

# **Kansas Association of REALTORS®**

## **Professional Standards Committee**

### **Statement of Organization and Procedure**

The Professional Standards Committee is a standing committee created under Article IX, Section 1 of the Bylaws of the Kansas Association of REALTORS®.

#### Section 1 – Composition

- A. The Professional Standards Committee shall consist of nine (9) REALTORS® appointed by the President-Elect of the Kansas Association of REALTORS® to three-year staggered terms. At all times, at least one committee member shall be appointed from each of the five (5) zones.
- B. The President-Elect of the Kansas Association of REALTORS® shall annually designate the Chair and Vice Chair of the committee. Committee members shall serve three-year staggered terms and shall be eligible for reappointment to successive terms.
- C. No committee member shall serve more than two (2) consecutive three-year terms, with the exception of the committee members serving as Chair and Vice Chair, whose term on the committee shall be extended, coincident with the completion of their respective terms as Chair and Vice Chair. A committee member may serve a third successive term of three (3) years if there are no other qualified and willing candidates for the position.
- D. Each committee member must be a certified Professional Standards Administrator and must have completed one full term as a member of Grievance Committee at either the state or local level. If a committee member is not a Professional Standards Administrator prior to their appointment to the committee, he or she must take the Professional Standards Administrator training and be certified as a Professional Standards Administrator prior to his or her two-year anniversary on the committee.
- E. Any member of the Professional Standards Committee shall not serve simultaneously on the Grievance Committee of the Kansas Association of REALTORS®. If any member of the Professional Standards Committee serves on the Board of Directors of the Kansas Association of REALTORS®, such member of the Professional Standards Committee shall recuse themselves from any discussions and votes on disciplinary recommendations from the Professional Standards Committee when such matters come before the Board of Directors of the Kansas Association of REALTORS®.

#### Section 2 – Vacancies

- A. When there is a vacancy in one of the zone or Local Board positions on the committee, the President of the Kansas Association of REALTORS® shall appoint a REALTOR® from the designated area to fill the vacant position.
- B. In the event any committee member shall die, become disabled, be removed, or resign, the President of the Kansas Association of REALTORS® shall appoint a REALTOR® to serve the remaining portion of the term for the vacant position.
- C. Any REALTOR® appointed to fill a vacant zone or Local Board position on the committee shall be eligible to serve two (2) full three-year terms in addition to any portion of the term left by the vacancy to which they are appointed.

#### Section 3 – Responsibilities

- A. The sole function of the Professional Standards Committee shall be to receive and process ethics complaints and arbitration requests from the Grievance Committee and to forward recommendations forward to the Board of Directors for the Kansas Association of REALTORS®.
- B. The Code of Ethics and Arbitration Manual of the National Association of REALTORS® is hereby adopted as the official manual of the Professional Standards Committee. All committee business shall be conducted according to the Code of Ethics and Arbitration Manual of the National Association of REALTORS®.

#### Section 4 – Meetings

- A. The Professional Standards Committee shall hold one regularly-scheduled meeting per year, which shall be held annually during the KAR Annual Conference. During all other times of the year, the committee shall meet on an as-needed basis to receive and consider ethics complaints and arbitration requests forwarded for consideration by the Grievance Committee of the Kansas Association of REALTORS®.
- B. The Vice President of Governmental Affairs of the Kansas Association of REALTORS® shall serve as the staff liaison and will keep the meeting minutes.
- C. A quorum of at least a majority of the committee members must be present to constitute a quorum and conduct business.
- D. A majority vote of the committee members present shall be required for action on all committee matters.
- E. In lieu of in-person meetings, the Chair of the Professional Standards Committee may require that the business of the committee be conducted through conference call or electronic meetings. The satisfaction of the majority vote and quorum requirements for the purposes of a conference call or electronic meeting shall be the same required for in-person meetings.