



Sunflower Policies & Procedures Manual

AWARDS

AFFILIATE AWARD

A **Distinguished Affiliate Award** may be presented by the Sunflower Association of REALTORS®, Inc., to an Affiliate member of the Association in recognition of outstanding service to the Association. The award may not necessarily be given every year. *(Revised 7/2014)*

The criteria for the **Distinguished Affiliate Award** shall be:

Recipient may be an individual or firm who is a paid affiliate member of the Association. *(Revised 7/2014)*

Recipient must be an active participant on at least one (1) committee and must regularly attend Association activities and functions.

Recipient must make a significant contribution to the Association or the real estate industry.

Nominations for the award will be made by the Executive Committee. A form developed for gathering information pertinent to the award will be sent to those nominated for completion prior to a deadline to be established each year.

The Executive Committee shall review all information forms received and select a recipient. *(Revised 7/2014)*

SALES ACHEIVEMENT AWARDS AND ELIGIBLTY

The following requirements apply to all awards and each of the conditions must be met:

Only REALTOR® members in good standing with the Association for the year during which the award was earned are eligible. *(Revised T96-10)*

Only closed transactions are eligible. Transactions must run through the real estate company the member is affiliated with.

A brokerage or sales commission or fee must be charged and paid (as opposed to a referral fee or some administrative services rendered charge for preparing documents, counseling, or closing a transaction), unless the agent is a principal in the transaction. If the agent in the transaction is a principal and the commission is waived, the sales price on the contract and closing statement will be the value to be used.

Commercial transactions which are not in MLS may be submitted for listing volume and/or sales volume according to agency agreements or actual agent involvement, utilizing Part Two of the Sold/Awards Form.

Auctioneers may claim volume for sales at auctions as follows:

The original listing is withdrawn if it goes to auction.

The auctioneer inputs it as the listing company. When it sells and volume is reported, the original listing agent gets half of the credit and the auctioneer(s) get the other half of the credit. *(Revised 7/2014)*

The **Masters Club** recognizes members of the Association who have a consistent record of high performance. Records are retained for all members who have achieved a minimum combined volume of closed listings sold and sales or leases of at least \$1,000,000 during the calendar year, and that volume is used to calculate lifetime achievement awards. Once received, membership continues as long as the recipient is a REALTOR® member of the Association. Recipients must meet the following additional requirements:

Must have achieved annual volume of \$1,000,000.00 or more at least five (5) times, not necessarily consecutively. *(Revised 7/2014)*

Must achieve a minimum cumulative volume established by an indexed system. The Association shall maintain said system for calculating the amount as follows: Each subsequent year, the minimum volume will be indexed based on the increase in the average sales price of sales reported to MLS for the previous year, and will never decrease. The amount will be announced to the membership no later than March 1st each year. *(Revised 7/2014)*

The **Andy Anderson Award** recognizes members of the Masters Club who have doubled the volume currently required to achieve the Masters Club. This amount will be adjusted annually as twice the amount for Masters Club.

The **Gold Sales Achievement Award** recognizes members who have lifetime sales volume three (3) times the amount required for Masters Club. *(Revised 2/2016)*

The **Platinum Sales Achievement Award** recognizes members who have lifetime sales volume four (4) time the amount required for Masters Club. *(Revised 2/2016)*

The **Rising Star Award** recognizes new members who have MLS sales volume in excess of \$1,000,000.00 in their first twelve (12) months of membership in the Association. *(Revised 7/2014)*

REPORTING VOLUME

In order to count non-MLS and/or unrepresented seller(s) sales volume, the sale must be entered into the MLS within three (3) days of closing. Property is NOT to be entered into the MLS until it has closed. All applicable required fields must be completed, including at least one (1) exterior photo. In order to count both listing and selling volume for an unrepresented seller transaction, FHA/VA, new construction, and/or auction transaction, not in the MLS, written permission of the buyer and seller is required, and documents must be uploaded to Associated Docs in the MLS.

