:1s with Officers to Confirm Commitment for Next Year or Inform if Term Will Be Up
SEPT	Verify VP Candidate <i>[Note: this needs to be done early in order to fill their current position]</i>	Review Open Positions and Start Initial Discussions with Leadership	Review Open Positions and Start Initial Discussions with Leadership	Identify Open Positions and Start Initial Discussions with P&O Chair and Content Council Current Chairs
OCT		Chapter Nominations <i>[Note: request for nominations must close a minimum of 45 days prior to voting]</i>	Chapter Nominations <i>[Note: request for nominations must close a minimum of 45 days prior to voting]</i>	Chapter Nominations <i>[Note: request for nominations must close a minimum of 45 days prior to voting]</i>
NOV	Candidate Interviews & Obtain Leadership Approval on Proposed Candidate	Candidate Interviews & Obtain Leadership Approval on Proposed Candidate(s)	Candidate Interviews & Obtain Leadership Approval on Proposed Candidate(s)	Candidate Interviews, Obtain Leadership & POC Chair Approval on Proposed Candidate
DEC	Chapter Voting and Board of Directors Posted <i>[Note: If the nominee is already serving as an Executive Board member elected in a past membership election, membership vote shall not be required.]</i>	Chapter Voting and Board of Directors Posted	Chapter Voting and Board of Directors Posted	Present Final Slate to Board for Approval and New Chairs Posted <i>[Note: Chapter Voting is not required]</i>

FINANCIAL POLICY AND PROCEDURES

Generally, Financial Policies are to be promulgated by the Finance Committee. Policies may be amended from time to time based on circumstances that would benefit the Chapter's members. The Finance Committee will vote on amendments (majority vote) prior to implementing such changes. Any changes will be reviewed with the Board of Directors and approved prior to implementation.

FINANCE & INVESTMENT COMMITTEE MEMBERS

Treasurer (Finance Committee Chair)
Chapter Chairperson
President
Vice President
Two chapter volunteer members
Chapter's Accountant

FINANCE & INVESTMENT COMMITTEE FUNCTION

- Provides oversight and advice to the Board of Directors on matters relating to Finance and Process Improvement
- Finance Committee reviews budget submittals from committees and prepares Chapter's consolidated budget.

- Assures the annual operating budget is prepared in a timely manner and consistent with the Chapter's strategic plan
- Provides guidance in the development and documentation of Finance processes that will support the delivery of services to members efficiently and accurately

The President-elect and Vice President-elect fully participate in the budgeting process (President-elect and Vice President-elect and incumbent to review and decide merits of budget) and underlying assumptions.

The Chapter Administrator (also referred to as The Berman Group or TBG hereunder) provides support for payments process as outlined hereunder.

BILL PAYMENT PROCESS

Expenditures in Budget

- Invoice should clearly state (itemize) service(s) rendered.
- Invoices approved and submitted together with the Bill Payment Form must be prepared (by the Administrator) and submitted by

the Committee's Finance Liaison to the Committee Chair or Vice-Chair for approval. Once approved, the invoice forward to the Treasurer (with a copy to the accountant) for payment. To avoid processing delays, partial/incomplete delivery or discrepancies should be resolved with the vendor.

- Prior to submitting an invoice for payment If for monthly retainer, no Bill Payment Form required. For goods and products, such as printing costs, mailings and stationery supplies, backup with detail is required.
- If expense is non-recurring, the invoice submission must include a Bill Payment Form and a copy of the vendor's W-9.
- The Chapter shall reimburse the BOD for any expenses related to attending special functions such as the BOD annual retreat. The costs associated with attending BOD monthly meetings or Chapter events within the New York City area are not covered with the exception of reimbursement of meals and/or refreshments served at BOD meetings by the host.

Unbudgeted Expenditures

Same process as above and must provide an offset/reduction to other budget items within the Committee submitting the expense request. Expenditures submitted must include Bill Payment Form and explanation of the offset.

Other Process Notes

- W-9: A W-9 form must be obtained from any new vendor and MUST accompany the submission of the first invoice from that vendor. Payment cannot be processed prior to submitting a W-9 (this is mandated by CNG - the Chapter summarizes and submits the forms to CNG for the preparation of 1099's that will be sent to qualifying vendors at the end of the year.)
- Purchaser: Invoices for goods and services acquired for the benefit of the Chapter must indicate that the New York City Chapter is the purchaser of the goods and/or services and should be sent to the attention of the Chapter's administrator.
- Check Preparation: The Chapter accountant will prepare a check upon receipt of properly documented expenditure and Treasurer's acknowledgement.
- Reimbursements: Reimbursement to Board of Directors members shall be made upon presentation of proper documentation from the service provider.

PAYMENT ENDORSEMENT REQUIREMENTS

Invoice and Check Approvals

Invoices for goods and services must be endorsed as follows:

- Up to \$10,000: Treasurer (an email indicating his/her approval instructing the accountant to release the check is sufficient approval.)
- Checks greater than \$10,000: Treasurer plus one other signatory.

In the event a second signatory is not available to sign, and the payment must be tendered in an emergency situation, then the second signatory may approve in writing to release the check with only one signature (that of the Treasurer).

Credit Card Usage

For any business being transacted on behalf of the NYC Chapter of CoreNet by its board members or its assignees that shall require payment, such payment must be made by the use of an official CoreNet NYC Chapter check made out to the supplier or provider of service. The Chapter's Debit card use shall be limited to emergency situations only or where the cutting of a check prior to the event/engagement is not feasible (e.g. meals for committee meetings where local caterer delivers on a COD basis, restaurant meetings where it is customary to pay by debit card, etc.). Check requests should be submitted to the Treasurer and the Chapter's accountant at least three to five business days in advance and all appropriate back-up shall be attached to the Expense Reimbursement form for consideration and approval. Any exceptions to the above will be rare and shall be made on a case-by-case basis requiring justification and prior approval.

Event Credits / Refunds

At the discretion of the Treasurer, or a member of the Finance Committee as designated by the Treasurer, a refund may be issued to

a member in good standing for the fee paid for a Chapter's event. Under no circumstances may a credit be issued / approved / granted by a consultant (i.e., accountant or administrator) or non-member of the Finance Committee without the written approval by the Treasurer.

Unbudgeted Special Initiatives

At the beginning of each fiscal year, as part of the budgeting process, the Finance Committee, with direction from the Chapter Chair and President, may set up funds that may be used on a discretionary basis for the funding of programs benefiting the Chapter's members. The programs must be presented to the Board of Directors in concept and upon approval of the concept; the budget is to be presented to the Finance Committee for funding.

POLICIES AND PROCEDURES FOR SUMMIT AND OTHER MAJOR EVENT REIMBURSEMENTS

CoreNet currently holds one summit annually in locations within the US. The members of the Chapter's Board of Directors are encouraged to attend the summits to represent the New York City Chapter. Accordingly, the Chapter will reimburse the members of the Board for their out-of-pocket expenses to attend/participate. Participation is also encouraged for regional and or events that are organized within the U.S. that include other chapters (e.g., ERS, and other events that are organized by CoreNet Global and are deemed to be functions that will benefit the Chapter by having board member participation). The intention of this

reimbursement is to facilitate Leadership and Board of Directors to attend the summit and other annual programs in the event their firm does not reimburse the expenditure.

Reimbursement for these events is summarized as follows:

The Chapter may allocate up to \$4,000 per year per person for the annual Summit and other CoreNet Global events for the Executive Leadership (Chair, Vice President, Treasurer and Secretary). Advance approval from the Chair or President and Treasurer (but not the requestor) is required. The funds are to be used for registration fees, lodging, and transportation to/from the event. Examples are provided below:

- Annual Summit- \$2,200
- Eastern Regional Symposium- \$800
- Real Estate Forums, Other Regional and Global CoreNet Events - \$1,000

The Chapter may allocate up to \$2,000 per year for each of the other members of the Board, including Advisors, and chapter's legal counsel to attend the Summit and Eastern Regional Symposium. Advance approval is required from the Treasurer and another member of the Executive Leadership group. Examples are provided below:

- Annual Summit- \$1,250

The Chapter may allocate up to \$1,000 per year for each of the Global

Award Nominees to attend the Annual Summit. Advance approval is required from the Treasurer and another member of the Executive Leadership group.

All applications for event attendance reimbursements shall be made no later than (60) days subsequent to the event.

Application for expenditures reimbursement not properly documented or not submitted timely may be denied. Exceptions to this policy will require approval from the Treasurer.

Any unused budgeted funds will be reallocated for other Chapter initiatives or classified as overall chapter's budget saves.

FORMATION OF FINANCIAL TASK FORCES

Task Forces may be commissioned from time to time to review pricing policies and other special projects required to be reviewed for the benefit of the Chapter's financial wellbeing. Such task forces will report their findings and suggest recommendations to the Finance Committee and/or directly to the Board of Directors.

FINANCIAL APPROVALS FOR EVENTS & PROGRAM PLANS

The event planning process is described in detail in a subsequent section of this Playbook. Key financial review touch points are identified below.

1. Initial Plan- Program & Outreach Committee (POC) or Special

Events Committee (SEC) provide an estimate of expenses for each event or program. The Finance Liaison or Finance Director of the organizing committee validates the planned expenditure against budget and provides feedback to the POC/SEC chair (within budget or not). If not consistent with budget, the program is scaled down or justification for the increase is submitted for approval from Chapter Leadership. Significant variations (\$10,000+) are subject to the approval of the Executive Board.

