



APPLICATION FOR KANSAS REALTORS® VICE PRESIDENT/TREASURER

PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS

Kansas REALTORS® (KR) is one of the largest and most prominent trade associations in the state. Serving as one of its elected officers is a privilege and the KR Board of Directors has established qualifications for candidates seeking the position of KR Vice President/Treasurer.

Under Article VIII, Section 2 of the KR Bylaws, any member seeking to become a candidate for the office of Vice President/Treasurer must file an application for candidacy with the Credentials Committee at least 60 days prior to the Annual Conference Meeting of the year which precedes the year in which the installation will take place. The Credentials Committee shall evaluate each completed application and determine whether each interested candidate meets the qualifications established by the KR Board of Directors.

Each potential candidate must return the completed application to the KR Chief Executive Officer, by email at volunteer@kansasrealtor.com or by mail to the following address:

Chief Executive Officer
Kansas REALTORS®
534 S Kansas Ave, Ste 1229
Topeka, KS 66603

PART B. APPLICATION AND AUTHORIZATION TO OBTAIN AND RELEASE CREDIT AND CRIMINAL BACKGROUND CHECK REPORTS

This application must be completed in its entirety and signed by the potential candidate. The application must include the potential candidate's signed authorization form to obtain credit and criminal background reports for use in connection with the election process. All submissions for investigation and audits are mandatory for all candidates.

Candidates are required to provide KR with permission to obtain a credit report and a criminal background report to be reviewed by KR's Chief Executive Officer (CEO). The information obtained in these reports will be held in strict confidence by the KR CEO and the members of the Credentials Committee and will only be used to determine if the potential candidate meets the desired qualifications for the office.

The purpose of the credit report is to confirm that the potential candidate has the capacity to accept the financial burdens of elected office. The purpose of the criminal background report is to ensure that any issues presented by such matters are known to KR to avoid potential negative repercussions for the association and its members.

Any issues disclosed by the credit and criminal background reports will first be reported to the potential candidate who will be given ten business days to correct any inaccurate information in the reports or to provide mitigating information before a summary of the report is provided to the Credentials Committee. Upon its own initiative, the Credentials Committee may ask the potential candidate to attend an in-person interview to discuss these issues.

In addition to the qualifications for the office of Vice President/Treasurer, each potential candidate must meet and maintain the following eligibility criteria: (1) no personal bankruptcy filing within the last seven years; (2) no personal foreclosures within the last seven years; and (3) no current delinquent tax filings or payments.

Each applicant must demonstrate past service to the association with a minimum of five of the following capacities:

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| 1. Member of the KR Executive Committee? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Member of the KR Budget and Finance Committee? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Member of the KR Vision Team or other KR Strategic Thinking Team? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Chair or Vice Chair of any KR Committee, Task Force,
Forum or other Volunteer Group? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Director on the NAR Board of Directors? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Chair or Vice Chair of any NAR Committee or volunteer group? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Appointed and served at least one year on any NAR Committee? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. President or Officer of a Local Board or Association? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Officer of a national affiliated organization (CCIM, CRS, IREM, RLI, etc.)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Graduate of the KR Right Track Leadership Program? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a brief description (such as the name and organization of the committee) and the approximate years of service for each item in the space below:

PART F. ENDORSEMENT BY MEMBER BOARD OR ASSOCIATION

As part of the qualifications for the office of Vice President/Treasurer, each applicant must be endorsed for the position by at least one KR Member Board or Association. Please provide the name of the endorsing Member Board or Association below and attach a copy of the endorsement letter to this application.

NAME OF ENDORSING BOARD/ASSOCIATION

NAME OF APPLICANT'S PRIMARY MEMBER BOARD/ASSOCIATION

PART G. QUESTIONS ON CRIMINAL, FINANCIAL, LEGAL AND LICENSURE HISTORY

As part of the qualifications for the office of Vice President/Treasurer, each applicant must demonstrate an ability to advance the agenda of the association and a capacity to represent the members' best interests and avoid personal conflicts that would reduce the ability of the candidate to serve the members' interests. Please answer the following questions regarding your criminal, financial, legal and licensure history:

- 1. Have you had a personal bankruptcy within the last seven years? YES NO
- 2. Has a foreclosure been filed against any property owned by you within the last seven years? YES NO
- 3. Are you currently delinquent on the filing or payment of any local, state or federal taxes? YES NO
- 4. Are you the subject of any pending civil litigation or civil judgments? YES NO
- 5. Has your real estate license ever been suspended or revoked for disciplinary reasons? YES NO
- 6. Have you ever been disciplined for a violation of the REALTOR® Code of Ethics? YES NO
- 7. Have you ever been convicted of any felony offense? YES NO
- 8. Do you have any outstanding warrants or anticipate any warrants for your arrest? YES NO

If you answered "YES" to any of the questions above, please provide a detailed explanation and date describing each incident in the space below:

If elected, I agree to adhere to and abide by the following requirements and stipulations:

- To faithfully execute the responsibilities of an Officer of the State Association;
- To uphold the Bylaws of the State Association and the National Association of REALTORS®;
- To serve as an example of the Code of Ethics of the National Association of REALTORS® in all of my actions, both as an Officer and a REALTOR®;
- To not disclose any confidential or sensitive information that I may learn as an Officer of the State Association to others, except to the extent that such disclosure is required by law or authorized by the Board of Directors of the State Association;
- To abide by the State Association's Code of Conduct and the Ownership Disclosure and Conflict of Interest policies, which I have read and understand;
- To seek the opinions of the members on major issues facing the State Association and the real estate industry in general and to convey non-confidential information concerning the actions and decisions of the State Association to members;
- To represent the welfare of the entire membership of the State Association in the decisions and activities of the State Association, fully understanding that the role of the Vice President requires that I serve all the members of the State Association, that I represent the members in the decisions and activities I undertake and that my responsibility is always to place the interests of the membership above my personal considerations;
- To fulfill my fiduciary duty to the State Association and to avoid entering into any conflicting agreements that would violate this fiduciary duty;
- To uphold and support the decisions made by the SMT, Executive Committee, and Board of Directors of the State Association as expressed by the will of the majority; and
- To use my best efforts to attend and participate in meetings and events throughout the year as needed.

By my signature below, I acknowledge that I am ready, willing and able to accept the requirements and responsibilities to serve as an Officer of the Kansas REALTORS®.

APPLICANT SIGNATURE

DATE