



POLICIES & PROCEDURES MANUAL

Kentucky REALTORS® Mission Statement:

Kentucky REALTORS® advocates, educates, supports, and serves as the leader of professionalism for real estate within the Commonwealth. We enhance and protect our members' businesses, preserve and expand private property rights, and safeguard the value of real estate in Kentucky.

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KENTUCKY ASSOCIATION OF REALTORS®
POLICIES AND PROCEDURES MANUAL
Last amended June 26, 2025

SECTION 1
STATEMENT OF POLICY

Section 1.1. Preamble:

“Under all is the land. Upon its wise utilization and widely allocated ownership depend the survival and growth of free institutions and of our civilization. The interests of our nation and its citizens require the **highest and best use** of the land and the **widest distribution of land ownership**.

Preamble to the Code of Ethics and Standards of Practice of the National Association of REALTORS®

Kentucky REALTORS® (d/b/a Kentucky Association of REALTORS®) (“KYR”) is the largest statewide organization of real estate professionals. United by the REALTOR® Code of Ethics, our members work as professionals in the sale, lease, appraisal, management, and development of residential, commercial, rural and resort properties throughout Kentucky. Kentucky REALTORS® serves as the voice for real estate in Kentucky – advocacy is one of our central and most effective missions. Fundamentally, we advocate for policies that (1) protect private property rights, (2) keep the REALTOR® at the heart of the real estate transaction, and (3) promote land ownership.

Section 1.2. Government Affairs & Public Policy:

One of the top priorities for Kentucky REALTORS® (KYR) is advocacy. KYR will work diligently by monitoring government affairs and public policy activities throughout the Commonwealth. KYR strongly supports public policy initiatives that promote the interest of our real estate industry. KYR will aggressively oppose any public policy detrimental to, and adversely affecting, the real estate industry. KYR will adhere to the following principles:

- A. **Protect Property Owners** – The United States of America and Kentucky Constitutions recognize and protect the natural right to own property. REALTORS® believe that private property rights are a foundation upon which our nation was born and are central to a free-market economy. Homeownership is the cornerstone of the American Dream and KYR believes every citizen has the right to safe, secure, affordable housing, whether in an urban, suburban, or rural area.
- B. **Promote REALTORS® Role in the Real Estate Transactions** – REALTORS® provide critical knowledge and value to each transaction. To enhance consumer confidence in our industry and set REALTORS® apart, KYR encourages adherence to high ethical and professional standards. KYR promotes policies that maintain the role of REALTORS® as a central and valued part of each real estate transaction.
- C. **Encourage Economic Success** – A strong, flourishing economy sustains the communities in which we live, work, and maintain our lifestyles. Economic growth boosts new opportunities, creates jobs, increases the tax base that helps build communities. KYR promotes pro-business policies that attract new businesses and industries to Kentucky.
- D. **Embrace Community Values** – KYR believes that leading a happy, healthy, and prosperous life starts at home, impacting how we treat family, friends and neighbors. KYR believes promoting home ownership is THE key component to safe and secure communities.

Section 1.3. Political Advocacy:

KYR believes that political engagement is necessary for the support and strength of the real estate profession and industry. It shall be the goal of KYR to look for input, support, and collaboration from our membership in the consideration of candidates, issues, and legislation that affects the real estate profession and industry. KYR will strive to keep the membership informed in all areas of political advocacy.

Section 1.4. Code of Ethics and Professional Standards:

KYR strongly supports the Code of Ethics and the Standards of Practice for professional conduct of the National Association of REALTORS®. Furthermore, KYR interprets this obligation to mean that members will follow the Gold Rule by “doing unto others as we would have them do unto us.”

Section 1.5. Kentucky REALTORS® Institute and Education:

Kentucky REALTORS® supports the Kentucky REALTORS® Institute by providing personnel and financial support. KYR supports all facets of education, including new member orientation, continuing education, and training throughout our members’ professional careers.

Section 1.6. NAR Statement of Professional Standards Policy:

KYR officially adopts and pledges its support to the current statement of Professional Standards Policy of the National Association of REALTORS® (referred to as “NAR”).

Section 1.7. Equal Opportunity:

- A. **In Housing** - KYR affirms its support for equal opportunity in housing and is dedicated to fulfilling the requirements of fair housing laws. KYR further supports Fair Housing Partnerships in accordance with the policy of the National Association of REALTORS® (“NAR”) in providing equal professional service to all people.
- B. **In Employment** – Kentucky REALTORS® extends employment opportunities and benefits as an equal opportunity employer without regard to sex, color, race, religion, national origin, age, disability, sexual orientation, gender identify, and/or any other protected non-work related characteristic or criteria.

Section 1.8. Anti-Trust Law:

Kentucky REALTORS® strongly supports competition and an open marketplace in which fees, commissions, and compensation are fully negotiable between the parties to each such agreement. As an Association, KYR considers adherence to Federal anti-trust laws as one of the most important duties of Members, Officers, and Directors. The Association will stay up to date on developments in Federal anti-trust law and enforcement actions and continue to provide guidance to our membership in this most important area.

Section 1.9. Anti-Trust Policy:

Kentucky REALTORS® will stive to improve the level of products and services offered by its members to the public and to assist customers and clients in comparison shopping for products and services. Consistent with this policy, Kentucky REALTORS® will comply strictly with anti-trust laws. KYR will not knowingly permit discussions of individual company process, or the related types of sensitive information listed below. Membership is open to any individual or entity meeting the membership qualifications set forth in the Bylaws. Statistical reporting by KYR is for member-use only.

The Dos and Don’ts presented below highlight basic anti-trust principles. Members should consult their own counsel in all cases involving specific situations, interpretations, or advice.

A. Don’ts:

- 1. Do not, in fact or appearance, discuss or exchange information regarding:
 - a) Commission levels, fees, business expenses, or other business information or policies that would allow or encourage price fixing or maintenance.
 - b) Bids on contracts for particular properties or any information that would allow or encourage bid rigging.
 - c) Actions relating to actual or potential competitors that might have the effect of excluding them from your market, or of influencing the business conduct of customers toward such competitors.
 - d) Plans of indivial companies concerning proposed or existing territories or customers.
 - e) A firm’s competitive business decisions.
 - f) The duration or types of listing agreements or the form of compensation accepted.
 - g) The compensation offered or paid to a firm’s agents or employees; or

- h) Any other actions that might be construed as concerned attempts to restrain competition, including joint attempts to control or affect prices, market conditions, marketing practices, customer choice, etc.
2. Do not discuss or exchange information regarding the above matters during KYR-sponsored meetings or at social gatherings incidental to KYR meetings, even in jest.

B. Dos:

1. Adhere to prepared agendas for all KYR meetings and object any time meeting minutes do not accurately reflect the matters that transpired. KYR agendas shall include an Anti-Trust Statement.
2. Consult with the KYR general counsel and your company on all anti-trust questions relating to KYR meetings; and
3. Protect against any discussions or meeting activities that appear to violate anti-trust laws; disassociate yourself from any such discussions and leave any meeting in which they continue.

Section 1.10. KYR Anti-Trust Statement:

- A. Kentucky REALTORS® is a not-for-profit corporation whose shareholders and customers are engaged in similar businesses and provides services to our shareholders.
- B. Whenever such persons engaged in similar businesses gather, or when corporations provide services to such similar businesses, there is a risk of antitrust liability or the appearance of anti-competitive activity.
- C. Kentucky REALTORS® has adopted strict “Zero-Tolerance” policies to avoid any such liability or appearances.
- D. To avoid even the inadvertent appearance of any antitrust issues, there will be no discussion at KYR meetings concerning certain competitive business practices such as the amount of fees, commissions, splits, or broker compensation.
- E. Moreover, any departure from these policies could result in severe civil and criminal penalties for you as individuals, for your company, and our Association/board.

Section 1.11. Code of Conduct, Anti-Harassment, and Anti-Bullying Policy:

- A. This KYR Code of Conduct, Anti-Harassment, and Anti-Bullying Policy applies to all KYR-related meetings, events, whether in person or virtual, at public or private facilities, including meetings or events sponsored by organizations other than KYR and held in conjunction with KYR meetings or events, and any KYR member communications related to KYR business or with KYR staff.
- B. KYR is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members are expected to act with courtesy, professionalism, and mutual respect toward each other, officers, directors, delegates, staff, service providers, speakers, and event participants.
- C. Harassment in any form is strictly prohibited and includes any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar conduct or threatening to the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual’s work performance by creating a hostile, intimidating or offensive work environment. Other examples of harassment include, but are not limited to, epithets, slurs, or negative stereotyping; threatening intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group.
 1. **Protected Class:** Harassment may include inappropriate conduct, comments, display, action, or gesture based on another person’s sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and/or any other protected characteristic.
 2. **Sexual Harassment:** Sexual harassment may involve individuals of the same or different gender.

Like all harassment, sexual harassment is strictly prohibited:

a) Sexual harassment can be:

1. **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
2. **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. **Physical:** Unwanted physical contact, including but not limited to touching, pinching, coerced sexual contact, or assault.

D. **Bullying:** KYR defines bullying as “inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at KYR’s headquarters or at any KYR-related meeting or event, or otherwise involving KYR-related activities.” Bullying is strictly prohibited. KYR considers the following types of behavior examples of bullying:

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks
2. Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s person, property, or work area
3. Gesture Bullying: Nonverbal threatening gestures or glances that convey threatening messages
4. Exclusion: Socially or physically excluding or disregarding a person in KYR-related activities

E. **Reporting:** Any member or employee who believes they have experienced or witnessed harassment, bullying, or other inappropriate behavior in violation of this Policy should promptly report the incident to one of the following individuals: the KYR CEO, President, or General Counsel.

F. **Investigation:** Upon receipt of a member or employee report of possible harassment, bullying, or inappropriate behavior in violation of this Policy, KYR’s General Council will promptly investigate with the cooperation of KYR. During the investigation, KYR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.

G. **Discipline:** If it is determined that the investigation substantiates that a violation of this Policy has occurred, KYR’s President and President-Elect in consultation with KYR’s General Council, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment or inappropriate behavior, KYR’s General Council will identify a substitute(s) to be selected from the Leadership Team and/or Board of Directors. KYR reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment, bullying, or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future KYR meetings or events, removal from a committee appointment, or expulsion from membership or any other action deemed appropriate by KYR.

Section 1.12. Whistle Blower Policy:

KYR requires Association officers, directors, committee members, members, and employees observe the highest standards of business and personal ethics in conducting their duties and responsibilities (The Policy). Association officers, directors, delegate body, committee members, members, and employees of the Association must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

A. **Report Responsibility** - It is the responsibility of all Association officers, directors, committee members, members, and employees of the Association to comply with and maintain the highest standards of business and personal ethics, and to report violations or suspected violations in accordance with This Policy.

B. **No Retaliation** - No association officer, director, delegate body member, committee member, member, or

employee of KYR who in good faith reports a violation of The Policy shall suffer harassment, retaliation, or adverse consequences. An Association officer, director, committee member, member, or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership or employment. This policy is intended to encourage and enable employees and others to raise serious concerns with the Association prior to seeking resolution outside the organization.

- C. **Reporting Violations** - KYR maintains an open-door policy. Employees and others are encouraged to share their questions, concerns, suggestions, or complaints with the CEO that acts as the Compliance Officer. The CEO has responsibility to investigate all reported violations.
- D. **Compliance Officer** – The CEO acts as the Compliance Officer for KYR. The CEO/Compliance Officer will investigate and resolve all reported complaints and allegations concerning violations of The Policy and will work directly with General Counsel. Upon receipt of a report in violation of The Policy, the Compliance Officer will promptly investigate the matter. During the investigation, KYR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.
- E. **Acting in Good Faith** - Anyone filing a complaint concerning a violation or suspected violation of The Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of The Policy. Any allegations that prove not to be substantiated, or which prove to have been made maliciously, in bad faith, or knowingly to be false, will be viewed as a serious disciplinary offense.
- F. **Handling of Reported Violations** - The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten (10) business days by electronic mail.
- G. **Discipline** - If it is determined that the investigation substantiates that a violation of The Policy has occurred, KYR’s President and President-Elect in consultation with the Compliance Officer, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint, the Compliance Officer will identify a substitute(s) to be selected from the Executive Committee and/or Board of Directors. KYR reserves the right to take any necessary and appropriate action against an Association officer, director, committee member, member, or employee who engages in any violation of The Policy. Such actions may include, but are not limited to removal from leadership, a committee appointment, or expulsion from membership or any other action deemed appropriate by KYR.

Section 1.13. Real Estate Regulation:

Kentucky REALTORS® (KYR) strongly supports Kentucky real estate license law and the Kentucky Real Estate Commission’s (KREC) core mission and purpose in seeing that the law is complied with by all licensees of the State of Kentucky for the benefit of the public and consumer. It is our desire and intent to keep a strong and viable line of communication open between KYR and KREC. Potential changes to license law may be discussed between the KYR and KREC staff.

In maintaining this strong and viable line of communication, KYR and KREC must remain up to date on developments in state and federal laws that govern the relationship between an industry trade association and the regulatory oversight board. In reaching decisions consistent with the separate missions of each entity, those decisions must be made independently and at arms’ length to avoid even the appearance of impropriety or collusion between industry and regulator.

KYR recognizes the profound influence KREC Commissioners have and the grave responsibility as regulators and public officials they have over all real estate licensees in Kentucky. As such, to avoid any actual or perceived undue influence or conflict of interest, and for the protection of both KYR, KREC, as well as the individual Commissioners and licensees, Commissioners may not serve in a volunteer or elected leadership position at KYR while also serving as a Commissioner. Commissioners shall otherwise enjoy all the rights and privileges of membership and use of the REALTOR® trademark exclusive of the limitations set forth herein.

SECTION 2 ORGANIZATION

Section 2.1. Office Location:

The executive office of the Kentucky REALTORS® shall be at 2708 Old Rosebud Road, Suite 200, Lexington, Kentucky, 40509.

Section 2.2. Tax Status:

- A. **501(c)(6) Status** – Kentucky REALTORS® shall be organized as an IRS 501 (c)(6) organization.
- B. **Non-Profit Subsidiaries** - The Leadership Team is authorized to take action and advise the Board of Directors of such if at any time for tax purposes, mailing costs, or other similar reasons, it becomes advantageous to organize either for-profit or not-for profit subsidiaries.
- C. **Wholly Owned Subsidiaries** - KYR owns the following wholly owned subsidiaries:
 - 1. Kentucky REALTORS® Political Action Committee
 - 2. Kentucky REALTORS® Institute
 - 3. Kentucky REALTORS® Relief Foundation

Section 2.3 Leadership Team Composition, Duties & Responsibilities:

- A. **Short Description** - The KYR Leadership Team shall consist of the President, President-Elect, Treasurer, Treasurer-Elect, Immediate Past President, and the Chair of Past Presidents Committee, and the CEO. (*6 voting members, one non-voting member*)
- B. **Specific Responsibilities:**

The purpose of the Leadership Team and its limitations are as follows:

- 1. To meet and consult with the President upon the President's request;
- 2. To provide advice and guidance to the President regarding the exercise of the President's authority;
- 3. To assist in preparing the President, CEO and staff for regular and special meetings of the Board of Directors and Delegate Body;
- 4. To make day-to-day decisions about the building as needed. (Added 6/18)

Except as otherwise provided in this document, the Leadership Team has no authority to take any action affecting the operations or policies of the Kentucky REALTORS® but constitute an advisory body only. However, the Leadership Team may make any recommendations to the Board of Directors or Delegate Body for their adoption or approval. (Revised 12/08)

Controls on expenditures shall differ for administrative and programmatic expenses. The existing expenditure controls shall be retained for programmatic expenses. That is:

- Staff shall notify the Board of Directors when a line item exceeds 90% of budget.
- Staff shall seek Board of Directors approval for expenditures for a line item when they are anticipated to exceed 100% of budget.

The following expenditure controls shall govern administrative expenses:

- Staff shall notify the Board of Directors when expenditures related to a line item are anticipated to exceed 100% of budget.
- The Board of Directors shall meet to review and approve the proposed expenditures if four or more Directors request such a meeting, conference call or other electronically facilitated meeting within 48 hours of receipt of notice.
- The proposed expenditures shall be deemed approved if such meeting is not convened to review and approve the expenditures.
- Any overage in the budget for CEO travel shall be reported to and must be approved by the Board of Directors.

Funding for substantial, new programs shall be approved by the Board of Directors.

Section 2.4. Legal and Professional Counsel:

The Association shall engage the services of legal counsel on a contract basis to advise and counsel the Association relative to matters of interest to the Association which have any legal implications. Legal counsel shall initiate action only after approval of the President or CEO. Legal counsel will be present at all KYR business meetings and other times as so directed by the President or CEO. A contract for legal counsel shall be awarded and, renewable at the pleasure of the Board of Directors.

Section 2.5. President's Duties & Responsibilities:

- A. Short Description** - The President is the chief elected officer of the Association and serves as chair of the Leadership Team, Board of Directors, and Delegate Body.
- B. Term** – Serve a one (1) year term, from January 1 to December 31 for the year they were elected to serve as President of KYR.
- C. Qualification Requirements** – Serve as President-Elect.
- D. Specific Responsibilities**
 1. Ensure that the mission of the Association is advanced while adhering to the Association's Bylaws, budget, policies, and the KYR Strategic Plan.
 2. Preside at all meetings of the Leadership Team, Board of Directors, and the Delegate Body voting only to break a tie.
 3. Set the date, location, and agenda of all Leadership Team, Board of Directors, and Delegate Body meetings.
 4. Appoint Presidential Advisory Groups (PAGs) and Task Forces as needed, and as permitted by the Bylaws and Policies and Procedures Manual.
 5. Serve as ex-officio voting member of all KYR committees
 6. Chair Meetings for the following:
 - i. KYR Statewide Caucus meetings
 - ii. Local Board Presidents' meetings
 - iii. Additional meetings as appropriate

7. Visit as many boards as the limitations of time will permit and installing board officers where requested (requests for presidential visitation should be made through the KYR office).
8. Officially speak on behalf of the Association and represent the Association before other groups when invited to do so. He/she should not appear before groups and speak as an individual. At all times, the President should speak in favor of issues adopted by the Association, against those issues that the Association opposes, and take no side on issues that the Association has chosen not to take a position.
9. Supervise the business and affairs of the Association and its staff through frequent consultation with the Chief Executive Officer.
10. . Work closely with the Treasurer, the Chief Executive Officer, and appropriate staff to ensure that the finances and expenses of the Association are properly handled.
11. Serve as an NAR Director and attend all NAR Director meetings and regional caucuses including, but not limited to, those held during the REALTOR® Legislative Meetings and Annual Conference; and
12. At the end of their Presidential term, serve on the Executive Committee as Immediate Past President.
13. Prepare individual travel expenses as outlined in the policies and procedures manual.
14. Serve as Chair of the Personnel Committee. (Added from Past-Presidents Duties)

Section 2.6. Immediate Past President’s Duties & Responsibilities:

- A. **Short Description** - The Immediate Past President shall serve as a member of the Executive Committee and in an advisory capacity to the President.
- B. **Specific Responsibilities:**
 1. Serve as an advisor and be available when called upon by the President, Leadership Team, Board of Directors and the Delegate Body.
 2. Serve as a voting member and attend all meetings of the Leadership Team and Board of Directors.
 3. Other duties as assigned by the KYR President.
 4. Prepare individual travel expenses as outlined in the policies and procedures manual.

Section 2.7. President-Elect’s Duties & Responsibilities: (Revised 02/24)

- A. **Short Description** - The President-Elect shall serve as a member of the Leadership Team and assist the President in performing his/her duties. The President-Elect shall use his/her term of office to prepare to serve as President.
- B. **Term** – One (1) year.
- C. **Qualification Requirements** - Must be a current member in good standing in the local, state, and national associations in which membership is held, served as a member of the Finance and Bylaws, Policies, and Procedures Committee, and must have served in the following capacities and been approved by the Past Presidents Committee prior to or during his/her running for KYR President-Elect. The KYR President/President-Elect shall not serve concurrently with the office of President/President-Elect of any local member board/association. (Revised 6/26/25)
 1. Served in one of the elected roles for 2 of the previous 7 years: (Revised 6/26/25)
 - Regional Director
 - At-Large Director
 - Senior Director
- D. **Specific Responsibilities:**
 1. In the absence, or inability, of the President to act, serve as presiding officer and perform such other

- duties of the President as may be required.
2. In the event of the death, disability, resignation, or removal from office of the President, fill the unexpired term of the President. In this event, he/she shall not be prohibited from being selected to his/her otherwise normal term as President.
 3. When invited to do so, or as a substitute for the President, install local board officers (all invitations should be cleared through the KYR office).
 4. Represent the Association before other organizations when invited to do so or at the request of the President. He/she should not appear before groups and speak as an individual. At all times, the President-Elect should speak in favor of issues adopted by the Association, against those issues that the Association opposes, and take no side on issues that the Association has chosen not to take a position.
 5. Serve as a voting member and attend all meetings of the Leadership Team, Board of Directors, and Delegate Body.
 6. Serve as Chair of Committees designated in the Bylaws and Policies & Procedures Manual.
 7. Perform such other duties as may be directed by the President, Leadership Team, Board of Directors and the Delegate Body.
 8. Work with the President to select Committee Chairs/Vice Chairs, Committee charges, Committee members, etc. for the next Association year; and
 9. Be assigned other duties by the President, as necessary.
 10. Prepare individual travel expenses as outlined in the policies and procedures manual.
 11. Serve as liaison to the Kentucky Real Estate Commission (KREC) along with the CEO in order to sustain an effective relationship with the Commission.

Section 2.8. Treasurer's Duties & Responsibilities:

- A. **Short Description** - The Treasurer shall serve as a member of the Leadership Team and oversee the financial affairs of the Association.
- B. **Term** – One (1) year.
- C. **Qualification Requirements** – Must be a current member in good standing in the local, state, and national associations in which membership is held, and have served in the following capacities and been approved by the Past Presidents Committee prior to or during her/his running for KYR Treasurer: (Revised 6/26/25)
 1. Treasurer-Elect
- D. **Specific Responsibilities:**
 1. Serve as Chair of the Finance Committee and as a member of the Leadership Team and Board of Directors.
 2. Prepare and present the annual budget in collaboration with the CEO to the Board of Directors.
 3. Review the financial report monthly with the CEO.
 4. Present the financial statements, including a summary of income and expenses, and the current budget to the Leadership Team and Board of Directors at each scheduled meeting (per the Bylaws).
 5. Prepare and submit to the President any assigned or interim special reports as requested.
 6. Attend all meetings of the Finance Committee, Board of Directors, and Delegate Body.
 7. Represent the Association before other organizations when invited to do so or at the request of the President. He/she should not appear before groups and speak as an individual. At all times, the Treasurer should speak in favor of issues adopted by the Association, against those issues that the Association opposes, and take no side on issues that the Association has chosen not to take a position.
 8. Serve as a voting member and attend all meetings of the Executive Committee and Board of

- Directors.
9. Perform such other duties as may be directed by the President, the Executive Committee, and the Board of Directors.
 10. Prepare individual travel expenses as outlined in the policies and procedures manual.

Section 2.9. Treasurer - Elect Duties & Responsibilities:

- A. **Short Description** - The Treasurer- Elect shall serve as a member of the Leadership Team and work in concert with the Treasurer to oversee the financial affairs of the Association.
- B. **Term** – One (1) year.
- C. **Qualification Requirements** - Must be a current member in good standing in the local, state, and national associations in which membership is held, served as a member of the Finance Committee, served as a KYR Director for at least two years of the previous seven years, as a member in good standing of at least one other KYR Committee, and been approved by the Past Presidents Committee prior to or during her/his running for KYR Treasurer-Elect. (Revised 6/26/25)
- D. **Specific Responsibilities:**
 1. Serve as Co-chair of the Finance Committee and as a member of the Leadership Team and Board of Directors.
 2. Assist the Treasurer when preparing and presenting the annual budget in collaboration with the CEO to the Board of Directors.
 3. Review the financial report monthly with the Treasurer and CEO.
 4. In the absence of the Treasurer, be prepared to present the Present the financial statements, including a summary of income and expenses, and the current budget to the Leadership Team and Board of Directors at each scheduled meeting (per the Bylaws).
 5. Attend all meetings of the Finance Committee, Board of Directors, and Delegate Body.
 6. Represent the Association before other organizations when invited to do so or at the request of the President. He/she should not appear before groups and speak as an individual. At all times, the Treasurer should speak in favor of issues adopted by the Association, against those issues that the Association opposes, and take no side on issues that the Association has chosen not to take a position.
 7. Serve as a voting member and attend all meetings of the Executive Committee and Board of Directors.
 8. Perform such other duties as may be directed by the President, the Executive Committee, and the Board of Directors.
 9. Prepare individual travel expenses as outlined in the policies and procedures manual.