2. Cost Estimate Updates- POC or SEC Committee adjusts programs based on the budget review. The organizing Committee Chair or Vice-Chair approves and Committee proceeds with the planning. The Treasurer and the other Executive Leaders are updated on anticipated expenses. The registration fee structure for any programs should be based on the Chapter's Uniform Pricing Matrix shown in the Event Planning section of this Playbook. Any deviations to pricing are discussed with the Chapter's Leadership.
3. Final Program or Event - The organizing Committee works with

the Chapter Administrators to finalize all program or event expenses including contract requirements. As much as possible at least 3 options with the related costs should be considered for the venue, food, and multimedia to ensure best pricing is presented. Final expenses are submitted by the POC or SEC chair or designee to chapter leadership for review.

4. Invoicing - Finance Liaison or Director for the organizing committee sends the deposit and payment requests along with the supporting backups to the Finance team for processing. Committee Chair or Vice-Chair approval is required for each expense.
5. Payment - Once approved by Chair and / or Vice-Chair, Bill Payment Form and all supporting material must be submitted. Finance team arranges with the Chapter Accountant to issue a check upon receiving proper approved documentation described above. Minimum of 2 Business Days (from approval by Chair or Vice-Chair) is required for any request to be processed.

CHAPTER OFFICERS

ROLES & RESPONSIBILITIES

CHAPTER LEADERS

- **Chair:** The Chair shall be the senior officer of the Association and shall exercise general supervision over the affairs of the Association and its Officers consistent with policies established by the Executive Board. The Chair or another Chapter Leader designated by the Chair shall preside at all meetings of the Members of the Association and at all meetings of the Executive Board. The Chair shall be the principal spokesperson for the Association. The Chair or another Chapter Leader designated by the Chair shall serve as an advisor to the Governance & Nominating Committee, shall represent the Chapter as a participating chapter in Eastern Regional Symposiums, and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Executive Board. The Chair may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Association, provided such steps do not exceed the scope of authority determined by the Executive Board.
- **President:** The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the

Chair or the Executive Board. The President succeeds the Chair at the end of each term. The President shall confer with the Chair and with the Secretary and Governance and Nominations Committee regarding nominations for officer, Executive Board, and Committee Chair positions which are vacated or for which terms are expiring.

- **Vice-President:** The Vice-President shall preside at meetings of the Members and Executive Board when the Chair and President are not present and shall perform those duties which are assigned by the Chair, with approval of the President, or the Executive Board. The Vice President shall succeed to the office of President at the end of the one-year term unless, prior to the beginning of the calendar year, another Executive Board member is recommended by the Governance & Nominating Committee and elected by a majority of the Executive Board.

ADDITIONAL OFFICERS

- **Treasurer:** The Treasurer shall be the chair and a member of the Finance & Investment Committee. The Treasurer oversees preparation of an annual budget and shall monitor and report to the

Chair, the President, the Executive Board, and the Finance & Investment Committee about the financial status of the Association and any significant budget variances. The Treasurer oversees the payments process in accordance with Financial Procedures established by the Finance & Investment Committee and approved by the Executive Board.

- **Secretary:** The Secretary shall be the chair and a member of the Governance & Nominating Committee and shall oversee the administrative functions of the Association with responsibility for meeting such compliance requirements as are prescribed by

CoreNet Global, maintenance of corporate records including board minutes, and management of contracted Administrative Service Providers. Responsibilities of the Governance and Nominating Committee includes the conduct of the annual nominations and election process and submission of nominations to the Executive Board for any officer or committee chair positions which become vacant prior to term expirations.

COMMITTEE CHAIR

ROLES & RESPONSIBILITIES

CHAIR ROLE

- Lead committee with strategic vision that aligns with chapter objectives
- Provide guidance and leadership to committee volunteers
- Engage committee members: encourage new ideas, collaboration, and discussion
- Encourage committee members to take ownership for assigned tasks; create an environment of encouragement, accountability, & recognition
- Ensure that there is a balance of End User and Service Provider members in the committee
- Understand individual volunteer's capabilities and committee composition
- Be aware of the varying levels of commitment within the committee

- Put succession planning into consideration while choosing volunteers; it is important to balance different skills and roles and give all volunteers the opportunity to contribute to the committee

CHAIR RESPONSIBILITIES

- Identify goals of the committee and track progress
- Schedule and lead regular, monthly committee meetings
- Select committee volunteers from list of interested Chapter Members (maintained by the Membership Committee)
- Assign roles to committee members
- Keep The Berman Group informed with current volunteer contact information and their role in the committee to maintain committee roster
- Work to keep expenses within budget and contact the chapter treasurer if any variations are expected

- Approve and process all expenses in accordance with financial procedures
- Ensure at least one (1) Chapter Executive Leadership member is present at any event
- Prepare and present reports on committee activities at Board Meetings

ONBOARDING NEW COMMITTEE MEMBERS

- Introduce and welcome any new members to the Committee
- Mentor new members or ask another committee member to serve as a mentor

- Make sure the new member understands the purposes and goals of the committee; make him/her aware of past committee events or other activities
 - Provide the new committee member with a copy or link to this Playbook; Support new member understanding of the structure of committee, the POC, and Chapter overall
 - Inform the new member of the committee meeting cadence
 - Encourage the new member to team up with other committee members for initial committee work and subsequently take on greater responsibility
 - Encourage the new member to ask questions and raise new ideas which may be beneficial for the committee
-

VOLUNTEERS

The Membership Committee manages a list of interested volunteers. Volunteers are listed by a first come first serve basis and by committee interest. Committee Chairs choose volunteers without any input from the board or advisors. The Chapter Volunteer application is available to all CoreNet members including Members in Transition and can be found on the CoreNet NYC website.

BENEFITS OF VOLUNTEERING

- Opportunities for networking and relationship building
- Professional learning opportunities – understanding the industry better, access to a variety of resources pertaining to the Real Estate Industry
- Chance to interact and connect with the most successful corporate real estate professionals in the world, expand network and grow both personally and professionally
- The ability to choose between a short-term or long-term project assignment
- Opportunities to contribute to the success of the Chapter

VOLUNTEER PROFILE CHARACTERISTICS SELECTION CRITERIA

- Strategic Thinker: has big picture ideas for programs, workshops & social events
- Implementer: can take an idea and make it happen; detail oriented for logistical planning
- Social Butterfly: ability to speak easily with strangers and make them feel welcome and included
- Organizer: can organize a group of people, tasks and processes
- Numbers Person: very comfortable with financial tasks
- Creative Writer: ability to write, document information and communicate effectively

ADDITIONAL POSITIONS WITHIN COMMITTEES

- **Vice Chair:** Assists the Chair in direction of the committee and acts as a fill-in for Chair when needed

- **Sponsorship Director:** Liaison between Sponsorship and other Committees*, tasked with providing strategic ideas, potential sponsorship contacts, etc.
- **Strategy Director:** Liaison between Strategy & Planning and other respective Committees*, tasked with ensuring Chapter Goals are considered, tracked, and met through Committee activity
- **Marketing Director:** Liaison between Marketing and respective Committees*, tasked with providing committee specific insight on all executive marketing activities such as monthly wrap-ups, podcasts, and other digital content
- **Membership Director:** Liaison between Membership and respective Committees*, tasked with providing strategic perspective on ways to increase membership, diversity, and retention

*Directors are needed for all Content Committees and the Special Events Committee and for other Executive Board Committees as needed

GETTING ORIENTED- SUGGESTIONS FOR NEW VOLUNTEERS

- Read this Playbook; become familiar with the committee goals and organization, the POC goals and organization, and the chapter overall
- Don't hesitate to ask questions; reach out to the committee chair and to other members

- Look for opportunities to team up with other committee members and subsequently seek greater responsibility as you become familiar with chapter operations
 - Participate in monthly committee meetings
 - Attend all committee sponsored events and programs; attend chapter events as much as possible
-

EXECUTIVE BOARD COMMITTEES

SPONSORSHIP

Mission

The Sponsorship Committee's mission is developing and honing impactful partnerships that facilitate meaningful connections between sponsors and our community.

Responsibilities

The Committee is responsible for implementing the Chapter's Annual Sponsorship Drive, creating the sponsorship benefits program, maintaining relationships with existing sponsors and creating relationships with prospective sponsors for the Chapter. The Development Committee will also work in tandem with other Chapter committees who require sponsorship strategy and planning, such as, but not limited to the Special Events Committee. Additionally, the Committee's responsibility is to make recommendations to the Executive Board as needed on development strategy and sponsorship program growth that will promote the success of the overall Chapter.

FINANCE & INVESTMENT

Mission

The Finance and Investment Committee's mission is to steward the financial well-being of the organization, ensuring transparency, accountability, and sustainability in all fiscal matters. Committed to the core values of integrity, collaboration, and responsible stewardship, this committee strives to empower the organization to fulfill its mission and impact the community positively.

Responsibilities

The Finance and Investment Committee's role is to facilitate the mission and goals of the Chapter by managing the Chapters fiscal accounts and obligations by establishing financial and investment policy, process, strategy, and overall messaging. This is accomplished through development of budgets, providing oversight of monetary accounts, monitoring and processing spend and other similar tasks.

GOVERNANCE & NOMINATING

Mission

The Governance & Nominating Committee's mission is to maintain and enhance a dynamic and effective NYC chapter organizational structure resulting in a member focused, responsive organization with engaged membership.

