

**KANSAS ASSOCIATION OF REALTORS®
POLICIES AND PROCEDURES FOR MEMBER COUNCILS
AFFILIATED WITH THE STATE ASSOCIATION**

1. PROPOSED MEMBER COUNCIL FILES APPLICATION FOR RECOGNITION AS MEMBER COUNCIL:

- A. The first step in the process will be started with a submitted application for recognition as a Member Council with the state association staff. State association staff members will be available to answer questions and provide technical assistance to groups of members who are considering seeking recognition as a Member Council.
- B. The Application for Recognition as a Member Council will be posted on the KAR website and a Frequently Asked Questions (FAQs) document will be developed by state association staff to assist any members considering the creation of a Member Council in completing the application and learning about the process.

2. STATE ASSOCIATION STAFF COMPLETES INITIAL REVIEW OF THE MEMBER COUNCIL APPLICATION:

- A. Once the Application for Recognition as a Member Council has been submitted to the state association, the state association staff shall initially review the application to determine if the application has been properly completed and that all of the supporting documentation requested in the application has been submitted along with the application.
- B. If the state association staff determines that the application is incomplete, the application will be returned to the point of contact for the proposed Member Council designated on the application along with a list of the additional information that must be submitted before the application will be forwarded for approval to the Board of Directors.
- C. Once the state association staff determines that the application has been properly completed and includes all of the supporting documentation requested in the application, the state association staff shall include a copy of the application and any supporting documentation on the agenda for the next regularly scheduled meeting of the Board of Directors. In order to qualify for consideration at the next regularly scheduled meeting of the Board of Directors, the completed application must have been submitted at least 60 days prior to the date of the Board of Directors meeting.

3. BOARD OF DIRECTORS REVIEW THE MEMBER COUNCIL APPLICATION:

- A. At the next regularly scheduled meeting of the Board of Directors following the submission of the completed application and all required supporting documentation to the state association staff, the Board of Directors shall either approve or disapprove the Application for Recognition as a Member Council.
- B. The state association staff shall provide notice to the point of contact for the proposed Member Council on the Board of Directors' action on the application.

4. MEMBER COUNCIL COMPLETES THE REQUIREMENTS OUTLINED IN THE MEMBER COUNCIL APPLICATION:

- A. Once the application is approved by the Board of Directors, the Member Council shall complete all of the requirements outlined in the application. The Member Council will be expected to carry out all of the activities that were outlined in the application as to how the Member Council proposed to demonstrate advocacy engagement and consumer outreach.
- B. If the Member Council requests assistance from the state association in carrying out any of the activities outlined in the application, the Executive Committee shall require the members affiliated with the Member Council to pay a fee to the state association to offset the actual costs of delivering any services from the state association to the Member Council that would be in addition to any services provided to any REALTOR® member of the state association in return for the payment of member dues.

5. RECOGNIZED MEMBER COUNCIL SUBMITS ANNUAL REPORT TO STATE ASSOCIATION:

- A. Not less than 60 days prior to the anniversary date of the approval of the application for recognition by the Board of Directors for each respective Member Council, the Member Council shall submit an annual report to the state association staff that contains sufficient supporting documentation to allow the state association staff to verify that the Member Council carried out all of the activities and requirements that were outlined in the initial application for recognition.

6. STATE ASSOCIATION STAFF COMPLETE ANNUAL REVIEW OF THE MEMBER COUNCIL REPORT:

- A. Once the annual report has been submitted to the state association, the state association staff shall initially review the annual report to determine if the annual report has been properly completed and that all of the requested supporting documentation has been submitted.
- B. If the state association staff determines that the annual report is incomplete or does not contain all of the requested supporting documentation, the annual report will be returned to the point of contact for the Member Council along with a list of the additional information that must be submitted.
- C. Once the state association staff determines that the annual report has been properly completed and includes all of the requested supporting documentation, the state association staff shall include a copy of the annual report and any supporting documentation on the agenda for the next regularly scheduled meeting of the Executive Committee.

7. REVIEW OF SUBMITTED ANNUAL REPORTS OF MEMBER COUNCILS:

- A. At the next regularly scheduled meeting of the Executive Committee following the submission of the completed annual report and all required supporting documentation to the state association staff, the Executive Committee shall review the annual report and determine whether to recommend that the state association either continue or revoke the Member Council's recognition by the state association.
- B. If the Executive Committee decides to recommend the continuance of the Member Council's recognition by the state association, the state association staff shall provide notice to the point of contact for the Member Council and notice shall be provided to the Board of Directors at the next regularly scheduled meeting of the continuance of the Member Council's recognition.
- C. If the Executive Committee decides to recommend the revocation of the Member's Council recognition by the state association, the state association staff shall provide notice and a rationale for the recommendation to revoke the recognition to the point of contact for the Member Council. Following this notice, the recommendation for revocation shall be forwarded for consideration to the Board of Directors. At the next regularly scheduled meeting of the Board of Directors, the Board of Directors shall consider the recommendation of revocation of the Member Council's recognition. By a majority vote of the Directors attending the meeting, the Board of Directors may choose to approve the recommendation and revoke the Member Council's recognition.