Section 2.10. Regional Director Duties & Responsibilities:

- A. **Short Description** - The Regional Director is the KYR representative to brokers and members within his/her regional jurisdiction. A Regional Director provides outreach to all Associations and members within the region, identifies problems or opportunities, assists during disaster relief, and is available wherever possible. Service as a Regional Director shall be a prerequisite to being eligible to the other elected offices of the Association.
- B. **Term** – 2 Years, maximum of two consecutive terms can be served.
- C. **Qualification Requirements** - Must be a current member in good standing in the local, state, and national

associations in which membership is held, and have served in **one or more** of the following capacities and been approved by the Past Presidents Committee prior to or during her/his running for Regional Director:
(Revised 6/26/25)

1. Served as a local Board President
2. Served as a Delegate Body Member
3. Served as a Trustee of the Kentucky REALTOR® Relief Foundation (“KRRF”)
4. Served as a KYR RPAC Trustee
5. Served on no less than two (2) KYR Committees, Presidential Advisory Groups (PAG), or Task Forces

D. Specific Responsibilities:

1. **Outreach:** Contact Association Executives and members in your region and let them know the Association’s desire to be of service.
2. **Coordinate:** Work with the KYR staff to coordinate membership service and requests for information from brokers and members.
3. **Communicate:** Keep both the President and Chief Executive Officer informed of problems or special needs of Associations and members in your region.
4. **Goal:** Set a goal to contact each Association Executive within your region at least twice during the calendar year.
5. **Region:** Support the Associations within your region and attend an event at each local board during the year.
6. **Support:** Stay informed of news and information from KYR and in Real Estate in Kentucky. Help share and promote positive news about the Association and information of relevance to our membership.
7. **Attendance:** Serve as a member and attend all official meetings of the KYR Board of Directors and Delegate Body.
8. **Region Director Updates:** Be prepared to give Region Updates at the President’s request.
9. **Travel:** Prepare individual travel expenses as outlined in the policies and procedures manual. Reimbursement for in-region travel expenses pertaining to KYR business and local association visits shall include mileage, meals, and if necessary, lodging expenses. Requests for reimbursement shall be submitted within thirty (30) days of the date the meeting occurred. (Revised 6/26/25)

E. Region Directors must adhere to the responsibilities found in Section 2.12(D). (Added 6/26/25)

Section 2.11. Senior Director Duties & Responsibilities:

A. **Description:** The Senior Directors serve a total of three (3) years and cover three (3) areas: Administration, Program Services and Advocacy. These positions will rotate each year, so they serve in all three (3) positions by the time their term expires. The Senior Director is to act as a liaison between the Board and the committees to which they are assigned each year, to coordinate activities between committees dealing with a common issue, to assist committee chairs to develop activities consistent with the Strategic Plan, to provide assistance to committees as necessary, and to report at each Board of Directors Meeting any action or motion from their respective committees.

B. Qualification Requirements:

1. Served as a Director At-Large or Regional Director for two of the previous seven years. (Revised 6/26/2025)
2. Served on no less than two (2) KYR Committees, Presidential Advisory Groups (PAG), or Task Forces.
3. Must be a current member in good standing with their local association and the state association.

C. Prepare individual travel expenses as outlined in the policies and procedures manual.

D. Senior Directors must adhere to the responsibilities found in Section 2.12(D). (Added 6/26/25)

Section 2.12. Board of Directors' Director at Large Duties & Responsibilities: (Revised 6/26/25)

- A. **Short Description** – A member of the Board of Directors is a representative of the Kentucky REALTORS® State Association. It is the duty of the KYR Board of Directors to establish and approve the budget, Strategic Plan, bylaws, policies, and procedures.
- B. **Term** – 3 Years
- C. **Qualification Requirements** – Must be a current member in good standing with their local and state association and must have served in one or more of the following capacities and been approved by the Past Presidents Committee prior to or during her/his running for Director: (revised 6/26/25)
1. Served as a Delegate Body Member
 2. Served on no less than two (2) KYR Committees, Presidential Advisory Groups (PAG), or Task Forces
- D. **Specific Responsibilities:**
1. **Generally:** As a member of the State Association's governing body, it is the responsibility of State Directors to represent the interests of the total state Association membership and not solely his/her personal interest, local board, or region.
 - a. Directors shall meet in accordance with the KYR Bylaws, which includes, but is not limited to:
 - i. Scheduled annual meetings.
 - ii. Special Called Board of Directors Meetings.
 - iii. Any emergency meetings.
 2. **Oath of Office:** Directors shall be sworn into their term on the Kentucky REALTORS® Board of Directors pursuant to the KYR Bylaws and Policies & Procedures manual.
 3. **Fiduciary Duty:** The KYR Board of Directors shall administer the finances of the Association and shall have sole authority to appropriate money. The KYR Board of Directors shall have the authority to levy a special assessment for specific purposes and shall provide for the collection of the same. The accounts of the Association shall be audited annually by a Certified Public Accountant (CPA).
 4. **Duty of Confidentiality:** KYR Board of Directors will maintain the confidentiality of the information and materials discussed and shared as a Director. Disclosure, distribution, or failure to maintain confidentiality of such information and materials could negatively impact KYR and its members, and result in dismissal from the Board of Director.
 5. **Duty of Care:** Directors shall abide by the duty of care, which requires leaders to use reasonable care and good judgment in making decisions on behalf of the interests of the State Association.
 - a. Directors shall have a basic knowledge and familiarity with business, finance, and accounting of the Association.
 - b. Directors shall put in the time and effort necessary to prepare in advance and attend all meetings.
 - c. Be familiar with the National Association of REALTORS® Constitution, Bylaws, Policies and Procedures
 - d. Be familiar with the Kentucky REALTORS® Bylaws, Policies and Procedures
 - e. Be familiar with and engage in KYR Political Advocacy and Public Policy at the local, state, and national levels.
 6. **Duty of Loyalty:** Directors shall maintain a duty of loyalty to the Association, which requires leaders to be faithful to the organization, maintain confidentiality, and avoid conflicts of interest.
 - a. Directors should not use their Director position for personal profit or gain, or for other personal or business advantages.

- b. Directors owe the Association a duty of fair and honest dealing.
 - c. Directors have a duty to disclose any conflict or potential conflict of interest at the meeting. Any member who has a conflict or potential conflict of interest in the outcome of any matter being considered shall recuse himself/herself from the discussion, deliberation and/or voting on the issue. Should a conflict arise, please inform the President.
7. **Communicate:** Keep both the President and Chief Executive Officer informed of any problems or special needs.
 8. **Support:** Stay informed of news and information from KYR and in Kentucky Real Estate. Help share and promote positive news about the Association and information of relevance to our membership.
 9. **Reports:** The CEO will prepare periodic reports of the most important and substantive issues affecting the Association and email those to the Board of Directors.
 10. **Meetings:** Regular meetings will be scheduled and approved in advance by the Board of Directors.
 - a. The annual KYR Convention shall be held in conjunction with the regular meeting of the membership.
 - b. Special meetings of the membership may be conducted, provided notice of the meeting is given at least seven (7) days in advance prior to the scheduled meeting. Further, the notice of the meeting shall include an order of business listing the subject matter that will be addressed in the meeting.
 11. **Virtual Meetings:** The Board of Directors may meet virtually utilizing video conferencing technology.
 12. **Board of Directors Training:** All Directors shall attend annual Board of Director and leadership training as provided by the State Association prior to being seated as a Director and/or voting on issues before the Board of Directors.
 - a. The State Association shall provide the required training in conjunction with normally scheduled Board of Directors meetings.
 - b. The training shall include legal, fiduciary, and ethical obligations as Directors to the State Association and membership.
 - c. The President-Elect and CEO will collaborate and deliver the training content and speaker(s).
 13. **Attendance:** Directors are expected to attend ALL meetings of the Board of Directors. (Revised 6/26/2025)
 - a. The only acceptable reasons for excused absence are Active Military Service and Jury Duty.
 - b. Any Director that is absent for more than one (1) meeting in a calendar year shall be deemed to forfeit the office, and the Chief Executive Officer shall so notify the Director and the Director's Local Board. The Director shall have fifteen (15) days thereafter to appeal to the Leadership Team in writing for waiver of this provision for good cause, and the appeal shall be heard at the next meeting of the Leadership Team.
 14. **CEO Review-** Review and approve the CEO Performance Review as recommended by the Personnel Committee.

Section 2.13. Delegate Body Duties & Responsibilities:

- A. **Description** – Delegates of the Kentucky REALTORS® hold positions of honor and prestige. The responsibilities of Delegates should never be underestimated. Delegates are the most direct link to the members and arguably have the greatest responsibility for interacting with such members. As a body, Delegates have the power to affect the most crucial aspects of KYR leadership and direction. However, with such power comes great responsibility. That responsibility is to exercise power judiciously and avoid the temptation to substitute the Delegate's own judgment for that of the Officers or Directors they elected to

direct KYR, or the members who elected them. Members expect and are entitled to participation by their Delegates that encourages progress without thwarting the process of management. Delegates must exhibit qualities of leadership and personal commitment to KYR and to each member they represent. (Revised 2/07)

B. **Term:** Based on Local Association Appointments

C. **Composition:** The composition of the Delegate Body shall be as stated in the Bylaws. The number of representatives to be elected by member boards in accordance with the Bylaws shall be determined by the following formula:

1. Determine the number of primary (REALTOR® & REALTOR® Emeritus) members as of September 30th each year to be reported to the body at its next meeting. (Revised 2/17)
2. Divide the number of members by 250.
3. Round the answer up to the next whole number.

Vacancies on the Delegate Body shall be filled in accordance with Article V, Section 3 of the Bylaws.

Each local Board/Association shall submit their Delegate name(s) to KYR in writing. Local Boards/Associations shall also submit changes of any Delegate to KYR in writing prior to that Delegate having voting privileges. (Added 9/07) Notice must be signed by the President and the Association Executive/Secretary and provided to KYR no later than 24 hours prior to the start time of the election. (Added 9/19)

D. **Duties:** The Delegate Body shall be responsible for:

1. Electing KYR Officers. (Revised 2/07)
2. Electing representatives to NAR.
3. Approving the strategic plan and budget recommended by the Board of Directors. (Revised 2/07)
4. The Delegate Body may review and reverse decisions of the Board of Directors in accordance with the Bylaws.
5. A special meeting of the Delegate Body may also be called for the purpose of approving or reversing decisions, excluding decisions of the Board of Directors regarding personnel decisions, made at a special meeting of the Board of Directors, provided the notice of the special meeting of the Delegate Body shall include an order of Business listing the substance of any decisions of the Board of Directors to be addressed at the special meeting of the Delegate Body. The CEO or Officer calling the special meeting of the Delegate Body may elect that the special meeting will consist only of electronic voting of the Delegate Body to review or reverse decisions made at a special meeting of the Board of Directors, excluding decisions of the Board of Directors regarding personnel decisions, provided that the notice of the special meeting shall provide delegates with clear instructions as to the timing and procedures for participating in any electronic voting. Participation by a delegate in such electronic voting shall constitute presence in person at the special meeting of the Delegate Body. The vote of a majority of the delegates participating in electronic voting shall constitute the action of the Delegate Body pursuant to the special meeting even though the electronic voting takes place over a period of time, provided that the number of delegates participating in the electronic voting would be sufficient to constitute a quorum at a physical meeting of the Delegate Body. (Amended 09/27/2017).
6. All Delegate Body members are required to attend regular open meetings of the Board of Directors, Delegate Body, and special called meetings of the Delegate Body, and may attend any open special called Board of Directors meetings. (Revised 2/13)

Delegates should be familiar with:

1. Current Bylaws, Constitution, and Policies of the National Association of REALTORS®.
2. Current Bylaws and Policies and Procedures of the Kentucky REALTORS®.
3. Robert's Rules of Order or any other approved rules of parliamentary procedure.
4. Legislative activity on local, state, and national levels.

All Delegates must attend and receive training at least once. Training will be available via the KYR website. Training is to be completed within 60 days of election/appointment to the KYR Delegate Body. (Revised 2/9/12) An informational forum will be held prior to the start of each KYR Business meeting for the benefit of all attendees. Delegates and Directors should attend. (Added 12/08)

- E. **Distribution of Minutes:** The minutes of all KYR Board of Directors and Delegate Body meetings shall be sent to the members of the Delegate Body after review by the Presiding Officer, CEO and legal counsel. (Revised 2/07)

The minutes of any meeting of the Board of Directors held as a conference call or by any electronic communication shall be sent to the members of the Delegate Body within seven days of the meeting. (Revised 2/13)

Delegate Absences: The only acceptable reason for excused absences is Active Military Service. Any Delegate that is absent for more than one (1) meeting in a calendar year shall be deemed to forfeit the office, and the Chief Executive Officer shall so notify the Delegate and the Delegate's Local Board. The Delegate shall have fifteen (15) days thereafter to appeal to the Leadership Team in writing for waiver of this provision for good cause, and the appeal shall be heard at the next meeting of the Leadership Team. (Revised 6/26/2025)

Section 2.14. Permanent Committee Chair/Co-Chair Duties & Responsibilities:

- A. The President-Elect and President-Elect incumbent shall meet each fall for the purposes of initiating the selection process for qualified Committee Chairs and Co-Chairs for Permanent Committees. Chairs are appointed by the President-Elect. Co-Chairs are appointed by the President-Elect incumbent. The final selection shall be reported to the Board of Directors at its next scheduled meeting following the appointment.
- B. In the winter of each year, Chair/Co-Chair Commitment letters shall be sent to all Permanent Committee Chairs/Vice Chairs, along with the basic Committee charges as set in the Bylaws and/or Policies and Procedures Manual, and/or the Strategic Plan of the Kentucky REALTORS®
- C. Committee meetings are called at the discretion of the chair based on the business pending before the Committee.
- D. Prior to each Committee meeting during the year, it is the responsibility of the Chair and Co-Chair to contact all committee members to let them know of the meeting, and their responsibility and commitment to their respective committees, and
 1. To establish measurable/quantifiable goals and report to the Board of Directors of KYR as to the progress of the Committee;
 2. To create programs and/or policies for implementation by the Committee that are consistent with the Kentucky REALTORS® Constitution and Bylaws, Policies and Procedures Manual, and Strategic

Plan.

3. To participate in the ongoing work of the Committee outside of the times set for group meetings;
4. To create an environment that encourages maximum member participation;
5. To ensure that the Committee follows appropriate procedures for accomplishing programs;
6. To coordinate with the staff liaison the plans, actions, and communications of the Committee.
7. To develop and/or review the long-range plan for the Committee they chair;
8. To present motions by the Committee Chair (or designee) from the Committee to the Executive Committee and Board of Directors;
9. Serve for a term of one (1) year (*can repeat*); and
10. Chairs vote only to make or break a tie.

Section 2.15. Small, Medium, Large Board Defined:

The Boards of the Kentucky REALTORS® shall be categorized as small (1-499 members), medium (500-1,999 members), or large (2,000 members and above).

Section 2.16. Regions Defined by Association Name and Counties:

A. Regions Defined. The regions of the Association shall embrace boards whose jurisdictions fall within the respective Kentucky counties named below:

Region 1: (24 Counties)

(Revised 2/6/25)

Association Name	Counties
Henderson-Audubon Board	Henderson, Union, Webster
Hopkinsville-Christian & Todd Board	Christian, Todd
Madisonville-Hopkins Board	Hopkins
Murray-Calloway Board	Calloway
Greater Owensboro Board	Daviess, Grayson, Hancock, Ohio, McLean
Paducah Board	Ballard, Carlisle, Fulton, Hickman, McCracken, Livingston, Marshall, Graves
Pennyrile Board	Caldwell, Crittenden, Lyon, Trigg

Region 2: (16 Counties)

REALTOR® Assoc. of Southern Kentucky	Allen, Butler, Edmonson, Logan, Muhlenberg, Simpson, Warren
The Heart of Kentucky Assoc.	Hardin
South Central KY Assoc	Adair, Barren, Clinton, Cumberland, Green, Metcalfe, Monroe, Taylor

Region 3: (13 Counties)

Greater Louisville Assoc.	Breckinridge, Bullitt, Carroll, Jefferson, Hart, Larue, Marion, Meade, Nelson, Oldham, Spencer, Trimble, Washington
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Region 4: (38 Counties)

Bluegrass REALTORS®	Anderson, Bath, Bell, Bourbon, Clark, Clay, Elliott, Estill, Fayette, Franklin, Harrison, Jackson, Jessamine, Knox, Laurel, Lee, Madison, McCreary, Menifee, Montgomery, Nicholas, Owsley, Powell, Pulaski, Rowen, Russell, Scott, Wayne, Whitley, Woodford, Boyle, Casey, Garrard, Henry, Lincoln, Mercer, Rockcastle, Shelby
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Region 5: (12 Counties)

Northern Kentucky Assoc.	Boone, Bracken, Campbell, Fleming, Gallatin, Grant, Kenton, Lewis, Mason, Owen, Pendleton, Robertston
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Region 6: (17 Counties)

Ashland Area Board	Boyd, Carter, Greenup, Lawrence
Eastern Kentucky Board	Breathitt, Floyd, Harlan, Johnson, Knott, Leslie, Letcher, Magoffin, Martin, Morgan, Perry, Pike, Wolfe

Section 2.17. NAR Directors Performance, Expectations, & Qualifications:

In accordance with the KYR Bylaws, the Delegate Body is responsible for electing the NAR Directors. The number of Kentucky NAR Directors is determined by the NAR State Director Allocation Formula identified in Article IV-Board of Directors of the NAR Constitution.

NAR Director Allocation is as follows (as of December 31, 2022):

- The President of the Kentucky REALTORS® will serve a one-year term as NAR Director.
- NAR Directors from Kentucky will be elected by the state in accordance with the following formula:
 - The number of primary members in the state as of July 31 of the year prior to service, divided by the number of primary members in the National Association of REALTORS® as of the same date, multiplied by 261.
 - NAR Directors serving in accordance with this formula shall serve for a three (3) year term.
- NAR Directors from Kentucky will be appointed by local associations with at least 2,000 members as of July 31 (based on the current NAR Director Formula) the year prior to service in the manner and term determined by the local associations with at least 2,000 members.
- One NAR Director from Kentucky will be elected who will serve as a primary member in a local association with 500-1,999 members. The Director serving pursuant to this provision shall serve a term of two (2) years.
- One NAR Director from Kentucky will be elected who will serve as a primary member in a local association with 499 members or less. The Director serving pursuant to this provision shall serve a term of two (2) years.

NAR Director Performance Expectations & Qualifications:

NAR Director Qualifications:

Each applicant MUST satisfy the following qualifications to serve as an NAR Director:

- Be a REALTOR® member in good standing, actively engaged in the business of Real Estate.
- Have served in some capacity within NAR Governance, a state or local association, or NAR Institute, Society, or Council.
- Complete a written application that includes the following:
 - Provide a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe can contribute to their role.
 - Commitment to supporting the **Mission**, **Priorities**, and **Core Values** of NAR.

- Acknowledge that the applicant will fulfill all **duties and responsibilities of the role** and abide by **NAR policies**.

NAR Director Performance Expectations:

Each NAR Director must meet the following performance expectations during their term:

- Execute the NAR Volunteer Service Agreement that includes Director duties, responsibilities, and performance expectations.
- Complete an annual orientation and NAR fiduciary refresher module.
- Serve on at least one committee, forum, or advisory group to stay informed on key policy positions to act as a local member resource.
- Demonstrate leadership and communication skills as well as proficient use of technology and social media.
- Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
- Forfeit their Director position when they miss two consecutive Board meetings unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.
- Resign or be removed from the Board in the event of a violation of fiduciary obligation to NAR or a violation of the NAR conflict of interest or harassment policies.

Section 2.18. Chief Executive Officer (CEO): (Revised 9/22)

The Chief Executive Officer (CEO) of the Kentucky REALTORS® serves as the corporate secretary of KYR and shall hold such title. The CEO is also a non-voting member of KRI, RPAC, the KYR BOD, Delegate Body, Leadership Team, and all KYR committees except for the Personnel Committee.

The CEO is specifically charged with the following expectations:

Internal

Strategy: Proposes strategic initiatives, plans and policies that advance the Association's goals and, in partnership with Leadership, assures the Strategic Plan is prioritized and implemented successfully. Initiates actions to achieve successful accomplishment. Integrates strategic goal priorities with structure and operations.

Information: Provides all levels of the Association with timely and curated information, recommendations and advice that will facilitate informed action. Assures Leadership is fully informed on conditions in a complete and transparent manner. Anticipates and supplies information needs for emerging concerns.

Operations: Establishes an effective and efficient organization structure to deliver all programs, products, and services. Creates processes necessary to attain the goals of the Association established in the Strategic Plan, and as determined by Leadership. Has a flexible structure capable of changing direction or emphasis.

Innovation: Encourages an awareness of change and the application of creativity while retaining successful components of existing priorities. Develops and presents new programs, products, or services for Leadership consideration. Pursues the collective future vision of the Association through ingenuity.

Staff: Effectively manages staff, including hiring, training, delegating, appraising, rewarding, and disciplining employees and resolving problems. Appropriately matches responsibilities and personnel. Motivates and mentors employees in a member-focused, team oriented, professional and productive environment.

Accountability: Assumes responsibility for results, as clearly articulated in advance, in all assigned areas. Requires and assures accountability of staff and influences Association leaders to be accountable in their areas of responsibility. Reliable, dependable and operates with integrity.

Assets: Recommends, refines, and ensures adherence to the Association’s annual budget and asset management policies. Assures budget linkage to Strategic Plan priorities. Protects the Association’s financial, physical, and intellectual assets. Estimates financial, research and human assets needed to address emerging issues.

Dedication: Exhibits a personal commitment to the real estate business, the strategic mission of the Association, the success of the members, the accomplishment of local Associations, and the professional growth of the staff. Demonstrates such commitment to the Association and the position of CEO.

Trust: Creates an atmosphere of trust, partnership, and inclusion with all levels of the Association’s leadership. Actively listens and facilitates open dialogue and transparency. Offers unbiased advice. Manages conflict with fairness and confidentiality. Operates with consistency and lack of favoritism.

External Relationships: Engages a variety of personalities, in various situations, and creates positive personal or professional interactions. Is accessible to all and not just a few groups or individuals. Has emotional and intellectual qualities that earns the respect of leaders, members, staff, and constituencies locally, state-wide, and nationally.

Communications: Conveys information, concepts, feelings, or thoughts effectively and powerfully to any size audience, creating a desired effect, yet with humility. Uses written and spoken word and visual images effectively. Assures the Association public image and brand is positive and clearly expressed.

Organizations: Develops and maintains positive working relationships with other organizations, public interest groups, business federations, elected and regulatory officials, community leaders and the media. Assures that the beliefs and opinions of the Association are articulated and recognized.

Vision: Recognizes evolving ideas and trends that will have an impact on the members or the Association. Proposes new concepts, methods, or products to address threats and opportunities therein. Adjusts to changes personally and organizationally by deploying structural, financial, or intellectual assets effectively.

Representative: Serves, in collaboration with the President, as an articulate envoy on Association issues to the media, public, civic organizations, and government. Provides same role in the real estate industry and REALTOR® organization. Represents the Association with constancy of professionalism and influence.

Influence: Motivates others to follow a direction, or consider a different approach, through persuasion, without force or coercion. Applies influence effectively outside the Association with industry and community leaders, governmental officials, and others. Is an approachable, collaborative and inclusive leader.