Responsibilities

The Governance & Nominating Committee fulfills its role through maintenance of Chapter bylaws, oversight for nomination and selection of well qualified officers and committee chairs who are representative of membership including end user representatives, assuring that pathways are established for member engagement through volunteer and leadership opportunities, ongoing assessments of organizational needs, and alignment with CoreNet Global objectives and compliance requirements. This includes managing the nominating processes resulting in the selection of the Executive Board and the Content Council, and maintaining and making available records of Chapter strategies, operational procedures, and Executive Board decisions. As chair of the committee, the Chapter Secretary oversees the administrative functions of the Association including the management of contracted Administrative Service Providers.

MARKETING & COMMUNICATIONS

Mission

The Marketing & Communications Committee's mission is to inform, educate and inspire the New York Corporate Real Estate Community, as well as bring visibility to the CoreNet NYC Chapter.

Responsibilities

The Marketing & Communications Committee's role is to support the Executive Board and Content Committees in developing, implementing and executing their strategies for marketing, communications, and distribution of content that are in alignment with the New York Chapter's annual and long-term goals. The Committee will serve as a partner with fellow Executive Board Committees, and as a shared resource available to the Content Committees and the Chapter as a whole.

MEMBERSHIP

Mission

The Membership Committee's mission is to support and strengthen the overall success of the Chapter's membership base by increasing participation, diversity and retention.

Responsibilities

The Membership Committee's role is to work with CoreNet Global to ensure a consistent and current record of Chapter membership, new member status and prospective member lists. In addition, the Committee oversees the Chapter's annual membership renewal program, sets recruitment and engagement goals and onboards new members. The Committee's responsibility is to actively aim to increase Chapter membership through recruitment tactics and by identifying criteria for targeted engagement.

PROGRAMMING & OUTREACH

Mission

The Programming & Outreach Committee's mission is to serve as an interface between the Content Board Committees and the Executive Board Committee, engaging the broader Chapter membership through content curation.

Responsibilities

The Programming & Outreach Committee's role is to oversee the Chapter's content creation and management, with the goal of aligning programming to Chapter-wide goals, fostering collaboration across Content Board Committees, and maintaining a calendar featuring diverse and engaging subject material.

STRATEGIC PLANNING

Mission

The Strategic Planning Committee's mission is to position CoreNet NYC to drive greater business value through data-based analysis to improve and innovate member experience.

Responsibilities

The Strategic Planning Committee's role is to translate the Chapter's goals into a master plan, while incorporating the Board and Content Committees' contributions. The Strategic Planning Committee is also responsible for ensuring that all other Committees are aligned in achieving the collective goals of the chapter.

TECHNOLOGY

Mission

The Technology Committee's mission is to provide the technological foundation enabling the NYC chapter to thrive.

Responsibilities

The Technology Committee's role is to oversee the evaluation and implementation of technology systems to support the New York Chapter's operations. It is an internal committee that acts as a

shared resource to both the Executive Board and Content Board Committees.

SPECIAL EVENTS

Mission

The Special Events Committee's mission is to curate meaningful annual events that drive eagerness to participate and contribute to the NYC Chapter.

Responsibilities

The Special Events Committee's role is to organize and host the Chapter's large-scale annual events including: The Annual Dinner, Chapter Awards, Golf Outing and New Year's Reception. Each event has a dedicated sub-committee, managed by Vice-Chairs who oversee the tasks involved in organizing the affair.

CONTENT COUNCIL COMMITTEES

CAREER DEVELOPMENT

Mission

The Career Development Committee's mission is to provide strategic program events and content for the advancement of our members' professional and personal development as leaders supporting the success of business organizations locally and globally. This is achieved by equipping members with expertise and cutting edge ideas while also serving as a pipeline for increased diversity, equity and inclusion within corporate real estate.

Responsibilities

The Career Development Committee's role is to provide strategic leadership, professional development program activities, and content that advances the career, job skills, and personal awareness and achievements of its members. The Committee's efforts embody the core competencies of the Chapter and promote inter-committee objectives across the CoreNet New York City platform. The Committee's primary goals are to design and

implement local learning workshops and to act as a resource center and advocate for the CoreNet Global learning programs. The Committee implements members-only workshops throughout the year where the groups address technical topics and best practices, drawing on leaders in the industry as speakers, as well as hosting professional development seminars through CoreNet Global's CoRE.

DIVERSITY, EQUITY AND INCLUSION

Mission

The Diversity, Equity, and Inclusion Committee's mission is to promote diversity, equity and inclusion within the New York City Real Estate industry across race, gender, age, religion, creed and identity; as well as create an intentionally inclusive committee that takes advantage of differing gender, race, sexual orientation, and multigenerational perspectives.

Responsibilities

The Diversity, Equity, and Inclusion Committee's role is to increase the diversity of the chapter membership, collaborating with other

committees to provide insight from a DEI perspective, increasing cultural education and awareness of the network and increasing dialogue and available platforms to host conversation regarding DEI initiatives outside of committee efforts.

LANDLORD CIRCLE

Mission

The Landlord Circle Committee's mission is to provide a platform for knowledge-sharing, networking, and progressive insights, ultimately driving the success and professional growth of all individuals within the CoreNet Community. By leveraging the Landlord perspective, we are committed to curating and delivering the most valuable and impactful events to elevate the experiences of CoreNet members.

Responsibilities

The Landlord Circle Committee's role is to expand the participation of real estate owners and landlords within CoreNet's New York City Chapter. This group enables a more connected dialog between office landlords and office tenants, also known as corporate end users, to ensure the voices of end users are heard and that landlords understand the evolving requirements of the modern office user. The committee offers an unparalleled opportunity for owners and landlords to engage and connect with corporate end users of commercial office space in New York City and across the globe.

END USER FORUMS

Mission

The Occupier Forums Committee's mission is to form a diverse community of End Users providing opportunities for learning, networking and a platform to help each other solve challenges of today and tomorrow.

Responsibilities

The Occupier Forums Committee's role is to curate industry-focused forums for members to convene over topics of interest, while networking and sharing best practices. These forums provide members with a great opportunity to do so in a roundtable discussion format on a quarterly basis. This Committee is exclusive to corporate end-users within the appropriate industry cluster and participants discuss current issues, brainstorm, and help develop measurable real estate solutions for their specialized segment of the industry.

The New York Executive Leaders Council (NYELC) further refines Occupier Forums efforts by holding dinners and programs exclusively for the senior most heads of real estate at companies with at least 3 million square feet of corporate facilities. The NYELC helps guide the chapter by identifying high priority CRE issues and

strategies while ensuring engagement between the Chapter by top level directors.

PROPTECH

Mission

The PropTech Committee's mission is to create a knowledge-sharing group serving as a forum for both end-user and service provider members to discuss the latest PropTech trends and promote new technology companies and products.

Responsibilities

The PropTech Committee role is to discuss and track the latest real estate technology to share with the broader Chapter and industry through events and content. The Committee regularly collaborates with external PropTech organizations, affiliations, and think-tanks and plans events that bring together PropTech leaders, start-ups, and innovators to ensure the Chapter is up to date on the latest industry developments.

PUBLIC POLICY

Mission

The Public Policy Committee's mission is to create meaningful content and events that address the confluence of urban policy and development, focusing on the issues that affect the commercial real estate industry as landlords, end users, and service providers.

Responsibilities

The Public Policy Committee's role is to respond to CoreNet NYC member interests in chapter events and Executive Board leadership initiatives related to infrastructure, public policy, public and private partnerships and other issues in the industry that affect end-users, landlords, and the wider real estate industry.

STRATEGY & PORTFOLIO PLANNING

Mission

The Strategy & Portfolio Planning Committee's mission is to deliver diverse, actionable and timely topics related to CRE portfolio strategies, planning, and management.

Responsibilities

The Strategy Portfolio & Planning Committee focuses on the areas of intersection among key aspects of portfolio planning, including finance, technology, sustainability, health and wellness and talent. Events are structured to combine research with interdisciplinary collaboration, making Strategy Portfolio & Planning the meeting place for experts to share their experiences and best practices.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE (“ESG”)

Mission

The ESG Committee’s mission is to raise awareness within the real estate industry on how ES&G can facilitate long-term success of corporate real estate organizations and their respective companies..

Responsibilities

The ESG Committee’s role is to explore how environmental, social and governance (“ESG”) advances the field of commercial real estate. The committee channels relevant information fosters new points of view and creates learning opportunities within the environmental sustainability and social responsibility communities and for the greater CoreNet NYC membership.

UNIVERSITY RELATIONS

Mission

The University Relations Committee’s mission is to foster partnerships with universities located in and around New York City which serve as a talent pipeline between students and employers, increase student awareness of the corporate real estate profession, and link with university faculty who provide insightful content for chapter learning programs, to support the recruitment of the next generation of talent into the CRE industry.

Responsibilities

The University Relations Committee’s role is to build constructive relationships between the Chapter, the City and the involved universities including program opportunities to enhance the Chapter’s brand as a prominent network of Corporate Real Estate professionals in the New York City area, create a pipeline of students meeting the talent requirements of corporate real estate executives, and to share knowledge base between CREs and university faculty.

WOMEN’S LEADERSHIP

Mission

The Women's Leadership Committee's mission is to elevate women in the industry through targeted networking opportunities, and programs that contribute to professional growth and leadership development.

