

KANSAS REALTORS®, INC.
GRIEVANCE COMMITTEE
STATEMENT OF ORGANIZATION AND PROCEDURE

Approved by the Executive Committee - January 11, 2026

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

Section 1 – Composition

- a. The Grievance Committee shall consist of seven (7) REALTORS® appointed by the President-Elect of the Kansas REALTORS® to three-year staggered terms.
- b. The President-Elect of Kansas 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 attend a Professional Standards training. If a committee member has not attended a Professional Standards training prior to their appointment to the committee, he or she must take a Professional Standards training prior to his or her two-year anniversary on the committee.
- e. Any member of the Grievance Committee shall not serve simultaneously on the Professional Standards Committee of the Kansas REALTORS®. If any member of the Grievance Committee serves on the Board of Directors of the Kansas REALTORS®, such member of the Grievance 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 REALTORS®.

Section 2 – Responsibilities

- a. The sole function of the Grievance Committee shall be to receive ethics complaints and arbitration requests to determine if, taken as true on their face, a hearing is to be warranted in front of the Professional Standards Committee.
- b. The Code of Ethics and Arbitration Manual of the National Association of REALTORS® is hereby adopted as the official manual of the Grievance Committee. All committee business shall be conducted according to the Code of Ethics and Arbitration Manual of the National Association of REALTORS®.

Section 3 – Meetings

- a. The Grievance Committee shall not hold regularly-scheduled meetings. The committee shall meet on an as-needed basis to receive and consider ethics complaints and arbitration requests received from members of the public or REALTORS®.
- b. The Vice President of Governmental Affairs of Kansas REALTORS® shall serve as the staff liaison and will keep the meeting minutes.

- c. A majority of committee members appointed to receive and consider ethics complaints and arbitration requests 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 Grievance 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.