Performance Standards:

The CEO evaluation shall be conducted by the Personnel Committee no later than November 30th of each year. The evaluation shall be confidentially reported to the Board of Directors at the subsequent meeting, along with any recommended actions by the Personnel Committee.

SECTION 3 ASSOCIATION BUSINESS

Section 3.1. Source of Ideas and Initiatives:

New ideas and initiatives may come from many different sources, including, but not limited to, individual members through in-person or telephone, mail, electronic surveys and submissions, in-person focus groups, forums,

leadership discussions and meetings, committee chairs and members, and from staff research and development.

Section 3.2. Governing Document Interpretations:

Final interpretations of Association governing documents shall be determined by the Association's General Counsel, who is employed by the Board of Directors pursuant to Policies and Procedures Manual Section 2.4. The Association's General Counsel shall report to the President and CEO his/her legal interpretation of any conflicts with governing documents and provide an opinion on behalf of and in the best interests of the Association and its membership.

Section 3.3. Committee Motions:

On business items that necessitate approval by the Board of Directors, all committees shall report motions in writing to the Chief Executive Officer for presentation to the Board of Directors, preferably no later than twenty-one days prior to the scheduled meeting.

Section 3.4. President's Review:

All committee motions are to be presented to the KYR President prior to the Board of Directors meeting.

Section 3.5. Board Disposition:

The chair of each committee may speak to their committee motion and also provide other informational reports.

The following motions are in order to dispose of committee motion(s):

1. Move adoption, as recommended by the Board of Directors
2. Other proper motions.

At each Board of Directors meeting, motions should first be presented verbally, discussion allowed, and then presented verbally, and a disposition made.

Section 3.6. Board of Directors – Committee Work:

The Board of Directors shall not conduct committee work from the floor of the Board.

Section 3.7. Board of Directors Notification of Meeting:

Notification of a Board of Directors meeting shall be emailed to each Director at least two (2) weeks prior to the Directors meeting. Directors will receive notification of Special called Board of Directors meetings at least seven (7) days prior to the Directors meeting.

Section 3.8. Board of Directors Agenda and Advance Materials:

Minutes and a tentative agenda should be emailed to each Director not later than ten (10) days prior to the next scheduled Board of Directors meeting and should also be included in the Director packets at the Board of Directors meeting. This provision excludes Special called Board of Directors meetings.

Any proposed amendments, revisions, or changes to the Policies and Procedures Manual shall be made available to the Board of Directors electronically not later than two (2) weeks prior to the Directors' meeting. In the event that any proposals are amended subsequent to being made available to the Directors, excluding typographical or clerical errors, those amendments should be brought to the attention of the Directors at the Board meeting.

Section 3.9. Attendance Verification:

The Association shall require and maintain an attendance verification system to confirm the attendance of Directors at Board of Directors Meetings. This shall enable the Leadership Team to vigorously enforce Director attendance requirements.

Section 3.10. Minimum Notice of Meetings:

The Chair shall give at least two (2) weeks' notice by email of any called in-person committee meetings, except by consent of the President. The Chair shall give at least seven (7) days' notice by email of any telephone or video conference committee meetings, except by consent of the President.

Section 3.11. Recusal of Members:

Any member has a duty to disclose any conflict or potential conflict of interest at a committee, task force, advisory or work group meeting. Any member who has a conflict or potential conflict of interest in the outcome of any matter being considered shall recuse himself/herself from discussion, deliberation and or voting on the issue. Should a conflict arise, please inform the Chair or staff liaison.

Section 3.12. Members Duties:

Members have a duty of loyalty, care and confidentiality in committee, task force, advisory and workgroups. Members will maintain the confidentiality of the information and materials discussed and shared. Disclosure, distribution, or failure to maintain confidentiality of such information and materials could negatively impact KYR and its members, and result in dismissal from the committee, task force, advisory or workgroups.

Section 3.13. Board of Directors Minutes:

Minutes for the Board of Directors be available for member review at the Association office upon reasonable notice and request.

SECTION 4
Committees, Presidential Advisory Groups and Task Forces

Definitions for Committee, PAG, and Task Force:

Committee: A committee strives to accomplish the programs assigned to it. It should continually evaluate existing programs. It has the responsibility to address conflicts and inconsistencies between advisory boards within its purview and to make blanket recommendations to the Board of Directors to resolve such conflicts and inconsistencies.

Committee Reporting Structure: The Chair of a Committee reports the committee's recommendation(s) to the Senior Director, who subsequently reports to the Leadership Team and Board of Directors. The Committee advances its own recommendation(s).

Presidential Advisory Group (PAG): A Presidential Advisory Group (PAG) is appointed by the President to address issues that may not fall within the jurisdiction of a permanent committee or to address an issue that may be time sensitive. The term of each PAG shall not extend any longer than the term of the appointing President unless otherwise directed by the Board of Directors. A PAG evaluates single activities or projects assigned by the President. The report or recommendations(s) generated by a PAG is to be provided to the President only. Therefore, there shall be no open hearings, forums or reports to committees or affiliates without the review and approval of the President in advance. At the President's discretion, the report is provided to the Leadership Team for review. The Leadership Team will decide to move recommendations(s) forward through the committee reporting process.

Task Force: Task Forces manage a specific task, project, or responsibility. Task Forces may be appointed by the President and/or by a committee chair to manage a specific task, project, or responsibility. Task Forces are to carry out and implement their charges and, when required, submit recommendations and findings to the President and/or

committee chair, who may report the findings/recommendations to the Executive Committee and Board of Directors for disposition. Task Forces appointed by chairs cease to exist when the final report is presented. When Task Forces are appointed by the President and/or committee chair, the Board of Directors will be notified.

Committee Absence Policy: Committee members understand that attendance is required. If a committee member is unable to attend a meeting, they shall notify the Chair prior to the meeting. If a committee member has unexcused absences for two consecutive meetings in any given calendar year, the KYR staff will notify the Chair that the allotted absences have been exceeded. The committee Chair will then notify the respective appointing authority.. Once notified of the member(s) absences, the President will have the ability to appoint another KYR member to replace that position. The only acceptable reasons for excused absences are active military service and jury duty. (Added 6/26/25)

Section 4.1. Permanent Committees:

Kentucky REALTORS® maintains permanent committees that are outlined from Section 4.2 through Section 4.28.

Section 4.2. Leadership Team: (Revised 6/26/25)

The Leadership Team is a permanent committee, consisting of the President, President-Elect, Treasurer, Treasurer-Elect, Immediate Past-President, and the Chair of the Past Presidents Committee. The Leadership Team shall conduct the affairs of the Association in accordance with the policies and procedures outlined in Section 2.3 Leadership Team Composition, Duties & Responsibilities. The REALTOR® Members of this committee shall be elected by the membership during the Annual Membership Meeting and posted on the KYR website.

Section 4.3. Association Executives Committee:

This committee shall be comprised of all Local Association Executives.

Section 4.4. Past Presidents Committee:

The Past Presidents Committee shall consist of all active past State Kentucky REALTORS® Presidents.

- Every fall, the Past Presidents shall elect a Chair of the Past Presidents for a term of one year and will be a member of the Leadership Team. The Elected Chair will serve until his/her successor has been elected pursuant to this process.

Section 4.4.1 Duties and Responsibilities of the Past Presidents:

The Past Presidents Committee shall be responsible for establishing KYR's election processes and be responsible for conducting elections and maintaining the integrity of all elections of KYR Officers, Directors, representatives to NAR, and Delegates. The Past Presidents may rely on Robert's Rules but shall not be bound by such authority. The Past Presidents shall be bound by any matters governing elections and made a part of this KYR Policies and Procedures Manual by the Board of Directors. Decisions of the Past Presidents shall become final and non-appealable upon the adjournment of the meeting of the body (Board of Directors, Delegate Body or Membership) during which the election occurs. The Past Presidents shall abide by the following guidelines for conducting KYR elections as defined below in the **Kentucky REALTORS® Election Process**.

ELECTION PROCESS AND CAMPAIGN RULES

(Revised 6/26/25)

- **The Past Presidents are responsible for the KYR Election Process.**
- Kentucky REALTORS® elections will be conducted electronically.
- In any Kentucky REALTORS® election where there are two (2) candidates, a majority of those voting will constitute an election. Where there are three (3) or more candidates, a plurality vote will elect.

- Ties shall be decided by a coin flip.
- The Chairman of the Past Presidents shall present to the Board of Directors for approval:
 - Recommendations for the conduct of all known elections no later than the second regular Board of Directors meeting of the calendar year.
- By the first week of each year, the KYR office will send to each local board office the election information and link to the nominating forms for the following positions:
 - President-elect
 - Treasurer-elect
 - Regional Directors
 - KYR At-Large Director
 - Senior Director
 - KYR At-Large Delegate
 - NAR Director (**NAR Application for Office is required for this position**)
- Elections for Region Director of Regions 1, 3, 5 are held in odd years and elections for Region Director of Regions 2, 4, and 6 are held in even years.
- Director at Large Elections or Delegate at Large Elections: Special Elections to fill Director at Large or Delegate at Large vacancies shall be conducted at the next KYR Board of Directors or Delegate Body meeting as determined by the KYR President and conducted by the KYR Past Presidents Committee.
- One week following the Nomination Deadline, completed candidates' forms will be sent by KYR staff to the Past Presidents for certification.
- Nominations for candidates are not accepted “from the floor.” To be placed on the ballot, candidates must complete and return the proper form(s) by the specified date set each year.
- In the case of contested elections, all candidates in the contested election may address KYR REALTORS® as follows:
 - Location to be determined by the Past Presidents.
 - Candidate(s) may speak for a period not to exceed two (2) minutes. Additional time may be allocated at the Past Presidents discretion.
 - The order of addressing the session shall be decided by lot.
- Campaign literature shall be permitted in all common areas at all KYR meetings/events. Common areas are defined as the area OUTSIDE any meeting room or space where a session or event is in progress.
- No campaigning and no campaigning literature or signage of any kind shall be permitted during KYR Committee Meetings, Education Classes, Board of Directors, or Delegate Body meetings. This shall apply to all meetings, in-person or virtual.
- Candidates may request contact information from the KYR Membership Database (Delegate Body and/or meeting Attendees) for use immediately after filing an official Nomination Form with KYR. This information may be used by the candidate only for campaign purposes and is not transferable to any other individual or organization. Any violation of this policy will be brought before the Board of Directors for immediate action.
- The election results will be announced as soon as practical after the close of the election in a manner selected by the Past Presidents.
- Members need not be registered for the meeting to vote in the annual elections, provided they give written notice to the Past Presidents during the period beginning 45 days prior to the meeting until 14 days before the beginning date of the meeting of their intent to vote.
- The Past Presidents shall have final say regarding the interpretation of the campaign rules contained in this subsection.
- If a candidate is running unopposed, that candidate will be elected to office by common consent.

- Candidate Forums to be held during the KYR February and June meetings.
- Candidate Nomination Forms are due to KYR no later than 45 days prior to the elections.
- Candidate visits are prohibited during the KYR Regional Caucus meetings.

Campaign Rule Violations:

Any violations of the campaign rules may result in automatic disqualification of candidacy.

Campaign Rule Violation Complaints, Sanctions, and Appeals Process:

Any Kentucky REALTOR® member may file a written complaint with the KYR CEO or Chair of the Past Presidents, and the CEO will investigate. All complaints are CONFIDENTIAL.

1. **Process for Submitting a Complaint:**

- a. Written complaints must be filed with the CEO or the Chair of Past Presidents.
- b. All complaints must contain the following:
 - i. Name of the person who allegedly violated the campaign rules
 - ii. Date of the complaint submitted
 - iii. Summary of allegations
 - iv. Any supporting documentation
- c. The CEO and KYR Chair of Past Presidents will review the complaint to determine whether the complaint sufficiently alleges that a campaign violation may have occurred. If the complaint has merit, the CEO will investigate the allegations without undo delay. Upon completion of the investigation, the CEO will provide the Chair of Past Presidents the written results of the investigation.
- d. The Past Presidents will determine the final course of action regarding the complaint, which could include the following:
 - i. Confidential written warning to the candidate
 - ii. Cease and desist letter to the candidate
 - iii. Public letter of censure to the candidate
 - iv. Prohibition from running for KYR Elected Office during the current election cycle

2. **Appeal Process:**

- a. Within five (5) business days of the respondent's receipt of notice of the Past Presidents decision, respondent may file a written appeal, which must include information supporting the basis of the appeal.
- b. Within five (5) business days of receiving the candidate's appeal, the Chair of Past Presidents will notify appellant of the date and time of the hearing.
- c. Appellant has the right to present their appeal to the Past Presidents. Appellant will have thirty (30) minutes to present any relevant evidence to the Past Presidents.
- d. Within five (5) days of the appeal hearing, the Chair of Past Presidents will notify the appellant of the Past Presidents decision on the appeal.
- e. The Past Presidents decision is final.

Section 4.5. Personnel Committee:

- The Personnel Committee shall be comprised as follows:
 - President
 - President-Elect
 - Immediate Past President
 - Treasurer
 - Treasurer-Elect
 - Chair of Past Presidents

- The primary responsibility of the Personnel Committee is to review the performance of the CEO.
- The Committee shall review the CEO's performance annually based generally upon the performance expectations set forth by the President and Leadership Team. The Personnel Committee shall provide the evaluation process to the CEO at the beginning of the evaluation period.
- The Personnel Committee will receive training during Q4/Q1.
- The President-Elect shall meet with the CEO within 60 days prior to the start of the new year and jointly develop performance objectives for the following year. The President-Elect shall provide the performance objectives to the Personnel Committee no later than January.
- The annual review of the CEO's performance shall be conducted no later than November 30th. Results shall be confidentially reported to the Board of Directors, in executive session, at the last Board of Directors meeting of the year. The report shall include recommendations on compensation or contract modifications.
- Records of the CEO's evaluation shall be maintained in a confidential file in the possession of KYR's legal counsel which the Committee may review for the purpose of assisting in the evaluation process.

Section 4.6. Kentucky Real Estate Commission (KREC) Selection Committee:

The KREC Committee is charged with the responsibility of reviewing nominees for commissioner of the Kentucky Real Estate Commission and presenting recommendations to the Governor for his consideration. Prior to candidate interviews, the KYR legal counsel shall meet with the KREC Selection Committee members and review KYR Policy and Kentucky statutes. The names of the appointees to this committee are not disclosed in any KYR publications, by KYR staff, or other Selection Committee members. The Committee shall consist of and be charged with the following:

There shall be a total of seven (7) members, one from each region, and one at-large member. KREC Selection Committee members must have been actively involved at KYR for at least eight (8) consecutive years prior to appointment to this committee. The members shall be appointed as follows:

The President whose term is during an odd-numbered year shall make three (3) regional appointments and one (1) at-large appointment as follows:

- One (1) member from Region II to serve a term of two (2) years.
- One (1) member from Region III to serve a term of two (2) years.
- One (1) member from Region VI to serve a term of two (2) years.
- One (1) member to serve as the at-large member for a term of one (1) year.

The President whose term is during an even-numbered year shall make three (3) regional appointments and one (1) at-large appointment as follows:

- One (1) member from Region I to serve a term of two (2) years.
- One (1) member from Region IV to serve a term of two (2) years.
- One (1) member from Region V to serve a term of two (2) years.
- One (1) member to serve as the at-large member for a term of one (1) year.

All terms shall run from January 1 to December 31 of the respective years of the term. Any vacancy occurring shall be filled by appointment by the then current President.

The KREC Selection Committee shall select its own chairperson during its first meeting of any calendar year. Only those members who are serving the second year of a two-year term shall be eligible to serve as chairperson. In the event that no member of the Committee is serving the second year of a two-year term, then all members of the Committee shall be eligible to serve as chairperson.

No current KYR Officer or candidate for KYR officer position shall serve on the Committee. No appointee shall serve more than two (2) consecutive terms. If an appointee serves two (2) consecutive terms, he cannot serve on the

Committee at any time during the year immediately following his or her last year of service on the Committee.

The duties and responsibilities of the Committee are:

- To recommend for approval by the KYR Board of Directors a list of names of qualified licensees to be submitted to the governor for appointment to the Kentucky Real Estate Commission as vacancies occur.
- The list of names submitted to the governor shall consist of not less than three (3) names.
- To ensure the candidates have completed all the appropriate forms for application.
- In order to inform and seek out qualified licensees, the following shall be done:
 - KREC shall be requested to communicate with all Kentucky licensees announcing the vacancy, qualifications and application procedure.
 - An advertisement shall be placed in all appropriate KYR electronic and printed publications and on-line.

The Selection Committee shall set standards and determine qualifications which they believe will best aid them in selecting appropriate candidates for recommendation to the KREC. The Selection Committee shall personally interview each applicant to determine if the applicant possesses the requisite qualifications for appointment to the Commission and shall select the best qualified applicants for recommendation. During the candidate interviews, it is recommended that only the candidate and the members of the KREC Selection Committee be present. KYR staff and KYR members that are not on the KREC Selection Committee may not be present in the room during candidate interviews. (Revised 6/10) No person shall be recommended to or approved by the Board of Directors who has not been through the required application and interview process. Any KREC Selection Committee member has a duty to come forward and identify any conflict of interest and to also refrain from the voting and discussion in those instances where he/she will directly or indirectly financially benefit (from KREC Selection committee meeting minutes, 8/00). KREC Selection Committee members are required to sign a confidentiality agreement at the committee's first meeting.

Members of the KREC Selection Committee shall not:

- Discuss the KREC Selection process with anyone other than the CEO and President and other members of the KREC Selection Committee.
- Disclose the names of the applicants.
- Discuss any appointment or matter relating to the KREC selection process or any other matter before, or to be brought before, the KREC Selection Committee with any applicant.

The political balance of the current Commissioners and what is required for compliance will be provided to applicants after their application is received at KYR. (Added 6/10) KREC Selection Committee member's notes are placed in a sealed envelope and retained in accordance with KYR's Document Retention and Destruction Policy for a period of two years. (Added 6/10)

Section 4.7. Bylaws, Policies & Procedures Committee:

Members of this committee are charged with the responsibility of continually updating and modifying the KYR Bylaws and Policies & Procedures for best practices.

The Committee shall be comprised of a Chair and Vice Chair, and two members from each Region. One set of Region appointments are appointed by the KYR President for staggered two-year terms. One (1) member to be selected from each Region by the Region's members to serve staggered terms of two (2) years. Regions 1, 3, and 5 make appointments in even years. The Committee shall also be comprised of the KYR Immediate Past President, the Immediate Past Chairman of the Bylaws, Policies and Procedures Committee, an Association Executive and a KYR Leadership Academy Liaison.

Section 4.8. Finance Committee:

The Finance Committee shall be comprised of a Chair, (Treasurer), Vice Chair (Treasurer-Elect), KYR President, KYR President-Elect, Immediate Past Treasurer, AE Liaison, KRI Treasurer, KYR Leadership Academy Liaison and two representatives from each Region (two-year term.) One set of Region appointments are made by the President. One (1) member to be selected from each Region by the Region’s members to serve staggered terms of two (2) years. Regions 1, 3, 5 make appointments in even years.

This permanent committee is charged with the responsibility of overseeing the financial health of the Association. The Committee’s role generally shall be to meet on a regular basis for the purpose of reviewing every expenditure of the Association and to certify that all procedural safeguards for financial accountability are being followed by all staff, Officers, Directors, and Delegates. The committee shall develop its own operational rules to carry out its function. Such rules shall be approved by the Board of Directors and may be modified from time to time and included in these Policies and Procedures as an Appendix. The Committee shall see those monthly reports submitted as a supplement to the Financial Statement. The committee, through the KYR Treasurer, shall report on KYR’s investments at each KYR Business meeting.

Section 4.9. Building Task Force:

Members are appointed by the President as needed to work on larger projects and deal with long term issues related to the KYR Building. The KYR Leadership Team makes day to day decisions about the building as needed.

Section 4.10. Investment Committee:

The Chair and Vice Chair will be appointed by the President and President-Elect. The Investment Committee is responsible for continual risk assessment of KYR’s financial portfolio and investment recommendations to the Board of Directors.

INVESTMENT POLICY STATEMENT

(Revised 10/23)

PURPOSE

The purpose of this statement is to define the investment policy of the Kentucky REALTORS®. KYR intends for its Investment Policy Statement to be broad and enduring as well as specific and measurable. It is to be broad and enduring to survive association and industry changes, and flexible enough to adjust for changes in the economy and securities markets. It is to be specific and measurable to convey our expectations among choices, potential return, corresponding risk, and how we measure our goals and objectives as outlined in this Investment Policy Statement.

(Revised 9/13)

POLICY

As an association, we recognize that we have several sets of funds with different purposes and each fund should have separate guidelines.

Operating Accounts – The purpose of the first fund, labeled as the Operating Accounts, is to provide current cash needs. This fund could also be used for short term (less than 12 months) investment of members’ dues since the majority of dues are collected in the first two months of the calendar year. The investment objectives of Operating Accounts are the preservation of capital; liquidity; and to optimize the investment return with limited risk exposure. The target amount for Operating Accounts is one year of operating expense (approx. \$1.2M). The Operating Funds should be invested in Money Market Funds or other short-term investment instruments

Operating Reserve Accounts – The purpose of the second group of funds, labeled as the Reserve Accounts, is to provide monies for specific purposes for current and future needs of the membership. The Reserve Fund should be

invested in short-term instruments which produce income, would be considered safe or have limited risk exposure and could be easily liquidated in the event of need. The investment objective is the preservation of capital and optimization of investment returns with some risk exposure. Allowable investments include direct obligations of the US Government, its agencies and instrumentalities. The average maturities on investment for the Reserve Funds shall be no longer than 5 years. Each reserve account shall have specific guidelines for use/extraction. (Revised 9/13) KYR will maintain two operating accounts to hold approximately three (3) months of operating funds and hold remaining short term funds (targeted 12-month time frame or less) in a separate designated account. Following review of the final, year-end financial statements, the investment sub-committee will determine if any excess cash can be transferred to a longer-term investment account in accordance with the investment policy.

Special Reserve and Investment Accounts – In order to achieve the overall best results for its members, the Investment Committee may engage an outside financial consultant to advise on performance of invested funds. The purpose of the second group of funds, labeled as the Special Reserve and Investment Accounts, is to provide investment vehicles and monies for specific reserves for current and future needs of the membership. These accounts consist of all investment and reserve accounts of KYR. Each individual fund shall be maintained and accounted as an individual account by GAAP accounting. This account oversees the investment of, but not limited to, the following accounts: Building Reserve, Equipment Reserve, Disaster Relief Fund, Region IV Candidate Fund, NAR RVP funds, 2 Issues and Mobilization Fund, and Legal Action Fund. (Added 9/13)

The Reserve and Investment Accounts should be invested according to the approved asset allocation of:

Equities 70%
Bonds and fixed income 30%
(Revised 10/23)

To address market volatility, the investment manager shall be allowed a 10% points variance above on stocks & bonds. (Revised 9/13)

Operating funds shall be held in cash and cash equivalents. Annually, the Investment Committee is to determine the number of months’ worth of the KYR budget that should be held in cash/cash equivalents. To meet liquidity demands, allreserve funds and investment accounts are combined into common investment accounts with an overall allocation. Reserve and investment accounts will share the same Cash, Common Stock Mutual Funds, and Bond and Bond Fund allocation and be placed in common accounts. Should a withdrawal be made for a reserve account, the withdrawal will be made from the overall cash account first. In a timely manner, the asset allocation will be reapplied, and the underlying investments will be adjusted accordingly. The accounting for that withdrawal will be applied to the appropriate reserve account. (Added 9/13)

Common stocks include the following asset classes: Large-Cap Equity, MidCap Equity, Small- Cap Equity, and International Equity. Fixed income investments include U.S. Government Securities, U. S. Government Agency securities, and corporate indebtedness with a Standard & Poor’s quality rating of “A” or better, or mutual funds that have investments with these characteristics. Maturities shall be spaced to reduce the risk of loss due to changing interest rates in any one year. Maturities shall also be limited to an average of ten years or less.

Investment Performance - Equity returns are expected to meet or exceed their respective benchmarks. The benchmarks for the Large-Cap Equity Asset Class are the SAP 500, Russell 2000 Growth, or Russell 2000 Value. The benchmark for the MidCap Equity is the SAP 400. The benchmark for the Small-Cap Equity is the Russell 2000. The benchmark for the International Equity Asset Class is MSCI EAFE. The benchmark for the Money Market is the 90-day T-Bill.