Responsibilities

The Women's Leadership Committee's role is to provide networking opportunities and programs specific to issues facing women in the Corporate Real Estate industry. The Committee's goal is to elevate women in Corporate Real Estate through engagement, empowerment and education. The Women's Leadership Committee also manages the Mentor Program. This program as well as the events are open to all members, men and women.

YOUNG LEADERS

Mission

The Young Leaders Committee's mission is to develop and promote young leaders within corporate real estate; empowering them to meet the diverse and ever-expanding challenges of the industry. They aim to attract and retain the Chapter's future leaders with programs designed to encourage young professionals to participate and become actively engaged in the industry.

Responsibilities

The Young Leaders Committee is dedicated to the educational and networking needs of individual practitioners under the age of 35 serving the corporate real estate industry. The committee is committed to ensuring that future real estate leaders have access to educational resources and networking opportunities with their peers, as well as senior professionals, to support their professional development and growth.

CONTENT COMMITTEE ORGANIZATION AND EVENT LINKS

Programming and Outreach Event Planning Organizational Links

These links are accessed by Content Committee leaders. For more information contact Margaux Jaffa

- Calendar
 - Event Calendar: [HERE](#)
- Event Organizing
 - Committee Topics in Development: [HERE](#)
 - Event Budget Request Form: [HERE](#)
 - Event Planning Process: [HERE](#)
 - Event Pricing Rates: [HERE](#)
 - Event Planning Guidelines: [HERE](#)
 - Existing Venue Menu: [HERE](#) - *New version in development including new FY sponsors*
 - Volunteer Tracker (For Recruitment): [HERE](#) -
 - Content Committee Member Roster: [HERE](#)
 - 2025 Committee Charters: [HERE](#)

EVENT PLANNING PROCESS

Dates should be placed on hold or confirmed with The Berman Group 2 – 3 months in advance. Upon confirming the date of an event, committees need to submit an Event Planning Form to The Berman Group, which will include information needed to confirm logistics and design the event blast. This form should be completed fully and submitted to The Berman Group no later than 6 weeks prior to an event. If this is received after that timeline, The Berman Group may be forced to cancel the event.

REGISTRATION FEES

CoreNet NYC has an established uniform pricing policy for all events, apart from Special Events. The uniform pricing structure is:

Member End User: **\$35** Member Young Leader (SP and End User): **\$35**
Member Service Provider: **\$75** Non-Member End User: **\$70**
Non-Member Service Provider: **\$150** Non-Member Young Leader (SP and End User): **\$35** Academic (Faculty): **\$35** Student: **\$10**

EVENT PLANNING PROCESS

Step 1- Ideation

- Committee works to plan upcoming event(s), capturing up to date notes and details in the Committee Topics in Development.

Step 2- Preliminary Plan

- Develop proposed Event by identifying speakers, topic description, proposed dates as well as event logistics such as venue, target number of attendees and catering estimate to formulate a proposed budget with associated costs. Use the Event planning Budget Guidelines as a resource for collecting catering estimates and process best practices.

Step 3- Budget Submission & Detailed Plan (12 weeks prior to event or more)

- Committee submits the completed Budget Approval Request form via POC Liaison to The Budget Review Committee for review and approval.
- POC Budget Review Committee members (as of 1/1/2025) are as follows:
 - o Margaux Jaffa @ m.jaffa@interiorarchitects.com;
 - o Terry Lopez @ y.lopez@interiorarchitects.com
- If budgets aren't going to be immediately approved, a 30 minute meeting with POC Liaison and Committee chair and committee

event leaders will be scheduled by the POC Liaison to discuss the proposed budget and any concerns and questions.

- The POC Liaison submits for approval to the POC Committee and Finance all event information (date of event, topic, attendees, venue, speakers, etc.) including the catering budget described in Item 2. Include verbiage and photo(s) for email blasts.

Step 4- Budget approval (12-11 weeks prior to event)

- Once the budget is approved, the POC Budget Review Committee members will send an email to the Committee copying finance (Cathal Egan @ cathal@affected-group.com;) approving the Event Budget Request.

Step 5- Calendar Placement & Event Preparation (11 weeks prior to event)

- Once the POC and Finance Committee approve the budget it is added to the Event Calendar. The Committee begins coordination with The Berman Group to discuss milestone dates to provide additional information in advance.
- The Berman Group will assist with vendor contracts and deposits.
- The Committee confirms speakers and provides speaker bio & contact information to The Berman Group
- POC Liaison to update CoreNet Chapter calendar with complete event information.

Step 6- Initial Promotion & Registration (8-10 weeks prior to event)

- The Berman Group creates an event page and opens registration.

- The Berman Group will include the event in the CoreNet weekly eblast and promote on social media and a dedicated eblast as appropriate.

Step 7- Continuing Promotion & Registration (8 weeks prior to event)

- Once event registration opens, the committee is responsible for promoting the event via social media and personal emails to help achieve target attendance.
- CoreNet NYC Leadership team and Executive Board Chairs will be invited, but may not be included in the list of registrants provided to the Committee by The Berman Group until registration is confirmed
- Annual Sponsors receive a certain number of complimentary tickets to certain events. Those RSVPs are sent directly to The Berman Group and those guests are registered manually.

Step 8- Finalize Catering (7 business days prior to event)

- The total number of registrants should be obtained from The Berman Group. Using that number of registrants the Committee will adjust by 20% downward the total number of attendees to be included in the selected caterer's revised proposal. The revised caterer proposal will be submitted to The Berman Group for final processing. If the event is a sit-down dinner no adjustments will be made to the total number of registrants to be accommodated by the caterer. If the caterer has not worked with the Chapter before, the Committee will need to request from the caterer a w-9 to be provided to The Berman Group.

PROGRAM BUDGET GUIDELINES & CATERING BEST PRACTICES

During the initial planning meeting, Committee identifies:

- Topic
 - Speakers
 - Estimated Number of Attendees
 - Date/Time
 - Potential locations
 - Catering/ AV/ Rental Requirements
2. The Committee contacts the locations from whom they would like to obtain a proposal (with TBG).
 3. The Committee works with TBG to contact caterer(s) from whom they would like to obtain a proposal. The Committee communicates to the caterer(s) the number of attendees at 60% of the desired/estimated number identified in Item 1. This will be the number of attendees on which the caterer will base their proposal.

Catering Guidelines

- Breakfast Events
 - Recommended
 - Beverages: Coffee, Tea, Juice, Water
 - Food: Continental Breakfast
 - Catering Staff: Drop off only - No Staff
- Lunch Time Events
 - Recommended -
 - Beverages: Coffee, Tea, Juice, Soda, Water
 - Food: Cold Lunch - Sandwiches and Salads Stations

- Catering Staff: Drop off only
- Evening Events
 - Tier 1 -
 - Beverages: Soda, Water
 - Food: 2-3 Entree Stations or 6-8 Small Bites
 - Catering Staff: Drop off only
 - Tier 2 -
 - Beverages: Soda, Water, Beer and Wine
 - Food: 2-3 Entree Stations or stationary 6-8 Small Bites
 - Catering Staff: Bartender + Servers

Any caterer's proposal (and/or venue provider) should include a grace period to make changes to the final headcount of attendees. Ideally, this should be a time frame of no more than five (5) business days to have the most accurate headcount to be accommodated.

EVENT PLANNING PROCESS EXAMPLE

Committee XYZ is planning an early afternoon event focused on the topic of Topic. The event venue selected will accommodate 100 people and Committee XYZ begins planning based on a desired attendance of 100 registrants.

Committee XYZ contacts three caterers to obtain a proposal for food and beverage service for an event for sixty (60) people. The Committee selects the most cost-effective vendor and includes this budget in their approval submission to the POC.

Committee XYZ coordinates with TBG for publicity around the event and registration is opened. Seven (7) days in advance of the event

TBG provides a tally of registrants. The total number of registrants at that time was 70. Committee XYZ (with TBG) contacts the selected caterer and requests an adjustment to their proposal to accommodate fifty-six (56) attendees. This is based on seventy (70) registrants reduced by 20%.

Appendix A

New York Chapter of CoreNet Global, Inc.

AMENDED & RESTATED

BYLAWS

(Effective as of August 19, 2020, as amended effective October 1, 2023)

ARTICLE I

Name

The name of the corporation shall be the New York Chapter of CoreNet Global, Inc. (“Association” or “Chapter”). The Association shall be the local affiliate of CoreNet Global, Inc. (“CoreNet Global”), advancing the mission of CoreNet Global for members primarily located in New York.

ARTICLE II

Purposes and Objectives

The Association, a Member driven organization, shall strive to serve its Members by accomplishing the following:

- To promote the recognition of corporate real estate management and corporate infrastructure management as a professional discipline requiring specific skills and education to be practiced effectively;
- To promote member career opportunities through learning, ideas sharing and networking opportunities;
- To enhance the skills and abilities of its Members so that they can significantly improve their contributions to their respective organizations, their internal and external clients, and to a sustainable built environment;
- To encourage the use of best practices for corporate real estate management including conduct of real estate negotiations, development of workplace redesign strategies, related facilities and project management, financial analyses and planning, and site selection;
- To promulgate professional and ethical standards in corporate real estate management;

- To enhance members' ability to partner with internal and external partners by enhancing member awareness of real estate and business trends and practices;
- To cooperate with other organizations and associations, most notably CoreNet and its chapters and Communities, which are involved in allied endeavors and extending opportunities for members volunteer opportunities to participate in City and regional betterment opportunities;
- To develop organizational leadership and management skills which enhance the roles of corporate real estate executives in member companies;
- To promote member awareness of public policy matters which affect the viability of the region as a corporate location and business center;
- To actively promote the expansion of CoreNet's Membership on a local and worldwide basis; and
- To create value for the end user companies where the Association's members practice their profession.