Transactions not reported within the above-referenced time limit may be subject to a \$100.00 late reporting fine, must be appealed to the Chief Executive Officer and are subject to an appeal fee of \$25.00 (July 2017)

APPEAL

An office may make an appeal to the Chief Executive Officer to include volume not previously reported. The appeal must show cause for failure to report; include supporting documentation deemed necessary to verify such volume under appeal; and must be signed by the DR. The deadline for appeals will be thirty (30) days following closing. A charge of \$25.00 per transaction will be charged for any appeal. *(Revised 7/2014)*

The Chief Executive Officer will review any requests to add or change transactions after the deadline. The CEO shall review all transactions with questions as to eligibility and has the authority to determine eligibility of transactions. *(Revised 7/2014)*

Guidelines for Use of Awards

Violation of any of the eligibility requirements or guidelines of the program could subject the member to forfeiture of the award after a hearing before the Directors. Upon report of an alleged violation, staff will contact the broker to submit documentation to substantiate eligibility. The CEO will determine if eligible. No discipline will be imposed for the first infraction, but a future violation could subject the violator to an ethics proceeding. *(Revised T92-04)*

All news releases for any of the awards will be handled exclusively by the Association.

Qualification for any award may not be claimed or advertised in any way prior to issuance of the award, and any reference to the award must state the year(s) received.

Reference to the Masters Club in any publicity or promotional piece, including business cards, may not mention the dollar amount required for eligibility, since that may change each year. Since membership is continuous as long as the recipient remains a REALTOR® member of the Association, it is not necessary to mention the year of receipt. If an explanation of the award is to be included in any piece, it must be in one of the following forms:

“(Name of recipient) is one of X members (the total number of recipients) of the Sunflower Association of REALTORS®, Inc., Masters Club, a lifetime achievement award which recognizes members of the awards program who have a consistent record of high performance.”

OR

“(Name of recipient) is a member of the Sunflower Association of REALTORS®, Inc., Masters Club, a lifetime achievement award which recognizes members of the awards program who have a consistent record of high performance.”

6. Reference to the **Andy Anderson Award** in any publicity or promotional piece, including business cards, may not mention the dollar amount required for eligibility, since that may change each year. Since membership is continuous as long as the

recipient remains a REALTOR® member of the Association, it is not necessary to mention the year of receipt. If an explanation of the award is to be included in any piece, it must be in one of the following forms:

"(Name of recipient) is one of X recipients (the total number of recipients) of the Sunflower Association of REALTORS® Andy Anderson Award, a lifetime achievement award which recognizes members who have doubled the requirements for the Masters Club. The Masters Club is a lifetime achievement award which recognizes members of the awards program who have a consistent record of high performance."

OR

"(Name of recipient) is a recipient of the Sunflower Association of REALTORS® Andy Anderson Award, a lifetime achievement award which recognizes members who have doubled the requirements for the Masters Club. The Masters Club is a lifetime achievement award which recognizes members of the awards program who have a consistent record of high performance."

7. All advertising should clearly state that volume is combined sales and listings sold. *(Revised 01/2012)*

COMMITTEES

Appointment of Committees

The President shall appoint, in accordance with the Bylaws, the following standing committees: Professional Standards and Grievance. The President shall appoint other committees as deemed necessary. Committees act at the discretion of the Board of Directors and are responsible for implementation of the strategies assigned them in the Strategic Plan for the year and determining the extent and amount of human and financial resources to be committed to each strategy. *(Revised 7/2014)*

The President will appoint all chairpersons. Vice chairpersons will be appointed by the President-Elect, with input from the President. Vice chairpersons will serve as chairperson the subsequent year subject to confirmation of the incoming President. *(Revised 7/2014)*

Only those who are REALTOR® or Affiliate members or staff members of member offices of the Association are eligible to serve on a committee. A committee chairperson must be a REALTOR® or Affiliate member of the Association.

The Executive Committee is appointed per the Bylaws. Voting members are the President, President-Elect, Treasurer, and Immediate Past President. The CEO is a non-voting member. Duties of the Executive Committee are as specified in the Bylaws or as directed by policies set by the Board of Directors. Decisions made by the Executive Committee are reported to the full Board of Directors. *(Revised 7/2014)*

SAR COMMITTEE RESPONSIBILITIES

Executive Committee

- Sets agendas for Board of Director meetings.
- Oversees the placement of savings and reserve accounts between Finance

Committee meetings.