Performance Measurement- All investment returns should be measured net of fees, as well as before fees against the appropriate blended index. The investment committee seeks to achieve the investment objectives over a full

market cycle. The portfolio may produce significantly under or overperformance relative to the broad markets during short-term time periods (e.g., one quarter or one year). For this reason, long-term investment returns will be measured over at least a 5-year rolling period. Restrictions No one security may exceed 7.5% of total assets unless it is a security issued on behalf of a diversified holding. In which case, the portfolio may hold up to 10% of its total assets.

Administration - This investment policy will be reviewed annually by the Investment Committee to determine if stated investment objectives are still relevant. All revisions must be approved by the Board of Directors. The Investment Manager is encouraged and expected to provide suggestions regarding appropriate adjustments to this policy or the manner in which investment performance is reviewed. It is anticipated that the policy will not change frequently. Short-term changes in the financial markets should not require adjustments to the Investment Policy but should influence the Investment Manager's recommendations to the committee. (Revised 12/09) The Treasurer will review the Investment Account Statements at each Finance Committee meeting. The Investment Manager will report performance results semi-annually to the Investment Committee. In addition to performance evaluations, the Investment Manager will be prepared to communicate any major changes to the economic outlook, investment strategy, or any other factor that affects implementation of the investment process. (Revised 12/09)

The Investment Committee will recommend to the Board of Directors via the annual budget process the dollar amounts to be placed in the Operating, Reserve, and Investment accounts. The Board of Directors will have final approval of the dollar amounts placed in specific funds.

The Investment Committee will make any recommendations to the Board of Directors if a change in the investment manager is needed. A change in the investment manager may be triggered by poor performance in relation to the performance guidelines, established by the Investment Policy, a change in professionals managing the portfolio, deviation from strategy, an increase in fees, or any event that may interfere with the manager's ability to perform. The decision to retain or terminate a manager ultimately depends on the confidence of the Investment Committee in the manager's ability to perform in the future. (Revised 12/09)

The CEO may transfer funds from the Operating Savings to the Operating Checking account with notification to the CEO & KYR Treasurer.

The KYR Treasurer and Treasurer-Elect shall serve on the Investment Committee. Appointed members of the Finance Committee are not required to serve on the Investment Committee.

The Kentucky REALTORS® will ensure adequate coverage through a blanket bond for all Kentucky REALTORS® employees and Officers who have positions of trust.

Bank deposits, exclusive of interest or dividends, to any one banking or savings institution shall strive not to exceed the current federally insured limit except for a 30-day interim period unless approved by the Board of Directors; however, a rollover option for the purpose of obtaining a higher rate is permitted, provided the initial deposit did not exceed the current federally insured limit. Eligible banks and financial institutions will be approved by the Board of Directors. KYR will strive to maintain most balances at or below the federally insured limit.

Section 4.11. Audit Committee: (Revised 5/6/25)

A committee independent from the Finance Committee based on the 990 form recommendations. The Committee will have six members-one from each region-with staggered three-year terms. These members will be appointed by the President. There will be another member from the current KRI trustees appointed by the KRI President with a one-year term. In addition, there will be a Chair, Vice-Chair, and Immediate Past Chair making a total of ten (10) members. None of the Audit Committee members can be members of the current Finance Committee or Officers of

The Audit committee is charged with the responsibilities to oversee the organization's financial reporting process, monitor choice of accounting policies and principles, monitor internal control processes, and oversee hiring and performance of external auditors.

- Committee will meet quarterly to review KYR expenses, staff expenses, and Officers' travel. IF any expenses are considered non-customary then a form letter would be sent to that person asking for a more detailed explanation, within 30 days. This would then be reviewed by the committee members.
- A final year-end review of expenses to be completed. Written acknowledgement to be given to the BOD that the Audit Committee has reviewed all expenses.
- The annual audit should be completed in time to be presented and reviewed by the audit/finance committees for presentation to the BOD at the annual convention. The KRY CPA/Audit Firm will present to the BOD at the annual convention.

Section 4.12. Forms Committee:

The Forms Committee monitors and reacts to marketplace changes which necessitate updates to the Kentucky REALTORS® Residential Sales Contract first introduced in 2020. In consultation with KYR Legal Counsel, the committee will monitor the needs of REALTORS® to develop additional statewide forms which may enhance risk reduction and provide greater legal protection for agents and consumers. (Revised 6/26/25)

The Committee shall be comprised of a Chair, Vice Chair, Immediate Past Chair, two AE Liaisons, and two representatives (one Designated REALTOR® member and one REALTOR® member) from each KYR Region and KYR Legal Counsel.

The Chair and three Region appointments are made by the President for an initial one-year term (2022 only). The Vice-Chair and three Region appointments are made by the President-Elect for two-year terms. AE Liaisons are appointed by the Association Executives Committee. Region appointments and AE's will serve staggered two-year terms thereafter. Any vacancies will be filled by the then-current President.

Section 4.13. Annual Convention Committee:

This committee shall be comprised of local association members in the area where the annual convention will be held. The Convention Chair is approved by the KYR President and the KYR Board of Directors. The Convention Chair for the next year will serve as Vice Chair on the Annual Convention Committee along with a KRI Trustee (appointed by the KRI President) and the Immediate Past Annual Convention Chair. (Revised 9/13 & 6/26/25) It shall be the responsibility of the Annual Convention Committee, and specifically the Chairman, to work with staff in developing programs of education, entertainment, a trade show and the conduct of KYR business.

Responsibilities include:

1. Utilize KRI for/to coordinate ALL educational sessions/classes for the convention & secure ALL speakers & make arrangements through Convention Committee for scheduling.
2. Designate # of comps (seats) for Realtor of the Year & President – elect seats for the Installation Banquet to 4 for ROY & 8 for President-elect.
3. KYR to give free convention registration to the convention chairperson.
4. Review and understand budget parameters for Installation Banquet.

Section 4.14. Member Services Committee:

The Committee shall be comprised of a Chair, Vice Chair, two members from each Region appointed by the KYR President for staggered two-year terms, the Immediate Past Chairman of the Member Services Committee, an Association Executive and a Leadership Academy Liaison. A permanent committee with the responsibility of the Association's communications, public relations, legal issues, member surveys, social media strategies and

community service projects. The Committee regularly reviews the organizational branding and the image of the Association. – It is encouraged that members of the Kentucky REALTORS® Leadership Academy fill the Leadership Academy Liaison positions immediately following their graduating year.

Section 4.15. Legal Action Fund:

The purpose of the Fund is to provide financial resources and other assistance to parties, including but not limited to local boards/associations and members in Kentucky, engaged in litigation, actual or proposed, which may result in the determination of the relevant legal issues in a manner that may have important precedential significance to private property owners, real estate licensees, real estate associations, or the real estate industry generally in Kentucky. Assistance may be provided only to cases that meet the Criteria for Case Support.

The President of KYR shall appoint a Legal Action Task Force, as needed, comprised of a Chairperson and one member from each of the six KYR regions. The members of the Task Force shall be approved by the Board of Directors. They shall schedule meetings at the call of the Chairperson to consider requests for financial support. Such meetings can be in person, conference call, or by any other electronic means. This Task Force shall consider the funding request and make a recommendation to the Board of Directors. Following the Task Force’s recommendation, final approval, authorization to disperse funds, and the amount of funding, or to deny the request for funding, shall come from the Board of Directors. KYR shall maintain a balance of no less than \$211,000 in the fund as of January 1st of each year. The Legal Action Fund shall be financed by funds derived from the membership from any or all of the following sources, at the discretion of the Board of Directors:

1. Direct appropriation from the budget or reserves of the Kentucky REALTORS®, as authorized by its Board of Directors.
2. Annual or special dues assessments or allocations to support the Legal Action Fund, as may be authorized by the Bylaws of the Kentucky REALTORS® and/or the Board of Directors.
3. Revenues derived from other sources or activities in a manner and at such times as deemed necessary and appropriate by the Board of Directors.

All requests for support from the Legal Action Fund must be made in writing on the request form provided by KYR and initiated or supported by a local board/association. Upon receipt, the CEO or their designee shall transmit the application to Chair of the Member Services Committee and KYR legal counsel for counsel’s summary, opinion, and recommendations. The Legal Action Fund Task Force, with the assistance of KYR legal counsel, shall study the merits and implications of each request. The requesting party may appear before the Task Force to support the request and answer any questions posed by the Task Force. The Task Force shall submit recommendations for consideration and approval or rejection by the Board of Directors.

The Legal Action Task Force and/or the Board of Directors may condition its support on:

1. Retention of counsel deemed most experienced in the issues and controversies presented, on various levels of support provided by the state and/or National Association of REALTORS® and/or local association(s), or on other prerequisites.
2. The Kentucky REALTORS® and/or its counsel shall be consulted and advised on a current and continuing basis concerning decisions relating to the litigation, which is being supported, including but not limited to, the theories and strategies of the case, the procedural steps to be taken, the parties to the litigation, the issues to be raised, the timing of discovery, motions and other matters, and the nature and scope of research to be performed.

Failure to consult as required, or failure to cooperate with the Kentucky REALTORS®, may result in the immediate suspension of all support of the litigation and the termination of such support if the local board/association, member, or other recipient of support fails to justify such failures or otherwise satisfy the Task Force, in its sole discretion, that support shall be continued. All appropriations from the Legal Action Fund shall be disbursed as authorized by the Board of Directors upon the satisfaction of all contingencies, conditions or prerequisites imposed

and upon receipt of verified statements of expenses at least equal to the disbursement. Any reconsideration of denied requests for assistance shall be based on information not presented at the time of the original or subsequent presentation of the request to the Task Force. Any reconsideration of requests for additional assistance shall be based on continued legal challenges faced by the applicant.

Criteria For Case Support: A case is eligible for support from the Kentucky REALTORS® Legal Action Fund if it:

1. Presents an opportunity for clarifying precedent on issues of significance to the Kentucky REALTORS®, other REALTOR® associations or related organizations in Kentucky, or a substantial portion of the Kentucky REALTORS® membership; or
2. Involves legal issues of important precedential significance related to private property rights of members, the public, or others concerned with the protection of private property.
3. Clearly evidences the potential for impact on real estate related matters, the operation of REALTOR® associations, or private property rights in Kentucky. Support is not available for cases that will affect only the particular litigants or affect only the law of a particular local jurisdiction. The Task Force may adopt guidelines for its use in determining when cases involving only issues of state or local law may nevertheless have such national significance.

When evaluating a request from a local board/association, the Task Force may consider the following:

1. A local board/association shall notify the CEO prior to filing any lawsuit for which it expects to request Legal Action Funds.
2. Regardless of whether an application is anticipated, a local board/association shall immediately provide the CEO with a copy of any lawsuit filed by it, or against it.
3. The local board/association shall contact the CEO as soon as circumstances arise which may require assistance. An application submitted prior to the commencement of litigation will be considered more favorably than an application involving litigation in progress, or litigation already completed.
4. The Legal Action Fund Task Force and Board of Directors shall strongly consider the propriety of a local board/association's conduct and its compliance with local board/association Bylaws as well as NAR Rules and Regulations.

The Litigant shall consult with KYR prior to settlement of any supported litigation. In the event that a Litigant receives an award of attorney's fees and/or costs ("fee award") in connection with the litigation, the Litigant shall pay to KYR a pro rata portion of such fee award, based on the amount paid by KYR to or on behalf of the Litigant as compared to all fees and costs incurred in connection with the litigation. The Litigant shall also pay to KYR a pro rata portion of any damages awarded to the Litigant (but in no event more than the amount of KYR's contribution), based on the amount paid by KYR to or on behalf of the Litigant as compared to all fees and costs incurred in connection with the litigation. Financial support provided to the Litigant must be used for legal fees and expenses only and may not be used to pay any portion of a Litigant's judgments, damages, fines, settlements, or opposing counsel's legal fees. Financial support may not be used to pay fees of counsel or other costs incurred in connection with preparing and presenting to NAR or a state or local association a request for support. Failure to abide by these conditions, or otherwise cooperate with the KYR Legal Department in any material way may, at KYR's discretion, result in termination of KYR's payment of any additional amounts of financial support previously allocated by KYR. In addition, in such an event the Litigant shall, at KYR's request, reimburse KYR for any financial support previously paid to or on behalf of the Litigant in connection with litigation.

Section 4.16. Kentucky REALTORS® Leadership Academy:

Committee and Staff Responsibilities: The Committee shall be comprised of a Chair, Vice Chair, Immediate Past Chair, and an AE Liaison. These positions will serve a one-year term. The committee will also include one member per KYR Region for two-year staggered terms. (Revised 6/17)

The Committee shall meet no less than three (3) times per year. A planning meeting of the incoming Committee members shall take place at a time to be determined by the Chair, and will include the sitting Committee members,

the planning meeting shall not be considered a business meeting. Presence at the planning meeting shall be required for all Committee members. At all meetings, the Committee members present shall constitute a quorum for the conducting of business and a majority vote of those members present at any meeting shall be binding. Absence from any two (2) meetings within a one-year period, without written excuse deemed valid and so recorded by the Committee, shall be construed as a resignation. The current President of KYR shall appoint a member to replace the Committee member(s) who is considered to have resigned. The Committee chair shall immediately notify the current President of KYR that the Committee member position is considered vacant and needs to be filled. (Revised 6/17)

The Committee Chair Shall:

1. Preside over all meetings of the Committee, with the exception of the annual planning meeting, where the chair elect will preside. In the absence of the chair, the chair elect shall preside over the meeting.
2. Assign duties and responsibilities to Committee members so as not to over burden any one member and shall ensure that all Committee members are involved.
3. Coordinate with the staff of the Kentucky REALTORS® the selection of retreat locations, dates.
4. Report to the Board of Directors of the Kentucky REALTORS® at each KYR business meeting on the progress and financial status of the Kentucky REALTORS® Leadership program. (Revised 6/17)

The Committee Vice-Chair Shall:

1. Preside in the absence of the Chair and perform duties in the absence of the Chair.
2. Direct recruiting efforts for the upcoming year. (Added 6/17)

The Committee member's responsibilities include:

1. Assist in coordinating the selection of speakers for each retreat and the networking opportunities within the retreat.
2. Assist with the logistics for each retreat.
3. Ensure that the overall cost of each retreat stays within the budget allocated for that retreat.
4. Introduce all retreat speakers; present them with the appropriate honorarium and/or gifts.

At the discretion of the KRLA committee, a program director may be selected to help facilitate retreat functions. In the event a program director is used, reasonable expenses will be reimbursed. (Revised 6/17) It shall be the responsibility of the CEO of the Kentucky REALTORS® to appoint staff to work with Kentucky REALTORS® Leadership Academy.

Budget and Finances:

The KRLA committee will submit a budget proposal to KYR prior to the KYR budget meeting. (Added 6/17) Application fees shall be determined each year based on a review of the previous year's financial records. Recommendations for the following year's fees shall be submitted to the Treasurer, Treasurer Elect and the CEO of the Kentucky REALTORS® and approved by the Kentucky REALTORS® Board of Directors at the Annual meeting of the Kentucky REALTORS®. The finances of Kentucky REALTORS® Leadership Academy shall be accounted for through the appropriate program budget line items of the Kentucky REALTORS®. Actual expense and income statements shall be submitted to the Committee prior to all scheduled meetings.

Selection Process and Participant Responsibilities: (Revised 9/09)

All KYR Leadership Academy Committee decisions shall be final. All persons selected to participate in the KYR Leadership program shall be expected to attend and participate in the sessions mentioned below. The following guidelines shall apply regarding absences:

1. It shall be the responsibility of the participant to communicate in writing all anticipated and/or actual full or partial day absences to the chair of the KYR Leadership Committee (through the KYR office) along with an

explanation of the circumstances of such as soon as known. It is expected that all communications regarding the actual absences (full or partial) will be received (prior to the session, if possible, but) within five business days after the actual absence. If the participant fails to meet this expectation, the KYR Leadership Committee may, after review, drop the participant from the program with no refund in tuition.

2. The Committee retains the right in their discretion to consider extenuating circumstances for being late for a day or a partial day. The committee will make the final decision on how a participant will make up a day or partial day absence.

Regarding the sessions themselves:

1. If a participant fails to attend the mandatory opening of Retreat One, the participant shall be automatically dropped from the program. The participant is welcome to re-apply for a subsequent year's class but is not automatically guaranteed position because of prior selection.
2. Participants who miss no more than one session (retreat or meeting) with an excused absence at the discretion of the KYR Leadership Committee, may make up by attending an appropriate session(s) as directed by the LKYR committee. The participant may receive a certificate of completion and be considered a graduate of their original class prior to completing the make-up session. Participants will be required to cover the cost of attending any make-up session. This does not apply to the mandatory Retreat One. (Revised 6/17)
3. Should a participant miss more than one complete session (retreat or meeting), the participant automatically becomes ineligible to receive a certificate of completion. Additionally, the KYR Leadership Committee shall automatically review the circumstances as submitted by the participant regarding any absence/aggregate absences of greater than one complete session. The Committee may at their discretion and upon majority vote, based on those circumstances, immediately drop the participant from the program without refund of tuition.

It shall be the responsibility of the KYR Leadership Committee to communicate these attendance policies and financial obligation to all candidates for their information prior to finalizing the application so as to facilitate early and complete understanding of the expectations. (Added 9/09) The graduation ceremony for the KYR Leadership Class will be held at a time mutually agreed upon by the KYR Leadership Committee and the KYR Leadership Team. (Revised 2/07)

KRLA Designation (Added 6/15)

The purpose of the KYR Leadership designation is to elevate the program to a visible branded level of distinction that will recognize KYR Leadership past, present and future graduates for leadership commitment to the Association. Recognizing that leadership development is an essential element in the process of improving our Association and profession, the Kentucky REALTORS® offers KYR Leadership. Through this program, KYR attempts to identify emerging REALTOR® leaders at the state and local levels, encourage them with motivational activities and assist in sharpening their leadership skills in the hope they will exert a strong positive influence on the future of the Association and profession.

Linzie Craig Leadership KVR Outstanding Alumni Award (Revised 9/22)

The Linzie Craig Leadership KYR Outstanding Alumni Award, established in 2019, is intended to honor an outstanding Leadership KYR Alumni who, through their service, continues to demonstrate exceptional leadership at the local, regional, state or national levels. The recipient shall be a REALTOR® who maintains high ethical, moral and business standards, while going above and beyond in the industry to show others the correct way to be both a strong leader and good REALTOR®. The recipient should be one that continues to promote the Leadership KYR Program while continuing to improve his or herself by seeking more education in the field of real estate and implementing ideals gained specifically from Leadership KYR. The recipient is a REALTOR® that is willing to lead, yet knows when to follow, is kind, caring, and selfless, willing to work with others and treats fellow

REALTORS®, customers and the public in ways in which they wish to be treated. The recipient's character and morals should be highly respected by his or her peers and they have served in leadership roles. The Chair of the Kentucky REALTORS® Leadership Academy is not eligible as a recipient of the Linzie Craig Leadership KYR Outstanding Alumni Award.

Award Criteria:

1. Must be a successful participant of the KYR Leadership program.
2. Must have been involved in a leadership capacity within local, state or regional levels.
3. Must have demonstrated they have had a positive impact on the real estate profession or to REALTORS® directly.
4. Must be a fervent follower of the importance of professionalism and the Code of Ethics.
5. Must be a believer in the value of lifelong learning/improvement in the real estate profession.

Selection Process:

1. The "immediate prior year's President" of the KYR Leadership Class shall serve the following year on this nomination committee.
2. The nomination committee will consist of the current KYR Leadership Class and the Past President of the graduating KY Leadership Class.
3. The award will remain as part of KY Leadership.
4. A plaque will be given to the recipient at the graduation of the Leadership KYR Class.
5. Nominations may be made by past Leadership KYR participants.
6. The due date for nominations is June 1st of each year.

Kentucky REALTORS® Leadership Academy Interview Process:

1. Applications are due by the third week of December in the current year.
 - a. No later than December 31st, all applications will be emailed to the KRLA Committee for review.
2. By the second week of January, interviews for all applicants will be conducted by the KRLA Academy Chair, Vice-Chair, and interview subcommittee.
3. The incoming KRLA class will be announced by the end of January.

Kentucky REALTORS® Leadership Academy Selection Committee:

1. The entire committee will review applications for the Academy and nominate three members to serve on the Interview Subcommittee.
2. The Interview Subcommittee will make recommendations to the KRLA Committee.
3. In addition to the Interview Subcommittee, the following subcommittees will also report to the KRLA Committee.
 - a. Recruitment Subcommittee
 - b. Alumni Involvement Subcommittee

Kentucky REALTORS® Leadership Academy Committee Requirements:

1. Must be an alumni member of the Kentucky REALTORS® Leadership Academy (formerly LeadershipKYR) to serve on the Committee.

These Policies and Procedures may be amended at any regular or called meeting of the Board of Directors of the Kentucky REALTORS®. The dissolution of KYR Leadership shall only be carried out with the approval of the Board of Directors of the Kentucky REALTORS®.

Section 4.17. Professional Standards Committee:

The Committee shall be comprised of a Chair, Vice Chair, Immediate Past Chair, two appointments per region for two-year staggered terms, an AE Liaison and a Kentucky REALTORS® Academy Liaison. The Committee is

charged with Professional Standards program development, dissemination, and enforcement of the National Association of REALTORS® Code of Ethics by carrying out the purposes and plan of the statewide professional standards agreements signed by all local REALTOR® boards. To be eligible for service on this Committee, members must have completed the Professional Standards Training Course presented by KYR, or by any association that has an approved course. Professional Standards Hearings and Grievance Committee meetings shall be in closed session.

Section 4.18. Young Professionals Network (YPN) Committee: (Revised 2/6/25)

The YPN Committee will be comprised of a Chair, Vice-Chair, and Immediate Past Chair, each serving a one-year term, Kentucky REALTORS® Leadership Academy Liaison, and eight additional members representing KYR Regions 1- 6. These members are appointed by the KYR President will serve a staggered two-year term. Any vacancy occurring shall be filled by appointment by the then current President.

The YPN Committee and the Kentucky REALTORS® YPN serves as an entry point for Kentucky Real Estate Professionals that strive to become more successful in their career and gain leadership experience. By providing this entry point the Young Professionals Network (YPN) Committee can assist Kentucky REALTORS® & National Association of REALTORS® build a new, diverse generation of leaders, strengthen members' affinity for the REALTOR® brand early in their career, and gain a valuable perspective on generational shifts.

Section 4.19. Diversity, Equity & Inclusion (DEI) Committee:

KYR supports Diversity and Inclusion, as well as a continued commitment to Fair Housing as part of its core values. Seeking knowledge and meaningful conversation through a variety of perspectives and resources builds the ability to learn from the past and provides solutions for a better future. By embracing diversity, equity, and inclusion, KYR will attract and retain skilled and talented REALTOR® leaders dedicated to excellence. By embracing diversity, equity and inclusion, our organization will attract and retain skilled and talented REALTOR® leaders dedicated to excellence. A diverse and inclusive community that fosters mutual respect requires the engagement of the KYR organization at all levels.

The Committee is comprised of sixteen (16) members appointed by the President for staggered two-year terms. The President – Elect will appoint the Vice Chair. The Committee shall be comprised of a Chair, Vice-Chair, Immediate Past Chair plus one appointment per KYR Region. Six at-large members will be appointed by the President from the list of REALTORS® who have indicated their desire to serve via the KYR committee application process. A representative from the YPN Committee will also be appointed by the President. Seven members of the 2020 PAG will be appointed for a one-year (2021) and seven will be appointed for a two-year term.

DEI - The Winds of Change Award (Added 9/29/21)

The KYR Diversity Equity & Inclusion Winds of Change Award was established in 2021. The DEI Committee will review applications and its first recipient, or their representative, will be presented with the award at the 2022 Kentucky REALTORS® Convention in September. This award will be presented as an Annual Convention Award. See Criteria and Selection policies under PART 7. GENERAL AND MISCELLANEOUS OPERATING POLICIES Item A. 9 of this manual.