ARTICLE III
Members

SECTION 1. Classes of Members. The Association shall have various classes of individual Membership. In order to be a member of the Association, one must also be a member in good standing of CoreNet. The designations and qualifications of each class shall be as follows:

A. End User Members. Executives who manage real estate and related assets for companies whose primary business focus is not real estate. End User Members have real estate or real estate related responsibilities to meet the operational needs of private, governmental, or academic organizations. These Members shall be employed or contracted for by such organization and shall receive their income directly from payroll or by way of reimbursement from the organization. Employers of End User Members utilize, lease or own real estate for their own needs, rather than holding real estate primarily for investment or sales purposes. CoreNet Global extends the End User designation to contract employees who serve outsourced corporate real estate functions exclusively for one company.

B. Service Provider Members. Service Provider Members are those individuals in professions and related real estate functions that serve the needs of the corporate real estate professional. Persons qualified for Service Provider Membership may include, but are not limited to: project managers, property managers, facility managers, site selection consultants, appraisers, energy managers, commercial, retail and industrial brokers, builders and developers, property tax consultants, personnel recruiters, suppliers and other supply chain providers including furniture manufacturers and dealers, and consultants, title research and affiliated legal service specialists, condemnation and right-of-way consultants, land planners, architects, attorneys, civil and mechanical systems engineers, surveyors, public accountants and financial consultants, executives of banks, insurance companies and related sources of real estate financing (collectively, "real estate related fields").

C. Young Leader Members. Young Leader Members may be corporate End Users, Service Providers or economic developers in real estate or real estate related fields who are 35 years of age or younger. Many have already attained executive leadership positions within their companies or organizations.

D. Academic/Student/Retired Members.

i. Academic Members are educators who devote primary focus to teaching and/or research in the field of real estate or in real estate related fields or are academic administrators or real estate or facilities managers for schools, universities or students.

ii. Student Members must be full-time or active candidates for degrees in real estate related fields.

E. Journalist Members. Available for full-time journalists working for a publication company. Prospective Journalist Members must submit a letter on the publication's letterhead, signed by the prospective Member's immediate supervisor verifying the nature of the business as a publication company. Access to certain programs may be restricted.

F. Economic Development Members. Individuals employed by local, state or regional economic development corporations ("EDCs") or community development agencies or utilities, who influence or assist with corporate location or facilities development decisions.

G. Retired Members Available for former End User or Service Provider Members of CoreNet Global only. In order to receive this rate, a person must have been a Member in good standing for a minimum of five (5) years. The prospective Retired Member must submit a letter from his or her last employer confirming retired status.

SECTION 2. Limitations. Notwithstanding the foregoing, the Membership categories of the Association shall mirror, as closely as legally permitted, the classes of membership recognized by CoreNet Global.

SECTION 3. Application for Membership. All applicants for Membership shall complete, sign and submit the appropriate application to CoreNet Global. Upon acceptance of such application by CoreNet Global, the applicant is eligible to be affiliated with the Association. Affiliation with the Association

shall be elected by the Member selecting the Association as its primary or secondary affiliation as part of the CoreNet Global annual membership dues billing process. Any person selecting the Association shall be considered affiliated with the Association.

SECTION 4. Voting Rights. Only End User and Service Provider Members including Young Leader Members are entitled to vote on Association matters, and shall have one (1) vote per Member. Members must be in good standing to be afforded the right to vote.

SECTION 5. Voluntary Termination of Membership. Any member of the Association may resign at any time by giving written notice of resignation to CoreNet. Any resignation shall take effect at such future date as may be specified in the written notice of resignation, or if no such future date is so specified, immediately upon receipt by CoreNet. Formal acceptance of any such resignation shall not be necessary to make it effective. Any member who submits a notice of resignation shall be responsible to satisfy all obligations for Membership dues and other fees which may have accrued up to the effective date of such resignation and is not entitled to a refund of any amounts paid. A member who has resigned shall not be precluded from applying for Membership at a later date so long as all prior obligations have been satisfied. On the effective date stated in a notice to CoreNet, the member shall no longer be considered as affiliated with the Association.

SECTION 6. Other CoreNet Members. All Members in good standing with CoreNet who are not affiliated with Association shall be entitled to attend all Association events unless specifically restricted from doing so by decision of the Executive Board and will be charged the fee for any such event at the Member rate.

SECTION 7. Changing Component Affiliation. CoreNet allows a member to change his or her affiliation with any CoreNet Chapter at any time. Such change in status shall become effective upon notice from CoreNet to the Association.

ARTICLE IV Member Meetings

SECTION 1. Annual meeting. There shall be no fewer than one annual meeting of the Membership of the Association, to be held at times and places to be determined by the Executive Board, to hear reports concerning the conduct of the Association's activities and to conduct such other business as may properly come before the meeting.

SECTION 2. Special meetings. A special meeting of the Members shall be held upon the call of Executive Board or the written request signed by ten percent (10%) of the voting Members, at the time and place stated in the call (to be held not more than ninety (90) nor less than sixty (60) days from the date of the request). The call or request for the meeting shall state its purpose or purposes.

SECTION 3. Notice. The Executive Board, or persons designated by the Executive Board, of the Association shall notify all Members of the Association of the annual meeting and any special meetings electronically, in person, or by mail, sent to each member at his or her address in the records of the Association not more than fifty (50) days nor less than ten (10) days before the date of the meeting. Prior to scheduling any meeting of the Association, the Executive Board shall use reasonable efforts to avoid conflicts between meetings and events held by CoreNet Global and the Association.

SECTION 4. Proxy. Pursuant to such procedures as the Executive Board may adopt from time to time and in accordance with applicable laws, every Member entitled to vote at a meeting of Members may vote by proxy.

SECTION 5. Quorum. The presence in person, or with Executive Board approval telephonically or electronically, or by proxy of one-tenth of the voting Members of the Association shall constitute a quorum for the transaction of business at any meeting of the Members of the Association.

ARTICLE V

Executive Board

SECTION 1. Executive Board. The general affairs and business of the Association shall be conducted and managed by an Executive Board who will be responsible for the overall strategic policy and operation of the Association. Members of the Executive Board shall use their best efforts to represent the general interests of the Membership of the Association, including all of the various sectors of corporate real estate. Executive Board Members shall strive to solicit and consider the opinions of the Membership with respect to matters to be decided upon at any regular meeting of the Executive Board, and the Executive Board shall use reasonable efforts to inform the Membership of matters of interest to them in advance of each regular meeting in order to allow for the free expression of ideas by the Members to the Executive Board Members.

SECTION 2. Number of Directors. The Executive Board shall be made up of the chairs of the nine (9) Standing Committees listed hereunder, plus the three (3) Chapter Leaders listed below, each of whom shall be entitled to vote on all matters coming before the board. The Association shall strive to attain an Executive Board consisting of at least fifty percent (50%) End User Members.

Administrative Service Provider(s), as defined hereunder, may attend Board meetings as requested by the Chair, the President or the Secretary, to assist with the conduct of the meetings and to take minutes.

Any of the Chapter Leaders may invite Content Chairs or other members of Committees or Advisors to selectively attend Executive Board meetings when their participation is pertinent to the meeting agenda.

SECTION 3. Standing Committees. The strategy and operation of the Chapter shall be charted by the chairs of the following committees each of whom shall be a member of the Executive Board. Except for Standing Committees, any board or advisory committees must be created with a set term and authorized charter, and shall sunset at its expiration unless affirmatively reauthorized by a subsequent Board. Each Standing Committee Chair shall work with the Chapter Administrator and Membership Chair to seek and qualify member interest in Committee participation.

A. STRATEGIC PLANNING COMMITTEE. The role of the Strategic Planning Committee is to translate the Chapter's goals into a strategic plan, integrate the Executive Board and Content Council's plans and actions, and ensure that all Committees are aligned in achieving the overall goals of the Chapter.

B. PROGRAMMING & OUTREACH COMMITTEE ("POC"). The role of the Programming & Outreach Committee is to oversee the Chapter's content creation and management thereby providing opportunities for Members to learn, grow, and connect. This role will be accomplished through interface between the Content Council Committees and Executive Board Committees. Also referred to as "Content Council" below

C. MEMBERSHIP COMMITTEE. The Membership Committee's role is to support the overall success of the Chapter's membership base. The Committee works to attract and retain a membership base which is consistent with the objectives of the Association. With assistance from the Administrative Service Provider, this Committee works with CoreNet Global to remain current with overall membership information including changes in membership status, and maintenance of prospect lists. The Committee oversees the Chapter's annual membership renewal program, sets recruitment and engagement goals and on-boards new Members. The Committee also acts to increase engagement from existing Members. The Committee's responsibility is to actively aim to increase Chapter membership through recruitment tactics and by identifying criteria for targeted engagement.

