

KANSAS ASSOCIATION OF REALTORS®  
STATEMENT OF ORGANIZATION AND PROCEDURE  
EXECUTIVE COMMITTEE  
*Revised 10/2019*

A Bylaws created Committee under Article VI, Section 1.

**COMPOSITION:**

The voting members of the Committee shall consist of the President, the President-Elect, First Vice President/Treasurer, five Zone Vice Presidents, three Presidential Appointees pursuant to Article VI, Section 2 of the KAR Bylaws and the Immediate Past President of the Association. Any member serving as a NAR Officer shall serve as an Ex-Officio member of the Committee without the right to vote. The Chair of the Association Executives Committee shall serve as an Ex-Officio member without the right to vote. No Member Board shall have more than three primary members serving on the Executive Committee at any time. The Committee is constituted as the Officers are installed. The President shall serve as Chairperson with the President-Elect serving as Vice Chairperson.

**NOTE:**

There shall be a Senior Management Team (SMT) as created under Article VII, Section 1 and 2 of the Bylaws. The SMT shall consist of the President, President-Elect, First Vice President/Treasurer, Immediate Past President and the Chief Executive Officer. It shall be the responsibility of the SMT to monitor the goals and objectives of the Association as outlined in the Strategic Plan and also the implementation of policies and procedures as established by the Executive Committee and Board of Directors. They may serve in an advisory role in the interim between Executive Committee meetings and may make recommendations on issues to the Board of Directors and Executive Committee as deemed necessary. The SMT shall not have authority to set policy.

**RESPONSIBILITIES:**

1. The Committee shall exercise all of the powers and duties of the Board of Directors in the interim between meetings of the Board of Directors, including management of all Association business and affairs of the Corporation.
2. The Committee shall consider changes in policy and operational matters with recommendations to the Board of Directors.
3. The Committee shall direct the various functions of the Association's committees, and see that recommended policies and procedures are carried out.
4. The Committee shall be responsible for the execution of the programs and services as set forth by the National Association.
5. The Committee shall carry out such duties as may be delegated to it by the Bylaws and/or the Board of Directors.
6. The Committee shall direct the duties of the Chief Executive Officer in accordance with the job description and shall correlate responsibilities with the Board of Directors.
7. The Committee shall receive and consider all reports and recommendations from the Association committees and take any necessary actions. The Committee shall receive the annual budget as prepared by the Budget and Finance Committee for recommendation to the Board of Directors. Any recommended changes in the budget shall first be approved by the Budget and Finance Committee prior to submission to the Board of Directors. If the Budget and Finance Committee and the Executive Committee disagree on any or all of the budgeted items, both committees shall present their rationale to the Board of Directors for consideration.

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8. The Committee shall approve all expenditures over and above the annual budget approved by the Directors, subject to final approval by the Directors.

**MEETINGS:**

1. The Committee shall meet on the call of the President.
2. The Chief Executive Officer and/or Executive Assistant shall serve as staff liaisons and will keep the meeting minutes.
3. Staff members may attend as deemed necessary.
4. A quorum of at least 50-percent of the committee members must be present to constitute a quorum and conduct business.
5. A majority vote of the committee members present shall be required for action on all committee matters.
6. As provided in Article VI, Section 4 of the Association Bylaws, Any Executive Committee member who is absent more than one-third of the scheduled meetings of the Executive Committee in a calendar year shall be deemed resigned. If an Executive Committee meeting is canceled, this shall not be counted as an absence. This shall not apply to the Ex-Officio members of the Executive Committee.