This award will go to a REALTOR®, their representative, or an entity that has demonstrated sustained support for advancing diversity, equity, and inclusion in the KYR organization and/or community. This REALTOR® or entity has raised awareness in the KYR organization and/or community the diversity and inclusion issues and has been a catalyst for change regarding KYR diversity and inclusion and/or has impacted change within the KYR organization or their community. The recipient shall be a REALTOR® or an entity who maintains high ethical, moral, and business standards, while going above and beyond in the industry to show others the correct way to be both a strong leader and good REALTOR®.

The Winds of Change Award Criteria: To be considered for the KYR Diversity, Equity, and Inclusion Award, the individual or entity must show strong evidence of their engagement in projects that accomplishes one or more of the following objectives:

1. Significantly promotes diversity, equity and inclusion, and cultural competency development among the KYR organization and/or community.
2. Lead initiatives to increase awareness, understanding or promoting diversity.
3. Implement steps toward fostering diversity in the KYR organization and/or community with programs that maximize the potential of all people.
4. Promote diversity in the KYR organization, workplace or community through education and the communication of ideas.
5. Improve cultural competency through educational initiatives.
6. Provide support to KYR organization and/or community-based diversity programs designed to improve cultural awareness and sensitivity.
7. Take a proactive role in local diversity and minority issues by, for example, building relationships with diversity community advisory councils or educating citizens on matters of diversity disparities.
8. Encourage volunteerism in the community with regard to cultural connections; participate in community diversity outreach programs that help others learn more about the KYR DEI Program.

Selection Criteria for The Winds of Change Award:

1. The "immediate prior year's Committee Chairman " of the DEI Committee shall serve the following year on this nomination committee.
2. The nomination committee will consist of the current chair of DEI Committee and the KYR President-Elect, Immediate Past KYR President, KYR Professional Standards Committee Chairman.
3. The award will remain as part of the DEI Committee.
4. A plaque will be given to the recipient at the annual state convention for Kentucky REALTORS®.
5. Nominations may be made by any member of KYR.
6. The due date for nominations is June of each year.

There are two ways to complete the nomination form:

- i. A nominator may choose to submit a nomination for an individual or entity.

Requirements:

- A 500-word letter of support for the nominated individual or entity on how they significantly promoted diversity, equity, and inclusion and cultural competency development among the KYR members, staff, and/or the nominated individual's community.
- Nominator will work with the individual or entity nominee to obtain a second letter of support.

- ii. A nominator may choose to submit a self-nomination.

Requirements:

- Two (2) letters of support on how you significantly promoted diversity, equity, and inclusion and cultural competency development KYR REALTORS®, staff, and/or the nominated individual's community.

Nominations are submitted online by completing the KYR Form. At the request of the Nominator, forms will be provided to the individual requesting the information.

Fair Housing Champion Award (Added 9/22)

A Kentucky REALTORS® Leadership Academy Fair Housing Champion Award is established to honor an outstanding member or entity that has worked within their local or regional areas to promote programs and/or support the creation of more affordable housing opportunities. The first recipient will be selected by the Kentucky REALTORS® Leadership Academy Class of 2021. The award will assume the name of the first recipient and will be presented during the KYR Annual Convention. The DEI Committee will conduct the award administration and the selection of subsequent recipients.

Qualifying Criteria for Nomination

1. Nominees must be members of KYR in good standing.
2. Nominees should have made a significant impact on efforts to advance fair housing and expand homeownership to traditionally underserved communities, either through their business or as a volunteer or advocate. Eligible activities are limited to real estate or housing issues.
3. Nominees should have made a significant contribution of personal time, or time working at a brokerage or real estate affiliated business, to advance fair housing and expand homeownership. The judges will consider contributions of money, materials, and other resources as well.
4. Nominees will be judged on level of personal contribution, broadness of impact, innovation in advancing fair housing and expanding homeownership, and the project's suitability as a role model for other REALTORS®.
5. The award is intended to recognize individual, brokerage or company-wide contributions. If the achievements of two people (such as a married couple or cofounders of an organization) cannot be separated, they can enter as a pair and their entry will be considered as one.
6. Working to advance fair housing for the purposes of this award is defined as: innovating in implementing best practices that curtail discrimination and bias in real estate and working to educate other REALTORS® on such best practices.
7. Working to expand homeownership to traditionally underserved communities for purposes of this award means: to implement business practices that encourage and support homebuyers from groups that have been discriminated against because of their race, color, religion, sex, national origin, familial status, disability, sexual orientation or gender identity; and to expand the brokerage's business to neighborhoods that have traditionally been underserved by the real estate industry. The terms "traditionally underserved groups," "traditionally disadvantaged groups," "disadvantaged groups," "underserved groups," and "underserved neighborhoods" that are used throughout this document all refer to the same groups and individuals that are delineated by the "traditionally underserved communities" definition above.
8. Eligible activities include but are not limited to: implementing a culture that embraces fair housing at your brokerage or office; innovative efforts to expand homeownership to disadvantaged groups; expanding homeownership in underserved neighborhoods; opening an office that offers real estate services in an underserved neighborhood with the express intent of serving the residents of that neighborhood; actively recruiting agents from disadvantaged groups for your real estate business; promoting or supporting housing counseling and/or mobility counseling for traditionally underserved groups; educating other real estate professionals about the importance of fair housing and best practices for expanding homeownership to underserved groups; educating clients and the community about fair housing; fair housing advocacy on a local, state, or federal level; authoring fair housing education related curriculum; serving as an active member of a REALTOR® Association Fair Housing or Diversity Committee; serving as an active member of a local or state Fair Housing/Civil Rights/Human Rights/Disabilities Services related agency or commission; and serving as a Fair Housing, Implicit Bias and/or At

Home with Diversity education instructor. Fair housing work that is performed in a business setting or in a volunteer capacity is eligible.

9. There is no specific timeframe during which the fair housing work must be completed. Work done at any point in the past is eligible, as is work that is current and ongoing. Ongoing efforts, recent experience, or work of significant, lasting effect will be given more weight.
10. Nominees should be able to document the results of their individual involvement through reports and/or testimonials from the organizations they served or the people they helped.
11. Nominations must be accompanied by a completed entry form. REALTORS® may nominate themselves or may be nominated by another NAR member, a state or local association, or a community organization they serve.
12. The award grant must be issued to a U.S. 501(c)3 nonprofit organization working to advance fair housing or an organization that is making significant contributions in expanding housing opportunities to traditionally disadvantaged groups, such as community reinvestment organizations, landbanks, organizations that promote, develop and preserve housing and real property for historically disadvantaged groups and neighborhoods, and organizations that offer housing counseling and/or mobility counseling.

Selection Process

The Nomination Committee will be a subcommittee of the Diversity, Equity, and Inclusion committee consisting of the Chair, Vice Chair and three additional members appointed by the Chair.

1. A plaque will be presented to the recipient.
2. KYR will donate \$250 of the award winners' organization of choice in their name.
3. Nominations may be made by any member of KYR.
4. Due date for nominations is June of each year.

There are two ways to submit a nomination:

1. A nominator may choose to submit a nomination for an individual, brokerage, or companywide contributions which requires submission of a 500-word letter of support for the nominated individual or entity on how they have worked within their local or regional areas to promote programs and/or support the creation of more affordable housing opportunities. This includes educational activities, supporting new projects and/or enhancing existing efforts and working with state/local community members to promote the Kentucky REALTORS® passionate and committed message of diversity, unity and inclusion throughout the region.

Or

2. A nominator may choose to submit a self-nomination which requires two letters of support on how the member has worked within his local or regional areas to promote programs and/or support the creation of more affordable housing opportunities. This includes educational activities, supporting new projects and/or enhancing existing efforts and working with state/local community members to promote the Kentucky REALTORS® passionate and committed message of diversity, unity and inclusion throughout the region.

Nominations are submitted online by completing the form. Electronic links to all official award forms are sent to each local association electronically in May.

Section 4.20. Safety Committee:

This Committee is charged with developing tools, ideas for education and advocacy for best practices to improve REALTOR® safety.

The Committee will be made up of a Chair and Vice Chair, serving terms of 1 year. The President-Elect will appoint the Vice-Chair. Six members will be appointed by the President from each of Kentucky's 6 REALTOR regions in 2-year staggered terms and six at-large members through the committee application process for 2-year staggered terms. Initially, appointees from Regions 1, 3 and 5 will serve a one-year term and appointees from Regions 4, 2, 4, and 6 will serve a two-year term.

Section 4.21. Federal Political Coordinator (FPC) Advisory Committee:

A Federal Political Coordinator's most valuable contribution to KYR and NAR is the relationship they develop with their Member of Congress.

FPC's Duties & Responsibilities (NAR):

1. Respond to ALL NAR Calls for Action:
 - a. FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.
2. Advocate on Behalf of All REALTORS® and the REALTOR® Party:
 - a. The REALTOR® Party is the non-partisan approach to moving forward legislation that is of benefit and value to all REALTORS®. FPCs must be able to remain neutral on the issues and remove their personal bias before advocating on any REALTOR®-supported issue 100% of the time.
3. Contact Assigned Member of Congress At Least Once per Quarter and Submit a Field Report:
 - a. FPCs should have a minimum of four personal contacts with their Member of Congress (or staff) per year (meetings, RPAC check deliveries, etc.). FPCs are encouraged, however, to not limit that number to four and should communicate with their assigned Member of Congress as often as possible. Filing a field report after each meeting alerts NAR lobbying, policy and RPAC staff (if a check delivery was part of the interaction) as well as state government affairs staff that the meeting occurred and follow up may be required.
4. Participate in Training as Required:
 - a. All FPCs must complete the required training either in person or online. Newly appointed FPCs will participate in the semi-annual conference in Washington, D.C., and returning veterans can complete their training requirement with various online options. Being familiar with each NAR issue is essential to advocate on behalf of REALTORS® — that issue education will occur in the training modules.
5. Utilize and Deliver All RPAC Contributions in a Timely Manner:
 - a. FPCs are each allocated In-State Funds that they can use at their discretion to help develop their relationship with their Member of Congress. FPCs are to ensure that these funds are utilized early in the two-year cycle (six-year cycle for Senators). \$1,000 is allocated for each Representative and \$2,000 for each Senator, per cycle. FPCs are also responsible for delivery of additional RPAC checks as approved by the RPAC National Trustees. They should ensure that each check is delivered in a timely manner.
6. Attend Each Annual Midyear Meeting:
 - a. FPCs are reimbursed up to \$1,000 for travel expenses incurred to attend the Midyear Meetings. Each FPC should make every effort to attend to lead the issue advocacy in their respective Member of Congress' office. This is the most important federal meeting of the year, and FPC participation is vital.
7. Develop a Contact Team:
 - a. Each FPC should identify REALTORS® in the district that can assist in their duties and should notify their state RPIC member upon doing so. The FPC should maintain regular communication with the team on the NAR issues and CFAs. The team should be ready to aid the FPC in check

deliveries or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

8. FPCs Should Support Their Assigned Member of Congress:
 - a. FPCs may not engage in activities that support or can be perceived as supporting their member's opponent, including but not limited to contributing to the opponent's campaign. Such activities may be the basis for considering terminating the FPC's appointment.
9. FPCs MUST Sign and Return a Pledge Form to NAR:
 - a. **FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals. **

Federal Political Coordinators (FPC's) are comprised of the following:

10. Two (2) US Senate Representatives
11. One representative per Congressional District

The FPC's may appoint a Chair from the existing list of KYR FPC's.

This Committee is charged with the responsibility of reviewing applicants to recommend for appointment by the National Association of REALTORS® (NAR) for the position of Federal Political Coordinator (FPC). The Committee is comprised of the current KYR Leadership Team. The FPC Advisory Committee shall be chaired by the KYR President.

FPC Vacancy Notification and Process:

To seek out and identify qualified Kentucky licensees for this position, the following steps will be followed:

1. The CEO will inform the local Association Executives and Regional Directors of the vacancy and application procedure.
2. The FPC Advisory Committee will review the FPC candidate's Application Form for Federal Political Coordinator and may choose to set up an in-person interview with the applicant to further help to determine if the applicant possesses the requisite qualifications, interest and commitment for appointment.
3. During the interviews, only the candidate and the members of the FPC Advisory Committee may be present. KYR staff and KYR members that are not members of the FPC Advisory Committee may not be present during the interviews.
4. No person shall be recommended to NAR that has not been approved by the FPC Advisory Committee who has not been through the required application and interview process.

FPC Advisory Committee members have a duty to come forward and identify any conflicts of interest they have in serving in this capacity and to also refrain from voting and discussion in those instances where they may directly or indirectly benefit. The FPC Advisory Committee members are required to sign a confidentiality agreement at the committee's first meeting.

Members of the FPC Advisory Committee shall NOT:

1. Discuss the FPC Advisory Committee meetings with anyone other than the CEO and GAD and other members of the FPC Advisory Committee.
2. Disclose the names of the applicants.

Section 4.22. State Political Coordinator (SPC) Advisory Committee:

Key Kentucky REALTORS® are assigned as State Political Coordinators (SPCs) to maintain relationships with specific members of the Kentucky General Assembly, also called the Kentucky Legislature. SPCs stay in touch throughout the year in their respective Legislator's home district as well as the state Capitol to help reinforce

KYR's Legislative Agenda.

Kentucky REALTORS® relies on State Political Coordinators to advocate on policy initiatives that will result in a fundamentally sound and dynamic Real Estate market and foster vibrant communities in which to live and work.

While strong lobbying efforts are made in Frankfort, the real power of any industry resides in the advocacy of its individual members. As a result, with one of the largest trade organizations in Kentucky, KYR has the potential to be an extremely powerful force at the state Capitol. However, it takes significant grassroots engagement and momentum to accomplish our legislative and regulatory goals. That's where the KYR SPCs play a vital role in our success.

State Political Coordinator (SPC) Duties & Expectations:

1. Support direct lobbying in Frankfort with grassroots REALTOR® involvement.
2. Provide a critical link to ensure a consistent message to legislators in Frankfort and in the district.
3. Meet with your Legislator at least four times per year.
4. It's important for lawmakers to hear the local perspective or impact of issues.
5. Keep in touch with your legislators and involve them in appropriate local association events.
6. Attend in-district fund raising events when funded by RPAC.
7. Always advocate for Kentucky REALTORS® and the REALTOR® Party.
8. Respond to all "Calls for Action" (CFAs) and Kentucky REALTORS® requests to contact your legislator.
9. Participate in training as required by Kentucky REALTORS®.
10. Sign the KYR SPC Pledge.
11. Sign up for REALTOR® Party Mobile Alerts (Text REALTORS to 30644)
12. Coordinate efforts and work harmoniously with the Kentucky Real Estate Commission.
13. Attend the Annual Kentucky REALTORS® February Legislative Meetings -- Coordinate with the KYR GAD to inform/lead others in meeting with your legislator; Be flexible in connecting with your legislator that day; Attend all Legislative Events and greet your legislator.
14. Develop and promote the REALTOR® Political Action Committee on a statewide basis and in cooperation with local boards.

Section 4.23. Government Affairs Committee:

This committee coordinates and refines policy developed on legislative and regulatory issues, discusses, reports, and recommends action on matters of legislation and regulation as they affect the real estate profession, private property rights and other issues it determines proper; recommends Kentucky REALTORS® positions on public policy issues.

This Committee shall be comprised of a Chair, Vice Chair, and three members from each region. One set of Region appointments are appointed by the KYR President for staggered two-year terms. One (1) member to be selected from each Region by the Region's members to serve staggered terms of two (2) years. Regions 1, 3, 5 make appointments in even years. A third set of Region appointments become At-Large appointments by the President for one (1) year term(s), taking into account requests from members. The Committee shall also include the KYR Immediate Past President, the Immediate Past Chair of the Committee, an Association Executive and a Kentucky REALTORS® Leadership Academy Liaison. All members of the Legislative Quick Response Team are to be included on the Governmental Affairs Committee for the period they serve on the Legislative Quick Response Team.

Governmental Affairs and Lobbying is one area in which KYR is best poised and most qualified to make a meaningful industry impact on behalf of REALTOR® members. KYR shall develop programs in this area to educate its members on key issues, use REALTOR® members to contact lawmakers concerning legislation, assist

local boards on regional issues, and keep members informed of lobbying progress. This should be a continual effort every year. Governmental Affairs also oversees industry relations with Appraisers, Home Inspectors and Auctioneers.

Section 4.24. Issues Mobilization Fund:

The Issues Mobilization Fund provides financial assistance to organize and manage effective state and local issue advocacy campaigns to promote positions on public policies (government laws, regulations, courses of action and funding priorities) that affect REALTOR® interests. Methods of promoting a position include legislation, ordinances, referenda, and constitutional amendments.

Issues Mobilization Funds MAY NOT be applied for, nor may any portion of a grant awarded be used for, any of the following (NAR):

- **Candidate Elections** - Activities include but are not limited to research; polling; phone banks; voter contact; public relations; use of media; other activities undertaken in connection with or otherwise related to the support of, or opposition to, any candidate for elected office. An Issues Mobilization Grant may be given to a 501(c)(4) organization provided the organization is not established for the purpose of supporting candidates or influencing candidate elections.
- **Electoral Mechanics** - Activities include but are not limited to: redistricting; voter ID or voter fraud laws; dates for state and local elections; term limits; the design and scheduling of primary and general elections; how members of local legislative bodies are elected (e.g., by district or at-large).
- **Public Employees** - Activities include but are not limited to: public employee collective bargaining; negotiations over public employee pensions.
- **Legal Action** - Litigation involving legal issues of significance generally to state and local associations, real estate practitioners or the real estate business, or real property rights or related issues.
- **Federal Action** - Activities related to federal legislative or regulatory policies (e.g., flood hazard mapping process, designation, and management of national monuments) that involve advocacy to the executive or legislative branches of the federal government.
- **General Research** - Research or analysis that is not part of a public policy advocacy campaign.
- **Completed Campaign Activities** - Any issue campaign activity that has been completed, regardless of whether the overall campaign has concluded.

Methods of Promoting Realtor® Positions on Public Policy Issues:

- Legislation (state)
- Ordinance (local)
- Regulation (state or local)
- Ballot Initiative (state or local)
- Referendum (state or local)
- Constitutional Amendment (state)

Funding Source:

By January 31 of each year, \$50,000 will be allocated on an annual basis to the Issues Mobilization Fund with a goal of \$750,000 for the Fund. (Revised 6/19) Members shall be assessed an amount determined by the Board of Directors to meet fund requirements. Interest on the account shall accrue to the account fund. In determining allocations, there must be a seventy (70) percent majority vote for support. The Board of Directors will report its decisions on Issues Mobilization to the Delegate Body at regular meetings.

Kentucky REALTORS® Guidelines for Appropriate Expenditures:

1. Ballot Measure Campaigns

- a. State
- b. Local
2. Grassroots Lobbying Activities:
 - a. Mailgrams or letter-writing campaigns
 - b. Advertisements/mass media/public relations/social media platforms
 - i. Radio
 - ii. T.V.
 - iii. Newspaper
 - iv. Promotional Material – “Get out the vote” on issue campaigns
 - v. Social Media Outlets
3. Host an educational forum for the community, the purpose of which is to raise the level of awareness about an issue.
4. Contributions to or with other grassroots lobbying organizations with respect to a common issue: Community-based organizations that are not partisan in nature such as the Chamber of Commerce, the taxpayer’s association, the building industry association, apartment association, etc.
5. Issue Advocacy: Expenses associated with a contract employing a professional issue advocate.
6. Data collection to assist a state association or local board with the development of a lobbying strategy:
 - a. Public Opinion Surveys
 - b. Polling
 - c. Phone Banks
 - d. Technology Platforms

Issues Mobilization Funding Procedures:

1. The KYR Quick Response Team (QRT) will serve as the Issues Mobilization Committee (IMC) for the purpose of reviewing all Issues Mobilization (IM) requests and submitting a written recommendation of funding to the KYR Board of Directors. Approval of IM funds for state and local requests will be determined by the Board of Directors.
2. The IMC will provide the Board of Directors and the Local Board requesting IM funds with a written recommendation of all IM requests regardless of the level of funding recommended. The written recommendation will also include a copy of the original IM application and any attached documentation.
3. The IMC will only recommend funds for issues or initiatives that are consistent with the policies and legislative or legal activities of the Kentucky REALTORS®. At no time may IM funds be used to support candidates for local, state, or federal elected offices.
4. Local Boards may request IM funds by completing an Issues Mobilization Fund (IMF) application accompanied by a written motion passed by the Board of Directors of the Local Board. Information and signatures required on the Issues Mobilization Fund application are at the discretion of the IMC.
5. Participation and financial commitment allocated by the Local Board will be considered but not required in determining whether, and to what extent, issues will be funded.
6. The Local Board shall include a proposed budget with sufficient detail to allow proper evaluation of the IMC to justify the amount of assistance requested. If expenses have been incurred by the Local Board, those expenses shall appear in and be noted in the budget.
7. The Local Board shall be prepared to provide the IMC with any and all available documentation or evidence related to the issue(s) requiring financial assistance. This could include copies of the proposed ordinance or legislative initiative, written position statements from elected officials, newspaper articles, etc.
8. The Local Board shall submit a written status report to the IMC and Board of Directors within thirty (30) days following the receipt of funds. A final report is due immediately following resolution of the issue campaign indicating the expenditure of IM funds and the overall effectiveness of the campaign.
9. The IMC shall submit a written status report to the Board of Directors within thirty (30) days following the expenditure of IM funds for a statewide request. A final report is due immediately following resolution of

the issue campaign indicating the expenditure of IM funds and the overall effectiveness of the campaign.

Section 4.25. Legislative Quick Response Team (QRT):

The members of QRT provide a review of the legislation that moves through both the Kentucky House and Senate. This committee ultimately decides KYR's official position on any legislation. The QRT is comprised of a Chair, Immediate Past QRT Chair, Vice Chair, KYR President, KYR President- Elect, Governmental Affairs Committee Chair, Governmental Affairs Committee Vice-Chair, RPAC Chair and three Presidential appointments as needed, assuring that each Region has representation on the Quick Response Team.

Before making decisions on questions that arise during a legislative session, any KYR lobbyist is responsible for clearing decisions with the President. The Quick Response Team is advisory to the President, who makes the final decision on behalf of the association.

Section 4.26. Selection of KYR Meeting Sites:

Kentucky REALTORS® staff should recommend the location for KYR meetings at least two (2) years in advance. Selections shall be approved by the Board of Directors.

Section 4.27. Economic Development Committee

The Committee shall be organized for the purposes of assisting local associations and Kentucky REALTORS® in efforts to engage with economic development and business recruitment efforts in Kentucky. The Leadership Team will recommend the responsibilities of this Committee.

SECTION 5

Independent Contractors

Until such time as it is in the best interest of KYR to do otherwise, KYR shall engage the services of outside legal counsel and an outside accounting firm to address the legal and accounting needs of the Association, respectively.

Section 5.1 Legal Counsel:

The Association shall engage the services of legal counsel on a contract basis to advise and counsel the Association relative to matters of interest to the Association which have any legal implications. Legal counsel shall initiate action only after approval of the President or CEO. Legal counsel will be present at all KYR business meetings and other times as so directed by the President or CEO. A contract for legal counsel shall be awarded and renewable at the pleasure of the Board of Directors.

Section 5.2 Accounting & Auditing Firm:

The Association shall engage the services of a certified public accounting firm on a contract basis to prepare an annual audit report and management letter. This report is to be presented in person by the CPA to the Treasurer and annually to the Board of Directors. Upon approval of the Board of Directors, additional audits may be conducted as required. The results of such audits shall be presented to the Board of Directors. A contract for accounting services shall be awarded and, renewable at the pleasure of the Board of Directors. (Revised 9/03) Quotes for competitive bids shall be sought every three years. (Revised 2/07) The accounting firm engaged by the Association shall conduct an audit of the Association's bookkeeping, accounts, and financial records on an annual basis after the close of the fiscal year or upon approval of the Board of Directors at such other times as may be required. The terms of the agreement with the accounting firm shall include the requirement that the firm prepare an annual audit report and management letter. This report is to be presented in person by the CPA to the Treasurer and annually to the Board of Directors if so, directed by the President.