D. SPONSORSHIP COMMITTEE. The Development Committee is responsible for implementing the Chapter's Annual Sponsorship Drive, creating the Sponsorship Benefits program, maintaining relationships with existing sponsors and creating relationships with prospective sponsors for the Chapter. The Development Committee will also work in tandem with other Chapter Committees who require sponsorship strategy and planning, such as but not limited to

the Special Events Committees. In addition, the Development Committee's responsibility is to make recommendations to the Executive Board as needed on development strategy and Sponsorship program growth that will promote the success of the overall Chapter. Changes to sponsor contribution amounts and benefits shall be subject to majority vote of the Executive Board.

E. FINANCE & INVESTMENT COMMITTEE. The Finance & Investment Committee's role is to establish the financial policies and annual budgets of the Association, make financial recommendations to the Executive Board and oversee individual Committee budgets throughout the year. The Chair of the Finance & Investment Committee shall serve as the Chapter Treasurer, described below. Members of the Finance & Investment Committee shall be selected by Committee chair, after consultation with the Chair, the President and the Executive Board. One (1) member of the Finance & Investment Committee may be the Chapter President or Vice President, and at least one (1) member of the Finance & Investment Committee must not be a member of the Executive Board.

F. GOVERNANCE & NOMINATING COMMITTEE. The Governance & Nominating Committee fulfills two separate areas of responsibility. The governance role includes the creation and oversight of Chapter Bylaws and assessment of the Chapter's alignment, relations and compliance with CoreNet Global. The nominations role includes annual oversight of the nominating process resulting in the selection of the Executive Board, and advising on organizational structure, including identification of candidates for the Content Council, assuring that pathways are established for Member engagement through volunteer and leadership opportunities, and maintaining and making available records of Chapter strategies, operational procedures, and Executive Board decisions. The Chair of the Governance & Nominating Committee shall serve as the Chapter Secretary, described below. Members of the Governance & Nominating Committee shall be selected by Committee chair, after consultation with the Chair, the President and the Executive Board.

G. MARKETING & COMMUNICATIONS COMMITTEE. The role of the Marketing & Communications Committee is to assist in developing, implementing and executing the strategy for marketing, communications and distribution of content that is in alignment with the Chapter's long-term goals. This includes use of branding strategies and Member communications including promotion of events and distribution of CoreNet Global information which is useful for Members.

H. TECHNOLOGY COMMITTEE. The Technology Committee role is a strategic internal role, overseeing opportunities that are available and can support the Chapter from an operating level, acting as a shared resource.

I. SPECIAL EVENTS COMMITTEE. The Special Events committee organizes and hosts the Chapter's large-scale annual events. These events encourage member engagement through networking and recognition of outstanding accomplishments in the industry and in support of the Chapter. Events may

include, but shall not be limited to the Annual Dinner, Chapter Awards, Golf Outing and New Year's Party. Each event has a dedicated sub-committee, managed by a Vice-Chair, who plan and oversee the tasks involved in organizing the affair.

SECTION 4. Meetings.

A. Regular Meetings. The Executive Board shall endeavor to meet monthly and a minimum of four (4) times each year as designated by the Chair or the President.

B. Special Meetings. Special meetings of the Executive Board may be called by the Chair or the President. Meetings of the Executive Board may be conducted by electronic conference call.

C. Notice. Notice of the regular meetings of the Executive Board shall be given at least twenty (20) days before the meeting by the Administrative Service Provider or the Secretary. Notice of any special meeting of the Executive Board shall be given at least one (1) day before the meeting by the Secretary. In both cases, the notice shall be in delivered electronically, delivered personally, or sent by mail to each Executive Board member at his or her address as shown by the records of the Association. The business to be transacted at any special meeting of the Executive Board shall be specified prior to each meeting.

D. Quorum. The presence of a majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board. Any Executive Board member participating in a meeting by conference telephone or any other means as permitted in Section E below shall be included in determining whether a quorum is present at any meeting.

E. Manner of Acting. The act of a majority of the Executive Board members present at a meeting at which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by law or by these Bylaws. Executive Board members may attend a meeting by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Each member of the Executive Board shall be entitled to one (1) vote on each matter submitted to a vote of the Board.

F. Informal Action. Any action required by law to be taken at a meeting of the Executive Board, or any action that may be taken at a meeting of Executive Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed electronically or in writing by all of the Executive Board members.

ARTICLE VI

Chapter Leaders

SECTION 1. Chapter Leaders shall serve as the chief officers of the Association. Officer positions shall each be held by a different person who do not also chair an Executive Board committee, except as otherwise provided in the Chapter Bylaws.

A. Chair. The Chair shall be the senior officer of the Association and shall exercise general supervision over the affairs of the Association and its Officers consistent with policies established by the Executive Board. The Chair or another Chapter Leader designated by the Chair shall preside at all meetings of the Members of the Association and at all meetings of the Executive Board. The Chair shall be the principal spokesperson for the Association. The Chair or another Chapter Leader designated by the Chair shall serve as an advisor to the Governance & Nominating Committee, shall represent the Chapter as a participating chapter in Eastern Regional Symposiums, and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Executive Board. The Chair may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Association, provided such steps do not exceed the scope of authority determined by the Executive Board.

B. President. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Chair or the Executive Board.

C. Vice-President. The Vice-President shall preside at meetings of the Members and Executive Board when the Chair and President are not present and shall perform those duties which are assigned by the Chair, with approval of the President, or the Executive Board.

SECTION 2. Resignation. An officer may resign by written notice to the Executive Board. Unless another time is specified in the notice or determined by the Executive Board, an officer's resignation shall be effective upon receipt by the Executive Board.

SECTION 3. Removal. Any elected officer may be removed from office for good and sufficient cause by a vote of two-thirds (2/3rds) of the Executive Board at a meeting (including a special meeting) at which a quorum is present and then is acting.

SECTION 4. Vacancy. If a vacancy in any office occurs, whether because of failure to elect any officer, resignation, removal, disqualification or death, the Governance and Nominations committee shall submit its recommendation to the Executive Board. The vacant position may be filled by majority vote of the Executive Board for the unexpired portion of the term.

SECTION 5. Compensation. No officer shall be entitled to receive any commissions or other compensation to which such officer may otherwise be entitled for the performance of his or her duties as an officer of the Association. Each officer shall be entitled to reimbursement for reasonable expenses incurred by him or her in the performance of his or her duties as an officer of the Association.

ARTICLE VII

Additional Officers and Counsel

SECTION 1: Treasurer. The Treasurer shall be the chair and a member of the Finance & Investment Committee. The Treasurer shall monitor and report to the Chair, the President, the Executive Board, and the Finance & Investment Committee about the financial status of the Association and any significant budget variances.

SECTION 2: Secretary. The Secretary shall be the chair and a member of the Governance & Nominating Committee and shall oversee the administrative functions of the Association with responsibility for meeting such compliance requirements as are prescribed by CoreNet Global, maintenance of corporate records including board minutes, and management of contracted Administrative Service Providers.

SECTION 3: Counsel.

A. The Counsel shall oversee legal affairs affecting the Association including, but not limited to, review and approval of contracts to be executed and delivered by the Association. The Counsel shall provide support to each committee and each Officer in connection with legal issues affecting operations. The Counsel may be called upon or assist or advise on the nomination and election of the Executive Board and Officers. The Counsel shall not be an Officer of the Association. The Counsel may attend meetings of Executive Board upon invitation of the Secretary or the Chair or President. Counsel shall not be a voting member of the Executive Board.

B. The Counsel shall serve for up to five (5) consecutive one (1) year terms. The Counsel shall be selected by the Chair annually, with the approval of the President and advice of the Governance & Nominations Committee. A vacancy shall be filled by the Chair, with approval of the President, and advice of the Governance & Nominations Committee.

ARTICLE VIII Elections

SECTION 1. Nomination and Election of Executive Board Members.

A. In order to be eligible to serve as an Executive Board Member, a nominee must: (a) be a Member in good standing of CoreNet Global, (b) have selected the Association as the primary affiliation and (c) be prepared to comply in all material respects with all legal policies of CoreNet Global and the Association including any conflict of interest policies. The Executive Board may adopt other eligibility requirements for Executive Board Nominees.

B. Any Member of the Association in good standing may nominate to be an Executive Board Member another Member or self-nominate as long as the nominee meets the criteria described in paragraph A of this Section. The nomination must be in writing and submitted electronically or by form, by a specified date (but in no event less than forty five (45) days before membership vote), and to a designated place as established by the Governance & Nominating Committee with assistance from the Administrative Service Provider. Nominations shall specify which Committee position the person is being nominated for.

C. The Governance & Nominating Committee shall review with the Chair and the President all nominations from Members and any nominees they have identified, and verify that the individuals are qualified, eligible and willing to seek the position for which they have been nominated.

D. The Governance & Nominating Committee will receive from the Chair and the President their joint suggestions for, and from those suggestions and the Member nominations will prepare, a proposed slate of Executive Board members based on those individuals best qualified. On behalf of the Governance & Nominating Committee, the Secretary shall submit the proposed slate to the Executive Board, specifying which Committee chair position each nominee is being submitted for. Submission shall occur no less than thirty (30) days before the Membership vote is scheduled to take place.

E. The Executive Board shall either approve or reject the slate, in whole or in part. To the extent that the slate is rejected or only partially accepted, the Governance & Nominating Committee shall provide other nominees until the slate is fully accepted by the Executive Board.

F. The slate of nominees will be presented to the Membership allowing no less than ten (10) days for Members to vote. Members shall vote on the slate either electronically, in person, with the voting method determined by the Secretary after conferring with the Chair and the President. The Membership shall either accept or reject the slate in its entirety. If the slate is rejected, in each case, the Governance & Nominating Committee shall confer with Chapter Leadership and, following a majority vote of the Executive Board, shall resubmit the slate to Membership for election.

SECTION 2. Nomination and Election of Chapter Leaders.

The President will automatically succeed to the office of Chair at the end of the one-year term. The Vice President shall succeed to the office of President at the end of the one-year term unless, prior to the beginning of the calendar year, another Executive Board member is recommended by the Governance & Nominating Committee and elected by a majority of the Executive Board. The Vice President Nominee shall be selected by the Governance & Nominating Committee through the same process as for Executive Board member nominations. If the nominee is already serving as an Executive Board member elected in a past Membership election, Membership vote shall not be required for election of the Vice President. If the Vice President nominee is not a current Executive Board member, then the Vice President nominee shall be submitted for Membership vote at the same time as the Executive Board slate is submitted for Membership vote.

SECTION 3. Nomination and Election of Other Officers.

The Treasurer and Secretary may each serve up to two (2) consecutive three (3) year terms in office.

SECTION 4. Executive Board Terms.

A. The term of each Executive Board Member shall be three (3) years, or upon election and qualification of his or her successor. The terms of the Executive Board members shall be staggered so that the terms of approximately one-third (1/3rd) of said Executive Board members shall expire each year.

B. In the event of a vacancy during the term of any Executive Board member, whether due to resignation, removal, disqualification or death, a replacement Executive Board Member shall be nominated by the Governance & Nominations Committee with input from the Chair and the President, and elected by the Executive Board for the balance of the then current term.

C. No Executive Board member shall serve more than two (2) terms consecutively. Any term of not more than one (1) year, served by reason of being elected to fill a vacancy, shall not count against this limitation.

D. The vote of a majority of the Executive Board members, present at a meeting duly called at which a quorum is present, may remove an Executive Board member from office prior to the expiration of the term for which that Executive Board member has been elected.

E. Terms shall begin on April 1. Each fiscal year shall be considered to be one (1) year of a term.

Section 6. Timing of Elections. The Governance & Nominating Committee shall work to conclude the election process by December 1 of each calendar year so that the full Executive Board and Chapter Leadership may consider and advise on planning and budget activities occurring during the first quarter of the succeeding calendar year. The Governance & Nominating Committee shall commence consideration and planning for the nominations and elections process, no later than September of each year.

ARTICLE IX Content Council

SECTION 1. Content Council Designation of Committees

Consistent with Programming and Outreach objectives, the Content Council shall provide opportunities for Member learning, development, and professional growth through dissemination of content and networking opportunities which are pertinent to Member interests and consistent with Chapter and CoreNet Global objectives.

SECTION 2. Content Council Organization

The Content Council is chaired by the Executive Board Chair of the Programming & Outreach Committee. The Content Council Chair shall be assisted by a Content Facilitation Chair who will assist with identification and sharing of content ideas between members of the Content Council. The Executive Board, by resolution adopted by a majority of Executive Board members, after consultation with Chapter Leadership and the Chair of the Programming & Outreach Committee shall designate Content Council Committees, each of which shall consist of two (2) or more persons. Each committee shall either uniquely focus on a type of topic, or segment of membership, and/or on broad or small group networking opportunities. Each Content Council Committee's objectives and organization shall be memorialized in a Committee Charter which is reviewed and updated with input of the Programming & Outreach Committee Chair and Chapter Leadership annually. The Content Council committee make up shall be changed or renewed by Executive Board vote annually. The Content Council make up is attached for illustrative purposes only.

The Chair of each Content Council Committee shall liaise with the Programming & Outreach Committee Chair as well as the Strategic Planning Committee Chair and the other members of the Executive Board. The chair of each Content Council Committee shall organize and manage committee meetings to ideate, plan, and organize events and other activities consistent with Content Committee charters. Each Content Committee Chair shall work with the Chapter Administrator and Membership Chair to seek and qualify Member interest in Committee participation.

SECTION 3. Content Council Terms.

- A. The term of each Content Council Member shall be one (1) year, or upon election and qualification of his or her successor.
- B. In the event of a vacancy during the term of any Content Council member, whether due to resignation, removal, disqualification or death, a replacement Content Council Member shall be nominated by the Governance & Nominating Committee with input from the President, Vice President, and Programming & Outreach Committee Chair and elected by the Executive Board for the balance of the then current term.
- C. No Content Council member shall serve more than five (5) one (1) year terms consecutively as chair of the same committee. However, Content Council members may serve additional consecutive terms as chair of a different Content Council Committee. Any term less than one (1) year, served by reason of being elected to fill a vacancy, shall not count against this limitation.
- D. By action of the Programming & Outreach Committee Chair with approval of the Chapter Chair or by vote of a majority of the Executive Board, a member of the Content Council may be removed prior to the expiration of the term for which that Content Council member has been selected.

E. Content Council member terms shall begin on April 1. Each full fiscal year shall constitute one (1) year of a term.

SECTION 4. Selection of Content Council.

The Governance & Nominations Committee shall confer with Chapter Leadership and the Chair of the Programming & Outreach Committee for the selection of Content Council members. The Governance & Nominating Committee shall submit recommendations for Content Council membership, including all Committee chairs and the Content Facilitation Chair referenced below. The Executive Board shall either approve the slate, in whole or in part, or reject the slate. To the extent that the slate is rejected or only partially accepted, the Governance & Nominating Committee shall provide other nominees until the slate is fully accepted by the Executive Board.

**ARTICLE X
Advisors**

The Chapter Chair, after conferring with the President and the Governance and Nominating Committee may ask past Chapter Chairs and/or Executive Board members to advise one or more Executive or Content Council committees or participate on an advisory task force or special initiative. The term of participation shall be for one (1) year. Advisors shall serve as subject matter experts for the Chapter. Advisors shall not be entitled to attend Executive Board meetings unless invited to attend for a purpose specified by the Chapter Chair, President, or Secretary. Advisors shall not vote on matters before the Executive Board and shall be excused from attendance at Executive Board meetings when votes are taken.

**ARTICLE XI
Financial Procedures**

SECTION 1. Fiscal Year. The fiscal year of Association shall be consistent with that of CoreNet Global, which ends March 31.

SECTION 2. Budget. An annual budget for each fiscal year shall be prepared by the Finance & Investment Committee with input from the Executive Board committee chairs. The Finance & Investment Committee will approve individual committee budgets based upon approval of each business plan and

input from the Executive Board committee chairs. The annual budget, once approved by the Executive Board, by majority vote, shall be shared annually with CoreNet Global. After approval of the annual budget, the Executive Board may, at any meeting, approve any supplemental budget changes.

SECTION 3. Contracts. Only Officers are authorized to execute contracts in the name of and on behalf of the Association, after review by Counsel, provided that each such contract shall be either in accordance with the approved budget or specifically approved by resolution of the Executive Board. The Executive Board may temporarily authorize other representatives of the Association to enter into a specific contract or deliver any instrument in the name of and on behalf of the Association provided that such authorization shall not be for a period lasting more than ninety (90) days.

SECTION 4. Checks, Drafts, etc. All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by such person or persons and in such manner as shall be determined by the Executive Board.

SECTION 5. Deposits. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Executive Board may select.

SECTION 6. Gifts. After performing reasonable due diligence to determine the potential liabilities, if any, which may be imposed upon the Association as the result of accepting any gift, the Executive Board or President may accept on behalf of the Association any contribution, gift, bequest or devise for the general purposes or for any special purpose of Association.

SECTION 7. Audits. The Association may provide for its annual financial statements to be audited or reviewed by independent certified public accountants.

ARTICLE XII

Administrative Service Providers

The Association may, from time to time, retain one or more individuals or companies to provide administrative support to the Association. The title and conditions of such retention or contract shall be determined by the Secretary after conferring with the Treasurer and Counsel, and approved by majority vote of the Executive Board. The Secretary shall assume responsibility for contract administration. The Association may, from time to time, obtain additional

Service Providers such as, by way of example only, for accounting and audit services, for public relations and promotions, for technology services, and for analytic services. In each such case, the contract terms shall be determined by the Secretary after conferring with the Treasurer and Counsel, and approved by majority vote of the Executive Board.

ARTICLE XIII

Books and Records

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Board and committees having any of the authority of the Executive Board.

ARTICLE XIV

Seal/Intellectual Property

SECTION 1. Seal. The Executive Board may provide a corporate seal that shall be in a form selected by a resolution of the Executive Board.

SECTION 2. Intellectual Property. The Association is the recipient of a non-exclusive, royalty free license to use the “CoreNet Global” name, logo and other intellectual property. The Association shall adhere to all CoreNet usage guidelines. Notwithstanding the foregoing, the Association shall only use such intellectual property in a manner consistent with the furtherance of the purposes stated herein and in its certificate of incorporation.

ARTICLE XV

Indemnification

SECTION 1. Indemnification of Executive Board Members and Officers. The Association shall, to the fullest extent permitted by law, indemnify each present and former Executive Board Member and Officer of the Association (and the heirs, executors and administrators thereof) who was or is made, or threatened to be made, a party to an action, suit or proceeding, whether civil, criminal, administrative or investigative, whether involving any actual or alleged breach of duty, neglect or error, any accountability, or any actual or alleged misstatement, misleading statement or other act or omission, whether

brought or threatened in any court or administrative or legislative body or agency, including an action by or in the right of the Association to procure a judgment in its favor and an action by or in the right of any other corporation of any type or kind, domestic or foreign, or any partnership, joint venture, trust, employee benefit plan or other enterprise, which such Executive Board Member or Officer of the Association is serving or served in any capacity at the request of the Association, by reason of the fact that he or she, is or was an Executive Board Member or Officer of the Association, or is serving or served such other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity, against judgments, fines, amounts paid in settlement, and costs, charges and expenses, including attorneys' fees, incurred therein or in any appeal thereof.