SECTION 6 Awards

Section 6.1 Annual Awards:

Jess and Carolyn Kinman Award:

Presented annually at the Legislative and Business Meetings. The committee shall be comprised of one representative from each KYR Region appointed by the KYR President-elect, and additional members comprised of the Government Affairs Committee Chairman and the RPAC Chairman and the Immediate Past Chairman. Chairman and Vice Chairman elected from the committee. This committee will meet via Conference Call. (Revised 6/18)

Section 6.2 Annual Convention Awards:

Each year during the annual convention, the following awards are presented to honor outstanding board programs and/or achievements for the past year. All official award forms are sent to each local board in May of each year.

1. **Ammerman Attendance Award** - Presented to the board having the greatest percentage of their members in attendance at the state convention. This award is presented in honor of the late G. W. Ammerman of Covington.
2. **Paul M. Kendall Membership Growth Award** - This award named in honor of the late Paul M. Kendall, a past President of KYR, is presented to the board having gained the highest percentage in NEW MEMBERS from September through August
3. **RPAC Awards** - Awarded by the RPAC Committee, these Awards are calculated from receipts submitted to KYR on an annual basis.
4. **REALTOR® of the Year Award** - The recipient of this much coveted award is selected from nominations submitted by local boards of REALTORS® and any member in good standing with the Kentucky REALTORS®. The award is presented during the installation dinner by the REALTOR® of the Year Selection Committee. The guidelines and criteria for this award are set forth in this Policies & Procedures Manual under “REALTOR® OF THE YEAR SELECTION COMMITTEE”, and in Addendum # 1. (Revised 6/14)
5. **Good Neighbor Award** – Presented to a member in good standing who has demonstrated an exceptional contribution to improving the quality of life in their community. Award winners will be selected by a subcommittee of the Member Services Committee, consisting of the Chair, Vice Chair and three additional members appointed by the Chair. (Revised 9/10)
6. **Community Service Award** – Presented to boards who have conducted a community service project in the name of the local board/association meeting an identified need and benefiting the community. Award winners will be selected by a subcommittee of the Member Services Committee, consisting of the Chair, Vice Chair and three additional members appointed by the Chair. (Revised 9/10)
7. **Honorable Service Award** – Presented to a member who has served for numerous years with distinction at the state level (but not exclusively) and made a significant contribution to the attainment of KYR’s goals as set forth in its 49 governing documents through dedicated service and commitment. The award is given at the current KYR President’s discretion and is not necessarily an annual award.
8. **KYR Distinguished Service Award/Life-Time Achievement**– NAR’s criteria should be considered if KYR wants the award winner to be eligible for the NAR award. (Revised 2/07)

KYR Distinguished Service Award/Life-Time Achievement Committee:

This Committee will select a REALTOR® member who has given dedicated distinguished service over a lifetime to the Kentucky REALTORS®. The recipient of this award will be selected by the DSA/LTA committee from nominations submitted by any Kentucky REALTOR® member in good standing or from any Board/Association of REALTORS®. The previous winner will present the award at a time and place as determined by the DSA Committee. (Revised 6/17)

This committee shall be comprised of a Chairman, Vice-Chair, Immediate Past Chair, and all past recipients of the DSA Award. The recipient of the award two years preceding shall serve as Chair, and the immediate past recipient shall serve as Vice Chair. This Committee is not required to meet by conference call. The requirement for this award is as follows.

Qualifying Criteria for Nomination for DSA/Life-Time Achievement award (Revised 6/15):

1. Have attained the age of 60 or have at least 25 years of Membership in the KENTUCKY REALTORS®, including leadership positions in the Local Board/Associations, State Association, National Association, and the Institutes, Societies and Councils.
2. Candidates must continue to participate at Local, State and National levels.
3. Have a valid Real Estate License as a Broker or Salesperson and be currently active in the Real Estate Industry.
4. Have been recognized as a local leader whose performance of service and involvement in political and/or community activities is extraordinary.
5. An individual may be nominated more than once; however, a new form must be resubmitted each year a person is nominated. Information will not be carried over from one year to the next.
6. All DSA/LTA nomination forms submitted for consideration are kept strictly confidential. All materials submitted become the property of Kentucky REALTORS® and will not be returned.
7. The committee will consider only nominations submitted on the official format.
8. Any KYR member in good standing, or any local Board/Association may nominate an individual. (Revised 6/09)
9. All nominations shall require signatures of two KYR members in good standing prior to being submitted to KYR. One signature may be of the nominating member. All forms that do not include two signatures will be returned and may risk being disqualified. (Added 6/09)
10. The deadline for receipt of all DSA/LTA forms is June 1. (Moved 6/09, Revised 6/17)

The Selection Committee will review all nomination forms that are submitted to it for consideration and will eliminate those candidates who do not qualify, or those forms do not follow the established guidelines. The Selection Committee feels the honor seeks the candidate; any campaigning or contact with any committee Member is strongly discouraged. The committee recommends that the nomination be kept confidential from the nominee if possible. (Revised 06/09) The Committee will not consider nominations that do not meet the criteria.

DEI - The Winds of Change Award (Added 9/29/21)

The KYR Diversity Equity & Inclusion Winds of Change Award was established in 2021. The DEI Committee will review applications and its first recipient, or their representative, will be presented with the award at the 2022 Kentucky REALTORS® Convention in September. This award will be presented as an Annual Convention Award. See Criteria and Selection policies under PART 7. GENERAL AND MISCELLANEOUS OPERATING POLICIES Item A. 9 of this manual.

This award will go to a REALTOR®, their representative, or an entity that has demonstrated sustained support for advancing diversity, equity, and inclusion in the KYR organization and/or community. This REALTOR® or entity has raised awareness in the KYR organization and/or community the diversity and inclusion issues and has been a catalyst for change regarding KYR diversity and inclusion and/or has impacted change within the KYR organization or their community. The recipient shall be a REALTOR® or an entity who maintains high ethical, moral, and business standards, while going above and beyond in the industry to show others the correct way to be both a strong leader and good REALTOR®.

The Winds of Change Award Criteria: To be considered for the KYR Diversity, Equity, and Inclusion Award,

the individual or entity must show strong evidence of their engagement in projects that accomplishes one or more of the following objectives:

1. Significantly promotes diversity, equity and inclusion, and cultural competency development among the KYR organization and/or community.
2. Lead initiatives to increase awareness, understanding or promoting diversity.
3. Implement steps toward fostering diversity in the KYR organization and/or community with programs that maximize the potential of all people.
4. Promote diversity in the KYR organization, workplace or community through education and the communication of ideas.
5. Improve cultural competency through educational initiatives.
6. Provide support to KYR organization and/or community-based diversity programs designed to improve cultural awareness and sensitivity.
7. Take a proactive role in local diversity and minority issues by, for example, building relationships with diversity community advisory councils or educating citizens on matters of diversity disparities.
8. Encourage volunteerism in the community with regard to cultural connections; participate in community diversity outreach programs that help others learn more about the KYR DEI Program.

Selection Criteria for The Winds of Change Award:

1. The "immediate prior year's Committee Chairman " of the DEI Committee shall serve the following year on this nomination committee.
2. The nomination committee will consist of the current chair of DEI Committee and the KYR President-Elect, Immediate Past KYR President, KYR Professional Standards Committee Chairman.
3. The award will remain as part of DEI Committee.
4. A plaque will be given to the recipient at the annual state convention for Kentucky REALTORS®.
5. Nominations may be made by any member of KYR.
6. The due date for nominations is June 30th of each year.

There are two ways to complete the nomination form:

- iii. A nominator may choose to submit a nomination for an individual or entity.

Requirements:

- Up to a 500-word letter of support for the nominated individual or entity on how they significantly promoted diversity, equity, and inclusion and cultural competency development among the KYR members, staff, and/or the nominated individual's community.
- Nominator will work with the individual or entity nominee to obtain a second letter of support.

- iv. A nominator may choose to submit a self-nomination.

Requirements:

- Two (2) letters of support on how you significantly promoted diversity, equity, and inclusion and cultural competency development KYR REALTORS®, staff, and/or the nominated individual's community.

Nominations are submitted online by completed the KYR Form. At the request of Nominator, forms will be provided to the individual requesting the information.

SECTION 7
Member Dues & Fiduciary Responsibilities

Section 7.1 Application Fees (Revised 9/22. Policies Mandated by NAR are underlined):

The board of directors may adopt an application fee for REALTOR® membership in reasonable amount, not exceeding three (3) times the amount of the annual dues for REALTOR® membership, which shall be required to accompany each application for REALTOR® membership and which shall become the property of the association upon final approval of the application.

This fee will apply to any new member or former member who has dropped their membership for any reason. Any new member shall submit to KYR through their board an application fee as determined by the Board of Directors annually when applying for membership. If a member has paid dues and drops from KYR and requests reinstatement within a 12-month period, there shall be no re-application fee. (Revised 2/07)

Section 7.2 Member Board Dues (Revised 9/22. Policies Mandated by NAR are underlined):

The annual dues of each Member Board shall be (1) an amount as established by the Board of Directors times the number of REALTOR® and REALTOR-ASSOCIATE® members who hold primary membership in the Association, plus (2) an amount as established by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors with REALTOR® members of the association who are not themselves REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate Members. In calculating the dues payable by a Member Board, nonmembers, as defined in the preceding sentence, shall not be included in the computation of dues if dues have been paid in another association in the state or a state contiguous thereto, provided the Association notifies the State Association in writing of the identity of the association to which dues have been remitted. (Section Added 2/08-NAR, Revised 6/12).

Section 7.3 Designated REALTOR® Member Dues (Revised 9/22. Policies Mandated by NAR are underlined):

The annual dues of each Designated REALTOR® member shall be in such amount as established annually by the Board of Directors plus an additional amount to be established annually by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any association in the state or a state contiguous thereto or Institute Affiliate members of the association. In calculating the dues payable to the association by a designated REALTOR® member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the designated REALTOR® has paid dues based on said non-member licensees in another association in the state or a state contiguous thereto, provided the designated REALTOR® notifies the association in writing of the identity of the association to which dues have been remitted.

A REALTOR® member of a Member Board shall be held to be any member who has a place or places of business within the state or a state contiguous thereto and who, as a principal is actively engaged in the real estate profession as defined in Article III, Section 1 of the Constitution of the NATIONAL ASSOCIATION OF REALTORS®. An individual shall be deemed to be licensed with a REALTOR® if the license of the individual is held by the REALTOR®, or any broker who is licensed with the REALTOR®, or by any entity in which the REALTOR® has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2 (a)(1) hereof) provided that the licensee is not otherwise included in the computation of dues payable by the principal of the entity.

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall

annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this Section and shall not be included in calculating the annual dues of the Designated REALTOR®. Designated REALTORS® shall notify the association within three (3) days of any change in status of licensees in a referral firm.

The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, or appraising real property) other than referrals, and dues for the current fiscal year shall be payable.

Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® or REALTOR® ASSOCIATE® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® or REALTOR-ASSOCIATE® membership during the preceding calendar year.

Section 7.4 REALTOR® Member Dues (Revised 9/22. Policies Mandated by NAR are underlined):

The annual dues of REALTOR® Members other than the designated REALTORS® shall be as established annually by the Board of Directors.

Section 7.5 Institute Affiliate Member Dues (Revised 9/22. Policies Mandated by NAR are underlined):

The annual dues of each Institute Affiliate Member shall be as established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS®.

The annual dues of each Affiliate Member shall be as established annually by the Board of Directors. (Section Added 2/08-NAR)

Section 7.6 Member Board Filing Process:

In January of each year, each Member Board shall file with the State Association, in such format as shall be determined by the Association, a list of its REALTOR®, REALTOR-ASSOCIATE® and Institute Affiliate Members and the number of real estate salespersons and licensed or certified appraisers employed by or affiliated as independent contractors with such REALTOR® Members, certified by the President and Secretary of the Board. At the time such list is filed each Member Board shall pay dues for the current fiscal year based on such list, which dues shall be adjusted each month to reflect any net increase in the number of individuals licensed with REALTOR® members of the association who are not themselves REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate Members. Member Board dues shall also be adjusted for new members enrolled by the association who were not previously licensed with a REALTOR® Member of the association during the current fiscal year. Adjustments for new members shall be prorated monthly and be due and payable prior to the 15th day of the following month after the new member's enrollment. Any Member Board or other Member delinquent in payment of dues by more than 90 days may be dropped from membership in the Association by the Board of Directors. (Section Added 2/08-NAR, Revised 6/12)

Section 7.7 REALTOR® Emeritus Members:

No dues shall be assessed for REALTOR® Emeritus Members. (Section re-numbered 2/08)

Section 7.8 Honorary REALTOR® Members:

No dues shall be assessed for Honorary Members. (Section re-numbered 2/08)

Section 7.9 REALTOR Members in Good Standing Policy:

Upon payment to the Kentucky REALTORS® of the dues required under this policy, each REALTOR® Member, Institute Affiliate Member, or REALTOR® Emeritus Member shall be deemed in good standing by the Kentucky REALTORS®. Upon payment of dues clearing the member's financial institution, then that member is designated in good standing of the Kentucky REALTORS®. (Revised 2/07, Section re-number 2/08.)

Section 7.10. Financial Assessments:

The Board of Directors shall reserve the right to impose assessments as deemed necessary. (Revised 2/07)

Section 7.11. Financial Assessments – Due Date and Penalty for Late Payments:

Kentucky REALTORS® and National Association of REALTORS® Annual dues for each class of membership as defined in the Bylaws are due on January 1st. Annual dues not paid by January 31st shall accrue interest on the unpaid balance at the rate of 1.5 percent per month from the due date. If the dues and penalties (if applicable) are not received within 90 days of the due date, member board/associations shall automatically be dropped from membership. If, in extenuating circumstances, a member board/association is unable to remit annual dues within the time frame set forth in this section, the Leadership Team shall be authorized to decrease the amount of, or waive the interest penalty. (Revised 6/12) Dues for new members admitted during any quarter shall be prorated and paid to KYR on no less than a quarterly basis prior to the 15th day of the following quarter.

Section 7.12. Financial Assessments – Dues Refunds:

No refund of KYR dues paid shall be made for any reason except for overpayment of a local board with the following exception. If a member is called to active duty from a reserve component status and as a result cannot participate in the real estate business, he/she will be eligible for a pro-rated share of his/her dues/fees to be placed in escrow for the duration of his/her active duty provided he/she was a member in "good standing" prior to the departure. If, upon the member's return, he/she applies to rejoin the Kentucky REALTORS®, that unused portion of the dues/fees paid prior to the member's call-up for active duty will be credited to the payment of the pro-rated dues/fees provided that no more than sixty (60) days elapse from the date of release from active duty and the date of application.

Section 7.13. Authorized Signatures:

All checks shall require two (2) signatures either by original signature or by stamp. Use of stamp requires pre-approval by email from signatory. Checks may be signed by any combination of the following Officers of KYR: President, President-Elect, Treasurer, Treasurer-Elect, or CEO. (Revised 6/14) Checks under \$1,500 may be signed by any combination of the following Officers and staff of KYR: President, President-Elect, Treasurer, Treasurer-Elect, CEO, or Director of Executive Offices. (Added 9/16) The following individuals shall have authorization to sign checks and financial documents for the Association:

1. President
2. President-Elect
3. Treasurer
4. Treasurer-Elect
5. Chief Executive Officer
6. Others specifically authorized by the Board of Directors
7. Director of Executive Offices

Signature authorization cards and certificates will be prepared by the Association's bookkeeper and filed annually with all banks in which the Association maintains any account. All checks shall require dual signatures. (Revised 6/14)

All bills, invoices, and other financial obligations will be paid by check, petty cash, or electronic payment initiated by the **third party accounting firm designated by KYR** and made in a timely manner to avoid any late charges or interest.

Section 7.14. Contracts:

D1. Any Contracts for services or goods, whether leased or purchased, in excess of the current budgeted amount, shall only be entered into after making a good faith effort to obtain three (3) bids. All contracts before signature should be reviewed by attorney representing KYR. Contracts that are binding upon the Association shall be signed only by the CEO and in the CEO's absence, the President and/or CEO.

D2. Contracts requiring expenditures in excess of 1.5% of KYR's annual budget shall require the signature of the CEO and President, or the President-Elect in the President's absence.

D3. Contracts in excess of 1.5% of KYR's annual budget that are not budgeted shall contain the requirement that the contract is not effective until approved or ratified by the Board of Directors. This restriction shall not apply in cases relating to paragraph D4 Association Emergencies.

D4. Association Emergencies: Nothing in Section 7.14 Contracts shall be construed to limit the ability of the CEO and/or President to properly react to any emergency of the Association.

Section 7.15. Disbursement:

Disbursements and payments of accounts payable shall be made in accordance with general bookkeeping procedures. All invoices shall require the approval of the CEO or Treasurer indicating approval for payment prior to signing the check.

Section 7.16. Charitable Donations:

No expenditure or donation of KYR funds shall be made to religious, philanthropic, or civic organizations without the approval of the Board of Directors, except in the case of "memorial" donations approved by the current President and CEO, in an amount not to exceed \$250.00.

Section 7.17. Financial Records:- (See Document Retention Policy in Section 8.11)

All financial records, ledgers, and journals shall be maintained at the Association headquarters and shall be the responsibility of the person assigned bookkeeping and accounting responsibilities in coordination with the CEO who shall be familiar with accounting procedures, records, and files. All financial information shall be available for inspection by any member of the Association at the Association headquarters.

SECTION 8
Management Policies

Section 8.1 Confidentiality and Non-Disclosure Policy:

The KYR Board of Directors and Delegate Body will strictly limit, control, and protect all confidential, private and/or proprietary information concerning the Kentucky REALTORS®.

Information received by the KYR Board of Directors and Delegate Body concerning communications not publicly distributed; current or future contractual obligations; database or other member information; specific case information relating to Professional Standards; personnel information, including salaries, benefits and perquisites; and any other information deemed confidential by the KYR Board of Directors.

All persons identified in this policy must agree to abide by and comply with this policy. Each Director and Delegate may be subject to discipline or other sanction, including removal from office, by KYR due to a violation or attempted breach of any portion of this Policy. The KYR reserves the right to enforce this Policy by any and all appropriate and legal means. (Added 2/07)

Section 8.2 Conflict of Interest Policy (Added 6/08 Revised 2/22):

Article I:

PURPOSE The purpose of this Conflict-of-Interest Policy is to provide guidance in identifying and handling actual and potential conflicts of interest involving KYR. This Policy also serves to protect KYR's tax-exempt status when KYR is considering a transaction or arrangement that might benefit the private interest of an Officer, Director, or committee member of KYR, or that might result in a potential excess benefit transaction. In most instances, conflicts of interest can be avoided simply by continuing to exercise good judgment and, indeed, KYR relies on the sound judgment of its Officers, Directors, staff and committee members to prevent many such conflict situations.

KYR is committed to the highest levels of integrity. Officers, Directors, and committee members are expected to conduct their relationships with each other, KYR, and outside individuals and organizations with objectivity and honesty. The general rule is that: KYR Officers, Directors, and committee members are obligated to avoid and disclose legal, financial, or other conflicts of interest involving KYR, and to remove themselves from a position of decision-making authority with respect to any conflict situation involving KYR.

Article II:

BASIC DEFINITIONS:

1. Conflict of Interest. Generally, a conflict of interest may occur if an interest or activity influences or appears to influence the ability of an Officer, Director, or committee member to exercise objectivity or impairs the individual's ability to perform his or her responsibilities in the best interests of KYR. An Officer, Director, or committee member is considered to have an actual or potential conflict of interest when:
 - a. He or she, or any member of his or her family, or any of his or her close business associates, may receive a financial or other significant benefit as a result of the individual's position at KYR;
 - b. The Officer, Director, staff or committee member has the opportunity to influence KYR's financial, business, administrative, or other important decisions in a manner that leads to the personal gain or advantage of the individual, a member of his or her family, or any of his or her close business associates; or
 - c. The Officer, Director, staff, or committee member has an existing or potential legal, financial, or other significant interest which impairs or might appear to impair the individual's independence in the discharge of his or her responsibilities to KYR.

Examples of actual or potential conflict of interest activities and relationships are set forth on Exhibit A attached to and incorporated into this Policy.

2. Interested Person. Any Director, Officer, or member of a KYR Committee established pursuant to the Policies and Procedures who has a "Financial Interest" in a transaction or arrangement, as defined below, is an "Interested Person" for purposes of this Policy. Members of the Delegate Body shall not be "Interested Persons" solely by reason of their service to KYR as a member of the Delegate Body.

3. Financial Interest. An individual has a “Financial Interest” in a KYR transaction or arrangement if the individual, or any member of his or her family, or any of his or her close business associates, directly or indirectly has:
 - a. An ownership or investment interest in or business relationship with any entity with which KYR has a transaction or arrangement.
 - b. Receives compensation from KYR, or from any entity or individual with which KYR has a transaction or arrangement, or from an owner of any entity with which KYR has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or receives compensation from, any entity or individual with which KYR is negotiating a transaction or arrangement, or in or from an owner of any entity with which KYR is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

Article III:

PROCEDURES:

1. Duty to Disclose. In connection with any actual or potential conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to (i) the KYR Leadership Team, (ii) KYR's legal counsel, and (iii) the Directors and members of the Board of Directors or any Committee considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board of Directors or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Directors or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest:
 - a. If the Board of Directors or Committee determines that an actual or potential conflict of interest exists, an Interested Person may make a presentation at the Board of Directors or Committee meeting, but after the presentation, he/she shall again leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the actual or potential conflict of interest.
 - b. The chairperson of the Board of Directors or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement
 - c. After exercising due diligence, the Board of Directors or Committee shall determine whether KYR can obtain through reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to an actual or potential conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing an actual or potential conflict of interest, the Board of Directors or Committee shall determine by a majority vote of the remaining disinterested members of the Board of Directors or Committee whether the transaction or arrangement is in KYR's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Board of Directors or Committee shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict-of-Interest Policy:

- a. If the Board of Directors or Committee has reasonable cause to believe a member has failed to disclose actual or potential conflicts of interest, it shall inform the member of the basis for such belief and shall report the matter to the KYR Leadership Team and KYR legal counsel and shall afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by circumstances, the Board of Directors or Committee determines the member has failed to disclose an actual or potential conflict of interest, the Board of Directors or Committee shall take appropriate disciplinary and corrective action.

Article IV:

RECORDS OF PROCEEDINGS:

The minutes of the Board of Directors and Committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or potential conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' or Committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the general content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V:

COMPENSATION:

1. A voting member of the Board of Directors who receives compensation, directly or indirectly, from KYR for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from KYR for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Board of Directors of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from KYR, either individually or collectively, is prohibited from providing information to any Committee regarding compensation.

Article VI:

ANNUAL STATEMENTS:

Each Director, Officer, and committee member, shall annually sign a statement which affirms such individual:

1. Has received a copy of this Conflicts of Interest Policy;
2. Has read and understands this Conflicts of Interest Policy;
3. Has agreed to comply with this Conflicts of Interest Policy; and
4. Understands KYR is tax-exempt and that in order to maintain its federal tax-exemption KYR must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII:

PERIODIC REVIEWS:

To ensure KYR operates in a manner consistent with tax-exempt purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted to determine:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information,

and the result of arm's length bargaining.

2. Whether goods and services are not obtained under conditions that would violate KYR's exempt purposes or result in inurement, impermissible private benefit or in an excess benefit transaction to an Interested Person.

EXHIBIT "A"

EXAMPLES OF POTENTIAL CONFLICT OF INTEREST ACTIVITIES AND RELATIONSHIPS

The following activities illustrate types of actual or potential conflicts of interest that should be avoided and disclosed, as applicable, in accordance with this Conflict-of Interest Policy. The list is not all inclusive and is intended to provide guidance.