SECTION 2. Indemnification of Others. The Association shall indemnify such other persons and reimburse the expenses thereof, to the extent required by applicable law, and may indemnify any other person to whom the Association is permitted to provide indemnification or the advancement of expenses, whether pursuant to rights granted pursuant to, or provided by law.

SECTION 3. Advances or Reimbursement of Expenses. The Association may, from time to time, reimburse or advance to any person referred to in this Article XV, the funds necessary for payment of expenses, including attorneys' fees, incurred in connection with any action, suit or proceeding, upon receipt of a written undertaking by or on behalf of such person to repay such amount(s) if a judgment or other final adjudication adverse to the Executive Board member or officer establishes that: (i) his or her acts were committed in bad faith or were the result of active and deliberate dishonesty and, in either case, were material to the cause of action so adjudicated, (ii) he or she personally gained in fact a financial profit or other advantage to which he or she was not legally entitled, or (iii) his or her conduct was otherwise of a character such that New York law would require that such amount(s) be repaid.

SECTION 4. Interpretation. Any person entitled to be indemnified or to the reimbursement or advancement of expenses as a matter of right pursuant to this Article XV may elect to have the right to indemnification (or advancement of expenses) interpreted on the basis of the applicable law in effect at the time of the occurrence of the event or events giving rise to the action, suit or proceeding, to the extent permitted by applicable law, or on the basis of the applicable law in effect at the time indemnification is sought.

SECTION 5. Indemnification Right. The right to be indemnified or to the reimbursement or advancement of expenses pursuant to this Article XV: (i) is a contract right pursuant to which the person entitled thereto may bring suit as if the provisions hereof were set forth in a separate written contract between the Association and the Executive Board member or Officer, (ii) is intended to be retroactive and shall be available with respect to events occurring prior to the adoption hereof, and (iii) shall continue to exist after the rescission or restrictive modification hereof with respect to events occurring prior thereto.

SECTION 6. Indemnification Claims. If a request to be indemnified or for the reimbursement or advancement of expenses pursuant this Article XV is

not paid in full by the Association within thirty (30) days after a written claim has been received by the Association, the claimant may at any time thereafter bring suit against the Association to recover the unpaid amount of the claim and, if successful in whole or in part, the claimant shall be entitled also to be paid the expenses of prosecuting such claim. Neither the failure of the Association (including its Executive Board, independent legal counsel, or its Members) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses to the claimant is proper in the circumstances, nor an actual determination by the Association (including its Executive Board, independent legal counsel, or its Members) that the claimant is not entitled to indemnification, nor to the reimbursement or advancement of expenses, shall be a defense to the action or create a presumption that the claimant is not so entitled.

SECTION 7. Insurance. The Association shall have the power to purchase and maintain insurance to indemnify the Association for any obligation which it incurs as a result of its indemnification of Executive Board members and officers pursuant to Section 1 of this Article XV above, or to indemnify such persons in instances in which they may be indemnified pursuant to Section 2 of this Article XV above.

ARTICLE XVII Miscellaneous

SECTION 1. Amendments. These Bylaws may be amended by approval of two-thirds (2/3rds) of the entire Executive Board expressed in a vote at a properly conducted meeting. Notwithstanding the foregoing, any such amendment must be presented to CoreNet Global's Executive Board for review and approval prior to the amendment being effective.

SECTION 2. Interested Party Transactions. In any instance where the Association proposes to enter into an interested party transaction it shall follow the procedures and rules set forth in the Association's Conflict of Interest Policy adopted by the Board and as amended from time to time.

SECTION 3. Non-discrimination. In all of its dealings, neither the Association nor its duly authorized agents shall discriminate against any individual or group for reasons of race, color, creed, sex, age, culture, national origin, marital status, sexual preference, mental or physical handicap, or any category protected by state or federal law.

ATTACHMENT A

**2020 Content Council Committees
Illustrative List (updated 2024)**

- A. End User Forums
 - B. Women’s Leadership
 - C. Strategy and Portfolio Planning
 - D. Proptech
 - E. Young Leaders
 - F. Public Policy
 - G. University Relations
 - H. Career Development
 - I. Landlord Circle
 - J. Environmental and Social Governance (“ESG”)
 - K. Diversity, Equity, and Inclusion (DEI)
-

Appendix B

CORENET GLOBAL HARASSMENT POLICY

This Harassment Policy is meant to guide the actions of members, attendees, exhibitors, sponsors, vendors, and others that are representing CoreNet Global or participating in CoreNet Global events (collectively referred to as “Participants”). It is meant to be applied during all CoreNet Global Summits, Chapter events, meetings, conferences, forums, and meeting-related events, including those sponsored by organizations other than CoreNet Global but held in conjunction with CoreNet Global events in which they participate (collectively referred to as “CoreNet Global Events”).

The term “Harassment” as used in this Harassment Policy covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that disturbs, threatens or upsets the recipient, and it is characteristically repetitive. Sexual harassment refers to persistent and unwanted sexual advances (actions or spoken), directed at an individual. Harassment can include but is not limited to: comments that are lewd, lascivious, demeaning or derogatory, unwelcome discussion of sexual orientation or gender identity, sexual images in public spaces, deliberate intimidation, stalking, or following, inappropriate physical contact or unwelcome sexual attention, including any specific activity for which affirmative consent was not requested and given.

1. Expected Behavior

1. Participants are expected to at all times uphold the reputation of CoreNet Global and the dignity of membership therein while representing CoreNet Global or attending CoreNet Global Events. As such, all members, and participants, attendees, invitees, and vendors at events and meetings shall be treated with respect and consideration.
2. Participants shall be considerate, respectful, and collaborative, communicating openly with respect for others, and critiquing ideas rather than individuals.

3. At all times during meetings and events, the specific rules and policies of the meeting, event, venue, hotel, or CoreNet Global contracted facilities shall be respected in their entirety.

2. Unacceptable Behavior

1. CoreNet Global does not tolerate any form of harassment or discrimination by its Participants on the basis of, but not limited to: sex, sexual orientation, race, color, religion, national origin, age, disability, handicap, citizenship, marital status, veteran status or any other basis prohibited by law. As such, CoreNet Global expects all Participants to not engage in any form of harassment of this aforementioned nature.
2. Harassment and discrimination are prohibited wherever and whenever representation of CoreNet Global is being performed or at any meeting a Participant is attending, whether at CoreNet Global offices, in another location during meeting or event or at a CoreNet Global-sponsored social event.
3. Any unprofessional, or inappropriate, conduct whether or not it is unlawful harassment or discrimination is contrary to this Policy and is taken very seriously by CoreNet Global.

3. Consequences

1. Any individual requested to stop any unacceptable behavior is expected to comply immediately.
2. At any CoreNet Global event or meeting, CoreNet Global may take any action deemed necessary and appropriate, including removal of a Participant, for any unacceptable behavior as described above.
3. Any unacceptable behavior may also be remedied by CoreNet Global in a manner reasonably believed to eliminate the possibility of the behavior happening again including, but not limited to, future curtailment of the violator's rights to participate at events as well as suspension/termination of membership.

4. Reporting:

If someone makes you or anyone else feel unsafe or unwelcome, you are not required to, but you are encouraged to report potential incidents and event staff or event leadership, who will take seriously all concerns brought to them. Harassment reduces the value of our events for everyone.

Appendix C

EVENT PLANNING FORM

Only required for in person events

Committee Organizing Event:

Primary Organizing Committee Member:

Programming and Outreach Committee Liaison:

Submitted Date:

Review Date:

Event Details

1. Date:
2. Time:
3. Event Title:
4. Description (as will be listed on marketing materials approx. 1-2 paragraphs):
5. Expected attendance:
 - a. Who is this event open for (ex: All Members, All Non-Members, End Users Only (Member and Non-Member))
6. Overall Budget:
 - a. Itemized budget list:
7. What is the purpose of the event / what are you trying to achieve?
8. What is the format of the event (e.g., keynote, panel discussion, breakout sessions, networking, etc.)?

Venue Details (Consider Sponsor Spaces found [here](#))

- 9. Location Name & Address:
- 10. Space Availability Confirmed (Yes or No):
- 11. Capacity:
- 12. Venue Cost:
- 13. What is included in the venue rental cost (e.g., tables, chairs, linens, audiovisual equipment, food and beverage, etc.)?

Audio and Visual Details

- 14. What type of audio and visual equipment is needed for the event (ex: AV Support, Microphone, Laptop, Podium, Music, Projector, etc.)

Food and Beverage Details

- 15. What type of food and beverage are you planning on serving (e.g. hot served food, buffet, charcuterie station, etc.)?
 - a. If alcohol is served, does the space require a permit?

Speaker Details

- 16. Confirmed Speakers:

First /Last Name	Title	Company

Other Details

17. Are any other collateral and special requirements needed? (ex: Name Badges, Coat Check, Printed Programs, Tent Cards, Gift for Speaker, etc.)
 18. Are there any additional staffing requirements for the event that need to be considered?
-