1. **Self-Benefit:** Using your position or relationship within KYR to promote your own interests or those of your family or close business associates, including using confidential or privileged information gained in the course of employment at KYR for personal benefit or gain or for the personal gain or benefit of family members or close business associates.
2. **Influence Peddling:** Soliciting benefits for yourself, or for your family or close business associates, from outside organizations in exchange for using your influence to advance the interests of that organization within KYR.
3. **Other Business Relationships and Dealings:** Approving transactions or arrangements with organizations in which you or your family or your close business associates have a significant financial or other interest or relationship, particularly if you are in a position to influence major decisions, are responsible for review, negotiation and approval of the transactions or arrangements, or otherwise direct KYR's business dealings with that business or entity.
4. **Property Transactions:** Directly or indirectly leasing, renting, trading, or selling real or personal property to or from KYR.
5. **Use of KYR Property for Personal Advantage:** Using or taking KYR resources, including facilities, equipment, personnel, and supplies, for private use or other unauthorized non-KYR activities.
6. **Recording or Reporting False Information:** Misrepresenting, withholding, or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes, in order to derive personal benefits.
7. **Dealings with Organizations:** Personally accepting anything of value (unless nominal – generally \$100 or less), including without limitation, payments, gifts, or loans, from organizations or individuals that have substantial transactions or arrangements with or pending before KYR.

This policy cannot describe all conflicts of interest situations that may arise involving KYR. Therefore, Officers, Directors, staff, and committee members must use good judgment to avoid any appearance of impropriety. Appropriate circumstances may also justify exceptions to the application of this Policy. If you have any questions about this Policy or its application, please err on the side of caution and transparency and seek appropriate legal advice

Section 8.3 Officers Travel Policy:

1. Transportation cost, food, single lodging, and other necessary expenses, including internet access, of the President and his/her spouse/companion for all in-state and out-of-state travel on Association business shall be borne by the Association not to exceed the budgeted amount. (Revised 2/9/12)
2. Transportation cost, food, lodging, and other necessary expenses, including internet access, of the CEO for in state and out-of-state travel on Association business shall be borne by the Association. The expenses of the CEO's spouse/significant other for in-state travel and the National convention shall be borne by the Association not to exceed the budgeted amount. (Revised 6/10)
3. Transportation cost, food, lodging, and other necessary expenses, including internet access, of the President-elect and his/her spouse/significant other for instate travel on Association business shall be borne by the Association not to exceed the budgeted amount. Transportation cost, food, lodging, and other necessary expenses of the President-elect for out-of-state travel on Association business shall be borne by the Association not to exceed the budgeted amount. The expenses for the President-elect's spouse/significant other shall be borne by the President-elect except for those expenses incurred at the NAR convention which shall be borne by the Association not to exceed the budgeted amount. (Revised 6/10)
4. Transportation cost, food, lodging, and other necessary expenses, including internet access, of the Treasurer for in-state and out of state travel on Association business shall be borne by the Association up to the budgeted amount per year. (Revised 2/19)
5. Transportation cost, food, lodging, and other necessary expenses, including internet access, of the Treasurer-elect for in-state travel and out of state travel on Association business shall be borne by the Association up to the budgeted amount per year. (Revised 2/22)
6. Transportation costs, food, lodging, and other necessary expenses, including internet access of the Immediate Past President for in-state travel on Association business shall be borne by the Association up to the budgeted amount per year. (Added 2/19)
7. Reimbursement of travel expenses will be made if a KYR "Expense Sheet," with receipts, is submitted to the KYR office within thirty (30) days of the event. (Revised 6/08)
8. Reimbursement or payment for out-of-state travel shall be limited to budgeted meetings, including National Association meetings or any special or called meetings of the National Association Officers and CEO, and, if required, KY NAR Directors, may attend one Region 4 meeting annually. The President, President-Elect, and CEO may represent KYR at Region 4 Installation events. (Revised 6/26/25)
9. The President and CEO are the only persons authorized to entertain on behalf of the Kentucky REALTORS®, and they are limited to an amount set forth in the annual budget. (Revised 6/10)
10. Receipts/e-mail confirmations for any charges made on the KYR Credit Cards be submitted to KYR within 10 days of any charges. (Added 2/10)

Travel Guidelines:

Transportation:

- Transportation costs for KYR travel shall not exceed the budgeted amount. The KYR finance committee shall be notified of any overages in travel line items. (Revised 6/26/25)
- Baggage charges will be paid at the standard rate/weight for no more than two bags per approved person. (i.e. Officer, spouse, significant other, staff member) Overages will be the responsibility of the individual.
- Food & beverage costs per person shall be limited to a per diem of \$150.00. Overages will either not be

reimbursed or will be billed back if they were placed on a KYR credit card. Alcoholic beverages outside the course of a meal will not be covered except as allowed under the entertainment section. (Revised 12/21)

- KYR will NOT pay for movies, dry cleaning, shoe shining, phone calls charged to the room, or other personal items or services. KYR credit cards may NOT be used to purchase fuel. (Revised 9/11)
- There will be no reimbursement for travel expenses paid by personal rewards points from credit cards or travel plans. (Revised 6/14)
- KYR will only reimburse mileage to the non-closest airport if the cost of flying from the closest airport is more than the total cost of the ticket plus the mileage reimbursement. Proof of the savings must be presented with the expense report. (Added 6/17)
- Under special circumstances, with Presidential approval, rental of vehicles and associated expenses for association business travel may be allowed. (Added 9/22)

Entertainment:

- The President and CEO are the only Officers who have a budget for entertainment. Entertainment events must be listed on the expense report with the specific KYR business purpose stated along with the names of all who attended.

Section 8.4 Reimbursement of Expenses:

1. Reimbursement of expenses will be made to those so authorized to incur the expense, if the appropriate forms and receipts are submitted to the KYR office. Requests for reimbursement after 30 days from the date of the event will not be honored. (Revised 06/08) No expense shall be reimbursed to any person who is not in good standing, including the payment of any and all fees, fines or other amount due the Association from the requesting member or staff person. (Revised 2/07) Reporting of expenses and request for reimbursement of expenses must be submitted within 30 days of when the expense is incurred. The appropriate forms and receipts are required to be submitted with the report/request. Detailed receipts for all expenses (excluding miscellaneous tips) are required including those charged to a hotel room. (Revised 2/10) KYR will notify the local association executive (or person responsible) of reimbursement requests from members of their Association. (Added 2/6/25)
2. All KYR personnel and members that travel and incur any expenses that are paid directly by KYR or paid by individual and expect to be reimbursed by KYR should adhere to the following:
 - a. Each one shall fill out an expense report in detail including itemization and documentation as to where, when, and list the reason for the expense, along with a receipt for each occurrence.
 - b. All shall use the present form that is standard to KYR, and which is attached for explanation. Note: (Expense Report form added 2/09 as Addendum Item #3 to the Policies & Procedures Manual.)
3. To reimburse the Chair of the Past Presidents Committee for one night's lodging, meals, and mileage for their required attendance at Leadership Team meetings in an amount to be determined by the Finance Committee. (Revised 2/19)
4. To reimburse expenses incurred by a Kentucky participant in the NAR Leadership Academy, up to the budgeted amount. (Added 2/22)

Section 8.5 National Directors / Officers:

Reports: Members of the Kentucky REALTORS® who are Directors or Officers of NAR shall prepare a written report which will be distributed to KYR's Board of Directors and may be distributed to the Delegate Body or published in other mediums. Such Directors and Officers shall be expected to make an oral report summarizing the

proceedings of the previous NAR meeting.

NAR Directors approve items and issues (such as endorsements of candidates running for NAR offices) related to the National Association of REALTORS® that do not impact or affect the KYR budget. (Added 12/09)

NAR Meeting Expenses:

When not otherwise reimbursed by NAR or KYR, National Directors shall receive up to the specified amount allowed in the annual budget for expenses incurred in travel to and attendance at NAR meetings, provided such expenses are shown on receipts and summarized in a written report presented to the Treasurer for payment. The NAR Directors expense allocation shall be approved by the Board of Directors and Delegate Body as set forth in the annual budget. NAR Directors are allowed to use their travel budget in sections. If they use less than half during the May NAR meeting AND attend the NAR Convention, they can use the remainder of their annual budget. Receipts must still be submitted for both meetings. No more than half would be allowed for the expenses of the May meeting. Reimbursement will be for National Directors elected by KYR. There shall be no reimbursement of expenses for members who receive appointments to NAR committees or task forces except upon approval of the Board of Directors. KYR shall not reimburse expenses incurred by National Directors who serve in that capacity as a direct representative of a large board or large company. (Revised 2/22)

Section 8.6 Cash on Hand:

The Association shall maintain one hundred fifty dollars (\$150.00) in its petty cash. Except for petty cash, all cash at the KYR headquarters in excess of \$500 shall be deposited without undue delay. (Added 6/09)

Section 8.7 Transportation Policy:

1. The Association shall reimburse its employees, designated representatives, and contractors for mileage at the same rate as the federal government.
2. The Association shall check with the appropriate department of the federal government every six (6) months or more frequently to determine Kentucky's rate of compensation.

Section 8.8 Credit Card Policy:

KYR shall issue regular business credit cards for the following: CEO, President, President-Elect, and up to five (5) KYR staff members as designated by the CEO. The CEO shall not be personally liable for any charges for expenditures made on the President, President-Elect, or assigned staff members' cards. Cardholders are personally liable for all unauthorized purchases on the KYR credit card. The CEO should be notified of staff purchases on the KYR credit card. All credit card holders shall complete expense reports to support all credit card purchases. The balance on the KYR credit cards shall be paid off each month. Any benefits accrued to a KYR credit card will be used solely for the benefit of KYR. (Revised 6/23)

Section 8.9. Policy on the Process for Determining CEO Compensation:

The policy on the process for determining compensation of the Kentucky REALTORS® Chief Executive Officer is as follows:

1. Review and approval. The compensation of the CEO is reviewed and approved by the Board of Directors and Personnel Committee of the Association. Any BOD or Personnel Committee member with a conflict of interest will be excluded from this process.
2. Use of data as to comparable compensation. The compensation of the person is reviewed and approved using market data as to comparable compensation in functionally comparable positions at similarly situated associations or equivalent non-profit organizations and may involve using a human resource consultant with expertise in compensation to ensure equity and competitiveness in the labor market.
3. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and

recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

Section 8.10. Communication Policy:

KYR shall be governed by the following Communication Policies:

1. Copies of all correspondence between the local boards and the National Association of REALTORS® should be sent to the KYR office.
2. KYR should retain current copies of local board/association Bylaws.
3. All dates for KYR functions should be submitted to the local boards/associations on a master calendar on or before the first of the year to avoid possible conflict.
4. KYR welcomes local board/association newsletters sent to the KYR office.
5. Region Directors should be notified of KYR Officer and/or staff attendance at local board/association functions or events.
6. All communications of importance between KYR and the National Association of REALTORS® shall be sent to the KYR National Directors.
7. The KYR President and President-elect will receive copies of all meeting notices, agendas, and minutes.
8. Significant correspondence directed to local board/association Executives should also be copied to the local association/board President.

Section 8.11. Document Retention and Destruction Policy:

This Document Retention and Destruction Policy of the Kentucky REALTORS® identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Association's documents and records.

1. Rules:

The Association's staff, volunteers, members of the Board of Directors and outsiders (i.e. independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. **Terms for Retention:** The following terms for retention will apply to KYR documents unless a state or federal law has a greater burden.

a. Retain Permanently:

Governance records – Charter and amendments, bylaws and other organizational documents, governing Board of Directors and Board of Directors minutes.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits, audit reports.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial and asset records – Audited financial statements, attorney contingent liability letters, year-end financial statements, deeds and mortgages and bills of sale, depreciation schedules.

Communications – Correspondence (legal and important matters), insurance records, current accident reports, claims, etc.

Pension and benefit records – Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and support records.

b. Retain for Ten (10) Years:

Government relations records – State and federal lobbying and political contributions reports and supporting records.

- c. Retain for Seven (7) Years:
Financial records – Accounts payable ledgers and schedules, expense analyses, expense distribution schedules, inventories of products, material and supplies, invoices (to customers, from vendors), withholding tax statements Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual.)
Agreements – Contracts, mortgages, notes and leases (expired).
 - d. Retain for Three (3) Years:
Lease, insurance, and contract/license records – Software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement), expired insurance policies.
Financial records – bank statements, past budgets, bank reconciliations, deposit slips.
 - e. Retain for Two (2) Years:
All other electronic records, documents and files – General correspondence files.
3. **Exceptions:** Exceptions to these rules and terms for retention may be granted only by the Association’s Board of Directors.
- Committee attendance records of the Bylaws, Audit, Strategic Plan, Government Affairs, KRI Trustee, and Finance Committee are to be retained for a period of at least eight years. (Added 2/11)

Section 8.12. Use of Membership and Database Information:

The names, addresses and e-mail addresses of the members of the Association are considered to be confidential. Requests for membership lists shall be referred to the CEO who together with President and President-elect shall have the authority to determine who will receive member information and costs thereof. (Revised 2/07)

Section 8.13. Errors and Omissions Insurance Coverage:

As provided for under the blanket coverage of the National Association of REALTORS®, the Kentucky REALTORS® is covered by Professional Liability and Errors and Omissions Insurance. As prescribed by the National Association, coverage is based on the Kentucky REALTORS® compliance with National Association policies and recommendations. Failure to comply will result in loss of coverage. It shall be the policy to take action required to remain in compliance with NAR policies and recommendations. (Revised 2/07)

Section 8.14. Editorial Policy:

The President is the spokesperson for the Association. Any statement relating to the Association will be done by the President. The CEO will act as spokesperson for the Association in the absence of, or as delegated by the President. (Revised 2/07)

Section 8.15. Lines of Authority:

The President of the Association is the elected Chairman of the Board of Directors. The CEO of the Kentucky REALTORS® serves as administrative officer relative to the association and particularly relating to the staff. Each of these offices stands at the head of separate structures, each with its own line of authority. As in all organizations with dual structures, it is of paramount importance to keep the two lines of authority -- elected and staff -- clearly defined and observed. (Revised 9/13)

Section 8.16. Virtual Meetings (added 09/22):

- Kentucky REALTORS® (KYR) may conduct virtual meetings and generally uses Zoom, however, KYR may use telephone conferences and other virtual platforms.
- It is the responsibility of the attendees to proficiently use the platform employed.
 - The attendees shall not record any KYR meetings with any form of recording or transcription technology.
 - The Chat is solely used to advise of technical issues. It is NOT to be used for any other purpose.
- Meeting Etiquette:
 - Prior to starting the meeting, attendees shall ascertain that their cameras, if applicable, are in a stable position and focused at eye-level.
 - Cameras, when applicable, SHALL be on at all times.
 - Microphones SHALL be muted unless the attendee is speaking.
 - Be mindful of background noise.
 - When available, the “Raise Hand” function must be used to be recognized by the Chair, prior to speaking.
 - Attendees shall avoid distractions and multi-tasking.
 - Review documents in preparation prior to the meeting.
 - No swearing or inappropriate remarks.
 - Attendees are prohibited from operating a motor vehicle while attending a virtual meeting. (06/23)
- Should unacceptable behavior arise; the attendee will be removed from the meeting.
- During Board of Directors Meetings, if Executive Session is called, all guests will be placed in the waiting room until Executive Session is closed.

Section 8.17. The KYR / KRI Relationship: Operating Policies & Cooperative Arrangements (Revised 09/21):

A. Basic Commitments:

1. KYR has a continued commitment to and ultimate responsibility for providing educational services to its members and/or its member Boards. In fulfilling this commitment, KYR will continue to provide whatever full-time staff and overhead are required for the operation of the KYR Education Department.
2. KYR has a continued commitment to KRI as the sole education arm of KYR. KRI will function as the “education committee” of KYR but will retain its identity as a Foundation with a mission broader than an education committee would be – to include the operation of education programs requested by KYR and within the capabilities of KRI.
3. KRI – as the education arm of the Association – should set priorities for the Association’s educational programs and for the usage of the educational resources (staff, etc.) that KYR has put at KRI’s disposal.

B. Collaborative Committees and Communications:

1. For better communication and coordination between KYR and KRI, each year:
 - a) KRI’s Treasurer will serve on the KYR Finance Committee.
 - b) KRI’s President-elect will be involved in the KYR Strategic Planning process.
 - c) KYR’s President-elect and Treasurer-elect will serve as KRI Trustees.
 - d) KRI Trustee (appointed by the KRI President) will serve on the KYR Convention Committee.
 - e) KRI Trustee (appointed by the KRI President) will serve on the KYR Audit Committee.
2. KRI will present proposed actions on policies and procedures, bylaws, strategic plan, budget and financial reports to the KYR Board of Directors for approval prior to adoption by KRI.

3. To ensure greater awareness of KRI's activities among the KYR Board of Directors, the KRI President shall provide a report at the KYR Board of Directors meetings.
4. Educational activities and sessions at the KYR Annual Convention will be funded by Convention registration fees and/or sponsors, the KRI President will annually appoint a Trustee to assist with the Convention Committee and will meet with the KYR Convention Committee in that capacity.

C. Financial Relationships:

KYR is committed to the principle – and current policy – that all revenues received in education, will remain in education. Any cash transfers from KRI to KYR should be limited to reimbursements for direct costs or expenses (e.g., postage) incurred by KYR for specific KRI programs.

1. In support of KYR education and KRI's activities, the following education expenses which KYR will pay with CEO approval:
 - a) Administrative Expenses:
 1. KYR will pay for all staffing expenses, including salaries and benefits necessary to carry on the activities of KRI.
 2. KYR will pay for staffing travel expenses related to KYR meetings.
 3. KYR will pay for all related staff training, travel and expenses for the staff.
 4. KYR will pay for other related in-state travel related to KRI (e.g., KREC meetings, local association visits).
 5. KRI will pay for the Director of Education expenses for National Meetings.
 - b) Operating Expenses:
 1. KYR will provide the necessary office space, equipment and furniture for KRI-related activities.
 2. KYR will provide general office supplies for KRI related activities.
 3. KRI shall pay any costs directly incurred for KRI related activities (e.g., instructor fee, course material, audit, meeting expense, etc.).
2. KRI may pay for or invest its resources in:
 - a) Temporary/contract help for education programs, special projects.
 - b) Contributions to an endowment.
 - c) Equipment and programs needed for KRI operations.
 - d) A partnership agreement will be created between KRI & KYR if programmer equipment is being used jointly. Refer to partnership agreement.
 - e) Special projects, as determined by KRI & the KYR Leadership Team.
3. List of services - See "List of Services Addendum": below.
4. Governance:
 - a) To maintain communication and accurate governance, KRI's Bylaws and Policies will be related to programming and services and KRI's administrative and operational policies will mirror that of KYR's when possible.
 - b) Both KYR and KRI develop independent Strategic Plans but will collaborate on shared strategic initiatives.
5. Duration:
 - a) This agreement shall renew on an annual basis subject to KYR Board of Directors and KRI Trustee approval.

Signatures From: KRI President Date, KRI Treasurer Date, KYR President Date, KYR Treasurer Date Revised April 23, 2021

List of Services Addendum

In reference to Section 8.18.0, Item C "List of Services Addendum", KRI has a continued commitment to collaboratively provide educational services to its local associations.

Current List of Services:

- Training Programs & Seminars
- Instructor Training
- Broker Summit
- GRI Courses
- CD/CORE
- PLE
- Professional Standards Training
- Broker Education
- Legal Summit
- License Reciprocity
- Appraisal Licensing Training

KYR / KRI Financial Partnership Agreement

In reference to item III.b.4, KRI/KYR will split the cost of the following programs:

As of the _____, of _____, _____ no services are being shared.

Signatures: KRI President Date, KRI Treasurer Date, KYR President Date, KYR Treasurer Date



ADDENDUM # 1

REALTOR® OF THE YEAR

Deadline: June 1

Selection Guidelines and Nomination Form:

NOMINATION: (1) Each Local Association/Board may submit only one nominee for the Kentucky REALTOR® of the Year. (This nominee may be the Local Association's/ Board's REALTOR® of the Year or it may be another active REALTOR® whose participation in the State Association's activities is believed worthy of recognition.)

(2) Any REALTOR® member of Kentucky REALTORS® may submit the name of another REALTOR® for consideration.

SUBMISSION FORM: Only nominations submitted on the attached form (or copy thereof) will be considered.

DEADLINE: Completed nomination forms must be received by June 1 and submitted to Kentucky REALTORS® Headquarters or by email to KYREALTORS@KYREALTORS.COM.

BASIS OF SELECTION: In selecting the Kentucky REALTOR® of the Year, the following categories will be considered: (1) REALTOR® spirit, (2) Local Association/ Board activity, (3) Kentucky REALTORS® activity, (4) Service on the National level, (5) Business and education experience, and (6) Civic activity.

REALTOR® of the Year Task Force: The Kentucky REALTOR® of the Year Task Force shall be comprised of all past REALTOR® of the Year recipients. The recipient of the award two years preceding shall serve as Chair, and the immediate past recipient shall serve as Vice-Chair. (Revised 2/19)

VOTING: Voting will be done by written secret ballot. No absentee ballots will be permitted. Only the Task Force Chairman will count the ballots.

PRESENTATION: The Immediate Past REALTOR® of the Year will present an engraved plaque to the recipient of the honor of Kentucky REALTOR® of the Year.

NATIONAL ASSOCIATION OF REALTORS® RECOGNITION: The REALTOR® of the Year for Kentucky REALTORS® will be a guest, along with those of the other forty-nine states, at the National Association of REALTORS® Convention in November and will receive an award engraved with his/her name. Press release and photo of the Kentucky REALTOR® of the Year receiving his/her bowl presentation by the NAR President will be sent to Kentucky REALTORS® for publication.

The purpose of the Kentucky REALTOR® of the Year program is to recognize an active member of the Local Association/Board who has provided outstanding service to his profession and his community. This service need not be confined to activity during the preceding or present year but his/her time as an Association/Board member.

Suggested guidelines for selection of a local REALTOR® of the Year nomination:

The Local Association/Board should nominate candidates using one of the following two methods:

- A. The Association/Board can establish a Screening Committee which shall select from the Board membership not less than three and not more than five candidates. These candidates shall submit a full resume, accompanied by a photograph, to the Screening Committee.
- B. The Association/Board can establish a Screening Committee which shall determine the maximum number of nominees to be presented as final candidates. (It is suggested that a minimum of three and a maximum of five candidates be established depending on the size of the Board.) The Committee will then send out nomination forms to all REALTOR® members inviting them to nominate other members for Association/Board REALTOR® of the Year. These nomination forms should be complete when submitted to the Committee. Should there be fewer than three candidates in a small Association/Board or five in a large Association/Board, the Screening Committee should select additional REALTORS® to comprise the slate. If there are more than five nominees submitted, the Committee shall determine the final candidates.

BASIS OF SELECTION: In selecting the Local Association/Board REALTOR® of the Year, the following categories should be considered:

- REALTOR® spirit
- Local Board activity
- State Association activity

- Service on the national level
- Business and education experience
- Civic activity

SELECTION: The following alternatives are offered as suggestions to Local Associations/Boards:

1. The Screening Committee may review the nominations and select the Association/Board REALTOR® of the Year based upon the guidelines listed above.
2. The Screening Committee will prepare a written ballot for election by all REALTOR® members of the Association/Board. This ballot should be delivered to every active member with specifications as to the return of the ballot to the Committee Chairman who will, with one other member of the Selection Committee, count the ballots.
3. A written ballot can be prepared for voting only by those in attendance at a regularly scheduled meeting of the Association/Board provided notice of voting has been sent by mail one week prior to the scheduled meeting.

The name of the winner should be kept secret until the time of the presentation.

PRESENTATION: The Local Association/Board REALTOR® of the Year should be presented an appropriate plaque or certificate by the Chairman of the Committee at an Association/Board luncheon or dinner meeting. Publicity should be given through the press, radio and television.

Nominee for Kentucky REALTORS® REALTOR® of the Year

This form **MUST** be used for submitting nominees for the REALTOR® OF THE YEAR for Kentucky REALTORS®. No scrapbook can be accepted. A photo (black and white head shot) of the nominee no larger than 5x7 should accompany this form or, if digital, sent as an attachment by email to KYR@KYREALTORS.com. The deadline to submit a nominee is June 1st. Entries cannot be accepted after that date. No entries can be considered if not submitted on this form.

MUST BE TYPED BELOW:

NAME OF NOMINEE: _____

FIRM ADDRESS: _____

HOME ADDRESS: _____

LOCAL ASSOCIATION/BOARD AFFILIATION: _____

YEAR LICENSED AS A SALESPERSON: _____ OR BROKER: _____

DATE ON WHICH REALTOR® MEMBERSHIP WAS GRANTED: _____

ACHIEVEMENTS AND CONTRIBUTIONS: (Please be as brief as possible, but include all pertinent information): _____

A. **REALTOR® SPIRIT:** Faithfulness to principles of organized real estate, laws and regulations of his/her Board and the National Association of REALTORS® Code of Ethics, efforts to encourage good real estate practice and general public explaining the real estate profession.

B. **ACTIVITY IN LOCAL BOARD:** Board office and committee work, special assignments, seminar activity and educational work, membership and offices held in local chapters of institutes, councils, societies, etc.

C. ACTIVITY IN STATE ASSOCIATION: List dates of any Kentucky REALTOR® office held, service as Kentucky REALTORS® committee members or committee chairman, attendance at Kentucky REALTORS® Board of Directors meetings and Convention.

D. SERVICES ON NATIONAL LEVEL INCLUDING NATIONAL AFFILIATES: Committee assignments, offices held and attendance at National meetings and conventions.

E. BUSINESS AND EDUCATIONAL EXPERIENCE: Statements as to educational courses completed in the real estate field, professional designations held in real estate such as CRS, etc., public recognition of business conduct, service to clients, imaginative and creative advertising programs.

F. CIVIC ACTIVITY: Activities connected with work in civic groups, service clubs and offices held, campaigns such as Red Cross, United Way, etc., political organizations activity as a worker or committee member, public offices held and service on boards such as planning, zoning, etc. (Rev 2/19)

NOTE: If Association/Board nominee, Association/Board President and/or Association/Board Secretary should sign. If an individual nominee, the person submitting the application should sign.

{ } Local Association / Board Nominee

{ } Individual Nominee

Proposer(s)

Proposer(s)

Please return by June 1 st to Kentucky REALTORS® ATTN: ROTY COMMITTEE 2708 Old Rosebud Rd., STE 200 Lexington, KY 40509 Or email to: jsummers@KYREALTORS.COM



**Distinguished Service Award (DSA) /
Lifetime Achievement Award (LTA)
Deadline: June 1**

Candidate Nomination Form

All information must be completed on this form with personal information attached. Only nominations submitted on this form will be considered. All DSA/LTA nomination forms submitted for consideration are kept strictly confidential. All materials submitted become the property of Kentucky REALTORS® and will not be returned.
Deadline is June 1.

Nominee Name: _____

Address: _____

Date of Birth: _____

Association / Board Name: _____

Address: _____

Contact Number: _____

Nominated by: _____

Association / Board Name: _____

Date Submitted: _____

How Long Has the Nominee Been A Member of Kentucky REALTORS®? _____

NOMINATED BY: _____

SIGNATURE OF 2nd MEMBER: _____

**PLEASE EMAIL THIS FORM AND ACCOMPANYING DOCUMENTS TO
KYREALTORS@KYREALTORS.COM**

Resumes may be attached in addition to the completed nominated form.

**Distinguished Service Award (DSA)
Lifetime Achievement Award (LTA)**

Qualifying Criteria for Nomination

The Committee will not consider nominations that do not meet the criteria. The Distinguished Service Award does not need to be awarded each year and may be awarded posthumously.

1. Have attained the age of 60 or have at least 25 years of Membership in the Kentucky REALTORS®, including leadership positions in the Local Board/Associations, State Association, National Association, and the Institutes, Societies and Councils.
2. Candidates must have participated at Local, State and National levels.
3. Must have held a valid Real Estate License as a Broker or Salesperson.
4. Have been recognized as a local leader whose performance of service and involvement in political and/or community activities is extraordinary.
5. An individual may be nominated more than once; however, a new form must be resubmitted each year a person is nominated. Information will not be carried over from one year to the next.
6. All DSA/LTA nomination forms submitted for consideration are kept strictly confidential. All materials submitted become the property of Kentucky REALTORS® and will not be returned.
7. Any Kentucky REALTOR® member in good standing, or any local Board/Association may nominate an individual.
8. All nominations shall require signatures of two Kentucky REALTORS® members in good standing prior to being submitted. One signature may be of the nominating member. All forms that do not include two signatures will be returned and may risk being disqualified.
9. **All DSA/LTA forms must be submitted at least two weeks prior to the KYR Summer Retreat.**

The Selection Committee will review all nomination forms that are submitted for consideration and will eliminate those candidates who do not qualify, or those forms which do not follow the established guidelines.

Campaigning for this award nomination is strictly prohibited. All decisions of the Selection Committee are deemed final and should be kept confidential from the nominee if possible.

Submit To:

Kentucky REALTORS®
ATTN: DSA Selection Committee
2708 Old Rosebud Road, Suite 200
Lexington, KY 40509

KYR EXPENSE REPORT

Name: _____ **Date:** _____
Address: _____
Description: _____
Location / _____
Dates: _____

Date								Amts Due
Expense Items								Totals
Airfare								\$0.00
Breakfast								\$0.00
Lunch								\$0.00
Dinner								\$0.00
Hotel								\$0.00
Entertainment*								\$0.00
Tips (not/meals)								\$0.00
Parking Fees								\$0.00
Taxi								\$0.00
Bag Charges								\$0.00
Misc Exp*								\$0.00
# Miles@ .655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS								\$0.00
# Miles Driven								

MB=Master Bill, CC= Credit Card, TC= Travel Card

Signed: _____

Total Expenses _____ 0.00

Less Cash Adv _____

APPROVED: _____

Balance Due _____ 0.00

Attach a separate sheet if necessary.

*Date	List Other Parties Attending	Business Purpose	Amount

**KENTUCKY REALTORS®
Nomination Form for Leadership**

<input type="checkbox"/> PRESIDENT-ELECT	<input type="checkbox"/> REGION DIRECTOR
<input type="checkbox"/> TREASURER-ELECT	<input type="checkbox"/> SENIOR DIRECTOR
<input type="checkbox"/> AT-LARGE DIRECTOR	<input type="checkbox"/> AT-LARGE DELEGATE

THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL AND RETURNED TO: Kentucky REALTORS® , Attn: Nominations, 2708 Old Rosebud Road, Suite 200, Lexington, KY 40509
JJOHNSTON@KYREALTORS.COM **POSTMARKED or EMAILED NO LATER THAN:**

Upon receipt by KYR, names of candidates will be posted on the KY Website.
Requests for ballot recount must be made within 45-days following the election.

Nominee's Name:	Primary Local Association/Board Affiliation
Firm Name:	City / Zip Code
Contact Phone #:	Email:

Please provide the following information:

Have you served as KYR Director? (years) _____

What is the location of principal office? (state) _____

Do you hold the office of President in any member boards or Associations? _____

If yes, what is the length of your term? _____

Have you been a delegate (either at large or local board appointed)? (years) _____

Have you served on committees, work groups, task forces within the previous five years? (Name and years)

Do you invest in RPAC? _____

ADDENDUM # 4

1. ACTIVITY IN LOCAL ASSOCIATION/BOARD (committees, chairmanships, offices held):
2. ACTIVITY IN STATE ASSOCIATION (committees, chairmanships, offices held):
3. ACTIVITY IN NATIONAL ASSOCIATION (committees and meetings attended):
4. BUSINESS EXPERIENCE AND EDUCATION (public recognition of business conduct, educational courses completed in the real estate field, professional designations held in real estate, level of schooling completed, etc.):
5. CIVIC ACTIVITY: Please share information regarding your civic activity (volunteer work in civic groups, service clubs i.e., Boys and Girls club, United Way or other.) (Added 2/19)
6. Please provide a short biography (150 words or less):
7. Please email head shot (100 X 100 png, or jpg. Format) electronically to JOHNSON@KYREALTORS.COM.

Current Kentucky REALTORS® Bylaws

Article IV – Officers

Section 1. The officers of KYR shall be comprised of the President, the President-Elect, the Treasurer, and the Treasurer-Elect. (Amended 9/27/17)

Section 2. Qualifications for officer are as follows: (Amended 9/27/17)

- (A) Having a principal office in Kentucky;
- (B) Having been a Director for two (2) or more of the previous five (5) calendar years; (Amended 9/23/04)
- (C) Not concurrently holding the office of president in any Member Board or Association.

To qualify as a year of Board of Directors service under this Section, a Board of Directors member must attend a majority of the Board of Directors meetings in any given calendar year of service. (Amended 9/27/17)

Article V – Board of Directors

Section 1. (C) Each (Senior Director) is required to have served as a Director in the past five (5) years. (Section Added 6-15-18)

Section 6. Qualifications for Director are as follows:

- (A) Being a member in good standing of the Kentucky Association of REALTORS® and (Section Added 10-01-09)
- (B) Having been a delegate, either at-large or local association/board appointed, at least two (2) of the preceding five (5) years; or
- (C) Having served on no less than two (2) KYR committees, work groups, task forces or service areas or other KYR affiliated organizations within the previous five (5) years. (Amended 10-01-09)

If the nominee is recommended by a local Association/Board of REALTORS®, the following information must be completed and signed by a local Association Member, Officer or Association Executive.

_____ **Local Association Member, Officer, or Association Executive** **Date**

_____ **Local Association / Board of REALTORS®** **Phone #** **Email Address**

_____ **NOMINEE’S SIGNATURE (Required)** **DATE**

POSTMARKED or EMAILED BY: _____
2708 Old Rosebud Road, Suite 200, Lexington, KY 40509
Email to: JJOHNSON@KYREALTORS.COM

ADDENDUM # 5

2023 NAR BOARD OF DIRECTORS QUALIFICATIONS & PERFORMANCE EXPECTATIONS

2023 NAR Director Qualifications

Each applicant must satisfy the following qualifications to serve as an NAR Director:

- ✓ Be a REALTOR® member in good standing, actively engaged in the business of real estate.
- ✓ Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
- ✓ Complete a written application that includes the following:
 - ✓ Provide a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe they can contribute in their role.
 - ✓ Commitment to supporting the [mission](#), [priorities](#), and [core values](#) of NAR.
 - ✓ Acknowledge that the applicant will fulfill all [duties and responsibilities of the role](#) and abide by [NAR policies](#).

2023 NAR Director Performance Expectations

Each NAR Director must meet the following performance expectations during their term:

- ✓ Execute the NAR Volunteer Service Agreement that includes Director duties, responsibilities, and performance expectations.
- ✓ Complete an annual orientation and NAR fiduciary refresher module.
- ✓ Serve on at least one committee, forum, or advisory group to stay informed on key policy positions to act as a local member resource.
- ✓ Demonstrate leadership and communication skills as well as proficient use of technology and social media.
- ✓ Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
- ✓ Forfeit their Director position when they miss two consecutive Board meetings unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.

**NATIONAL ASSOCIATION OF REALTORS®
APPLICATION FOR OFFICE:**

REGIONAL VICE PRESIDENT

APPLICATIONS AND MATERIALS MUST BE SUBMITTED BETWEEN MARCH 1 AND JUNE 1 OF THE YEAR PRIOR TO THE MEETING OF THE BOARD OF DIRECTORS WHERE THE ELECTION WILL BE HELD.

Please be sure to submit a completed Application for NAR Office, along with the following required documentation:

- 1) Certification of applicant's home state association endorsement (See Section F of application);
- 2) Authorization for Release and Disclosure of Financial, Legal, Social Media and Criminal Background Reports; and
- 3) Copy of a 3-bureau credit report with FICO score (Experian, TransUnion, and Equifax) dated between March 1 and June 1 of the Submission Year.

Please submit your completed application and materials to:

Deanne Rymarowicz, CCRC Staff Executive

dymarowicz@nar.realtor

(312) 329-8386

NATIONAL ASSOCIATION OF REALTORS®
APPLICATION FOR OFFICE

I submit this application for the office of _____ Regional Vice President, Region _____
YEAR

Potential Candidate: _____

Business Name: _____

Position held with firm: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Mobile Phone: _____

Business Email Address: _____

Personal Email Address: _____

Note: Email addresses will be used for the social media background report; please provide any additional email addresses that may be used for your social media accounts:

A. QUALIFICATIONS FOR REGIONAL VICE PRESIDENT

Potential Candidate represents that they meet the following qualifications for Regional Vice President:

D Have earned and maintained active status for C2EX or another designation offered by NAR or an NAR Institute, Society, or Council (provide details):

D Have completed At Home with Diversity, Fairhaven, and Implicit Bias training (provide dates of completion):

At Home with Diversity _____ Fairhaven _____

Implicit Bias training _____

D Have the following **REALTOR®**, civic, or government experience, indicating leadership ability (provide details):

D Have served in NAR governance on a national committee and *in at least one* of the following positions (check **all** that apply):

D State association president (State: _____ Year: ___)

D National president of an NAR Institute, Society or Council (Affiliate: _____ Year: _____)

D Currently serving as an NAR Director

D Have served as an NAR Director for at least two years of the last six years

D NAR appointed Vice President (Position: _____ Year: -)

D Committee Liaison (Role: _____ Year: _____)

D Committee or advisory board chair or vice chair (not including forum leadership) (Role: _____ Year: _____)

D Potential Candidate represents that they have reviewed the performance expectations for the role of Regional Vice President in the [Campaign and Elections Rules Manual](#) and will meet those expectations.

B. LEGAL BACKGROUND INFORMATION

As a Potential Candidate for NAR Elected Office, I agree to submit to and cooperate in a legal audit of previous or pending matters against me or a firm in which I am a principal, partner or corporate officer, and any other matters deemed relevant by NAR's Office of General Counsel.

_____ (initial)

If there are no matters subject to disclosure in one or more of the categories listed below, check the box marked "No" and initial the line next to the box. **For matters subject to disclosure, please submit any relevant information related to such matter(s) to NAR's Office of General Counsel by no later than the June 1 application deadline. These materials should be marked "personal and confidential".**

1. Is there any pending federal, state or county litigation or regulatory action to which the Potential Candidate or a firm in which the Potential Candidate is/ was a principal, partner or corporate officer is a party?

D Yes **D** No (initial if checked) _____

2. Have any judgments been entered against the Potential Candidate or a firm in which the Potential Candidate is/ was a principal, partner or corporate officer?

D Yes **D** No (initial if checked) _____

3. Has any disciplinary action been taken against the Potential Candidate or a firm in which the Potential Candidate is/ was a principal, partner or corporate officer?

D Yes **D** No (initial if checked) _____

4. Has the Potential Candidate ever been indicted or convicted of a felony or misdemeanor?

D Yes **D** No (initial if checked) _____

C. ELIGIBLE CANDIDATE REQUIRED CRITERIA

1. Have you had a personal bankruptcy pending or discharged within the last 7 years?

D Yes **D** No (initial if checked) _____

2. Have you had any personal foreclosures within the last 7 years?

D Yes **D** No (initial if checked) _____

3. Do you have a credit score at or above 650?

D No

D Yes (initial if checked) _____

4. Do you have any current delinquent tax filings and/or payments?

D Yes

D No (initial if checked) _____

D. OTHER INFORMATION

1. Are you aware of and able to commit to the duties, responsibilities and time commitment required as an NAR Regional Vice President?

Yes

No

2. Do you agree to prepare for, attend, and fully participate in the two regular Board of Director's meetings of the National Association, four Executive Committee meetings, and RVP meetings, as well as any other meetings required for the office to which you may be elected?

Yes

No

3. Do you agree to support the mission, priorities and core values of the National Association, and abide by NAR policies and procedures?

Yes

No

4. Have you reviewed, and do you agree to abide by, the NAR [Conflict of Interest Policy](#) and the [Leadership Integrity Policy](#)?

Yes

No

5. Is there anything in your background, including your social media presence, that you have not disclosed to NAR, which although not specifically asked, if made known may cause an embarrassment to or shed negative light on NAR?

D No

D Yes If yes, please explain below.

5. Please provide a brief statement describing your involvement in real estate, why you are seeking this Elected Office, and what you believe you can contribute in this role:

E. POTENTIAL CANDIDATE SIGNATURE

I understand and agree that: 1) during my candidacy, and if elected to an NAR office, I will comply with all provisions of NAR's Constitution and Bylaws, the Campaign & Election Rules Manual, and any other applicable NAR policies and procedures; 2) I have not received, or accepted a commitment of, campaign financial support from any individual or institution prior to filing this application; 3) prior to August 1, I will only accept campaign financial support from my home state association; 4) I am prohibited from using any campaign funds received from an individual or institution towards expenses incurred prior to the date campaign financial support is permitted from that individual or institution; and 5) as a Potential Candidate, my name, along with the names of my campaign team members, will be provided to the NAR Leadership Team, and upon a member's request.

Potential Candidate's Signature

Date

F. HOME STATE ASSOCIATION CERTIFICATION

I certify that I am a current elected officer of the state association listed below. On behalf of the association, I certify that: 1) the association has not provided campaign financial support to the Potential Candidate prior to filing this application, and will not provide any campaign financial support as reimbursement towards expenses incurred prior to the candidate filing this application; and 2) the association endorses the Potential Candidate to run for the NAR Elected Office listed on this Application for Elected Office.

Association Name: _____

Signature of Current Elected Officer of Association

Date

Printed Name

Title

**NATIONAL ASSOCIATION OF REALTORS® AUTHORIZATION FOR
RELEASE OF AND DISCLOSURE OF CREDIT, LEGAL, SOCIAL MEDIA, AND
CRIMINAL BACKGROUND REPORTS**

- 1) I hereby authorize the National Association of REALTORS® (NAR) to request and obtain a copy of my criminal background report and social media background report. In granting this authorization, I understand that the purpose in obtaining the reports is in connection with the evaluation of my Application for NAR Elected Office, and consent to such use.
- 2) I hereby authorize the disclosure of my credit report to NAR's outside auditor and agree to submit a 3-bureau credit report with my FICO score (Experian, TransUnion, and Equifax) dated between March 1 and June 1 of the Submission Year.
- 3) Furthermore, I hereby authorize the disclosure of the financial, legal, social media, and criminal background reports prepared by NAR's outside auditor and NAR's Office of General Counsel to the Candidate Audit Work Group, and I understand and acknowledge that any issues deemed material by the Candidate Audit Work Group may be reported to the Credentials and Campaign Rules Committee.

Please complete and do not abbreviate any of the information provided below:

Full Legal Name:

First _____ **Middle** _____ **Last Maiden** _____

Name/Previous Legal Name:

First _____ **Middle** _____ **Last** _____

Current Home Address:

City: _____ **State:** _____ **Zip Code:** _____

Current County of Residence: _____

Social Security Number: _____ **Date of Birth:** _____

Signature: _____ **Date:** _____

Application Form for Federal Political Coordinator

(ADDED 9/19/Revised 9/22)



Date _____

Name of Member of Congress or Senator _____

Name of Kentucky REALTOR® _____

NRDS Number _____

Company _____

District _____

- I have read and understand the FPC responsibilities as outlined in the current edition of the NAR FEDERAL POLITICAL COORDINATOR MANUAL.
- I commit to attending the NAR Mid-Year Legislative Meeting in Washington, DC in mid-May each year.
- I understand that I may be required to attend a training session in Washington, DC each year.

Please answer the following questions and submit the completed questionnaire with your application package.

1. Do you have a personal/professional relationship with your Member of Congress or Senator?
2. Although not a NAR requirement to serve in this capacity, do you live in the Member or Senator's district?
3. What is your political party affiliation?
4. Did you/will you volunteer to work on his/her campaign? In what capacity?
5. Have you personally contributed to this Member's campaign? Will you do so in the future?
6. What other political campaigns have you supported either financially or by other means?
7. Are you familiar with the NAR Grassroots Program (Calls for Action, Fly-ins, etc.)?
8. Have you participated in the grassroots program previously? If yes, in what capacity?
9. Will you be able to effectively communicate NAR's legislative priorities to your Member of Congress or Senator?
10. How will you educate yourself on current legislative issues?
11. Are you currently a supporter of the REALTORS® Political Action Committee (RPAC)? Are you a Major Investor? Are you a Member of the President's Circle?
12. Do you receive NAR Mobile Alerts and respond to NAR Calls for Action when you receive them? Do you forward them to your colleagues and encourage them to respond?
13. Are you willing to meet the standards for performance as outlined in the criteria for Federal Political Coordinators?

Signature of REALTOR®: _____

Kentucky REALTORS® Social Media Policy

KYR has worked hard to establish itself as “the voice of real estate” in Kentucky. This reputation can be quickly undone through inappropriate or out-of-context social media activity. However, KYR recognizes that social media is a powerful and effective communication tool. Accordingly, KYR encourages its elected and appointed officers, directors, delegate body members, committee chairs and co-chairs, committee members, leadership academy members, and other members that the President and KYR Board has appointed to leadership and committee positions (collectively, “KYR Leaders”) to utilize social media to raise awareness of KYR’s work and issues of interest to its members and consumers.

The purpose of this Social Media Policy (the “Policy”) is to protect KYR’s integrity and reputation by providing KYR Leaders with guidelines to help them exercise responsible, mature judgment when using social media. The term “social media,” as used in this Policy, means Facebook, MySpace, (X) formerly known as Twitter, LinkedIn, YouTube, TikTok, and all other sources or methods of public group communication, including, but not limited to, posting information on the Internet. It also includes any web log or blog, journal, diary, personal website, social network or affinity website, web bulletin board, chat room, or any other form of electronic communication that exists as of the publication of this Policy, or will be created in the future.

When using social media, KYR Leaders should adhere to the following guidelines:

1. All KYR Leaders are encouraged to use social media to promote KYR’s mission, policy positions, advocacy efforts, and other association news.
2. It is acceptable to repost or share KYR published communications and established policy positions, provided the publication is a mirror-image of the original.
3. KYR Leaders should avoid making statements contrary to KYR’s public positions on federal and state issues, including but not limited to contrary statements about appointees, elected officials or candidates, and legislative or regulatory matters and policy positions.
4. Any RPAC solicitation must be under the direct supervision of the CEO or Board-designated person. Federal campaign financial law provides that a trade organization may solicit contributions only from its restricted class, meaning, its members, executive and administrative personnel, and their families. KYR prohibits solicitation on social media channels to avoid potential violations of state and federal law. Notwithstanding, it is permissible to post information such as the amount of the contributions to RPAC or the number of contributors.
5. In postings relating to KYR, always include a disclaimer that states “The views expressed are personal to the individual and do not represent the official views of KYR unless directly quoted.”
6. There is a designated person(s) to speak on behalf of KYR when contacted by any media representative. Unless you are that person, you may not speak on behalf of KYR and/or represent yourself as an official spokesperson.
7. Make no statements of endorsement or opposition to products, services, or companies in any publication that includes KYR.
8. Do not disclose any confidential information. This includes, but is not limited to, any Association information that is not otherwise publicly disseminated to KYR.
9. Respect third-party intellectual property. Remember that REALTOR® means member of the National Association of REALTORS® and must not be used generically as a synonym for the positions in the industry such as of “real estate agent” or “broker”. The NAR Trademark Policy can be found at <https://www.nar.realtor/logos-and-trademark-rules>, or by visiting NAR’s website.
10. Always be professional and ethical when engaging in social media. Avoid making statements or posting photographs that could reasonably harm KYR, including, but not limited to, content that may be viewed

as malicious, obscene, offensive, threatening, intimidating, defamatory, fraudulent, or otherwise unlawful.

11. Avoid posting content that is discriminatory towards another person or group based on race, sex, religion, disability, political affiliation, or any other status protected by law or KYR policy.
12. Before posting anything online, you should consider the risks and the rewards. You should think about who might see your post and the impact it may have on everyone involved.

When a KYR Leader is reported to have violated the Policy, KYR will investigate. The KYR Leader is expected to cooperate in the investigation. KYR prohibits retaliation against any member or KYR Leader who reports a violation of the Policy.

KYR Directors found in violation of the Social Media Policy may be subject to discipline, up to and including removal from office pursuant to Article V, Section 5 of the KYR Bylaws. KYR Delegates found in violation of the Social Media Policy may be removed from office pursuant to Article X, Section 4 of the KYR Bylaws. Other KYR Leaders including, but not limited to Kentucky REALTORS® Leadership Academy members and committee members found in violation of the Social Media Policy may also be subject to discipline, up to and including removal by the Chair of the respective body or the KYR Leadership Team.