- Responds to the media or to issues according to the objectives of policy of SAR and the MLS.
- Completes performance evaluation and salary recommendation for CEO and addresses insurance needs. Reviews, monitors, and recommends adjustments to the strategic plan, including determining which committees are needed each year. (A taskforce will be formed to work with the Executive Committee when major changes to the strategic plan are considered.)
- Recommends nominees for KAR directors and/or Zone VP positions for approval by the board.
- Determines which committees are needed each year subject to Board approval, included but not limited to: *(Revised 7/2014)*

Awards Committee

- Selects the Association's nominees for KAR annual awards, including but not limited to REALTOR® of the Year, Salesperson of the Year, Distinguished Service, and Archie.
- Selects the recipients for SAR annual awards, including but not limited to, REALTOR® of the Year, Distinguished Associate of the Year, and Outstanding Member/Office.
- Membership shall consist of past five (5) SAR recipients of any KAR award, and the past five (5) recipients of the SAR Salesperson of the Year/Distinguished Associate of the Year and REALTOR® of the Year.
- Considers changes to SAR awards programs. *(Revised 7/2014)*

Community Relations Committee actively enhances the public awareness of SAR and its members by promotion and advertising and promotes the benefits of SAR to its members and affiliates. This committee meets quarterly at a minimum. *(Revised 7/2014)*

Finance Committee assists SAR staff in the development of the SAR-annual budget and monitors the budget throughout the year. Membership shall consist of the Executive Committee, President of the MLS Board and at least three (3) members-at-large. This committee is chaired by the Treasurer and meets quarterly at a minimum. *(Revised 7/2014)*

Governmental Affairs Committee develops SAR's local legislative agenda; monitors and reviews political issues on city and county level that impact members; and coordinates and conducts local candidate interviews and recommends local RPAC contributions in election years in partnership with the RPAC Committee. Committee meets as needed.

Governmental Affairs Committee members are strongly encouraged to contribute at least \$99.00 to RPAC and agree to do so if selected to this committee. *(Revised 7/2014)*

Grievance Committee reviews ethics and arbitration complaints and determines whether or not they are sent forward for hearing by the Professional Standards Committee. Members are required to have Professional Standards Administration Training and serve for staggered three-year terms, rotating up to the Professional Standards Committee. Committee meets as needed. *(Revised 7/2014)*

Nominating Committee nominates REALTOR® members for the sunflower Board positions and proposes a slate of officers for election by the board of Directors. Members of the Nominating Committee shall be the Executive Committee plus any outgoing directors and shall be chaired by the President Elect. Additional members may be appointed to the Nominating Committee to ensure representation from at least four (4) companies and Regions as determined by the bylaws *(Amended 11/2018)*

Professional Standards Committee conducts ethics hearings to determine if violations have occurred and, if so, the discipline to be mandated. Conducts hearings to determine who is entitled to money in arbitrations and ensure due process. Responsible for reviewing and updating the Association's Professional Standards Policy. Members are required to have Professional Standards Administration Training and serve for staggered three-year terms, having previously served on the Grievance Committee. *(Revised 7/2014)*

Citation Panel

Panel shall be comprised of at least three (3) individuals, who will review complaints to determine eligibility for the citation program and the appropriate citations. This shall be a subset of the Professional Standards Committee and it is recommended that those individuals have a high level of experience in hearing professional standards cases. *(9/2015)*

Risk Management conducts maintenance and review of the Association's uniform contracts and forms; assists members in their understanding and following of equal service guidelines and other liability risks. *(Revised 7/2014)*

RPAC Committee is responsible for raising RPAC funds. Works directly with SAR staff to plan and promote events and coordinates and conducts local candidate interviews and recommends local RPAC contributions in election years in partnership with the Governmental Affairs Committee. Members serve for one (1) year. Committee meets as needed. RPAC Committee members are strongly encouraged to contribute at least \$99.00 to RPAC and agree to do so if selected to this committee. *(Revised 7/2014)*

Strategic Planning Committee is responsible for setting direction of the Association for the next calendar year and is chaired by the President-Elect. Membership shall consist of the SAR Executive Committee, the officers of the MLS, and such other appointees as designated by the President-Elect, with a minimum of four (4) companies represented. The Strategic Plan shall be approved by the Board of Directors, and then presented to the membership at the Annual Business Meeting. *(Revised 7/2014)*

Young Professionals Network (YPN) coordinates networking and educational opportunities for members newer to the real estate industry. Committee meets quarterly at a minimum. *(Revised 7/2014)*

CRISIS MANAGEMENT PLAN AND SECURITY

The Association Crisis Communication Team shall consist of the CEO, current association president and legal counsel. This team shall formulate media responses and act as the spokesperson for the association for any and all situations that threaten the reputation of the association or its members.

CRISIS

In the event of fire, flood or other damage to the SAR building that renders it unsafe for working conditions, the SAR staff will conduct business from their homes and personal devices until the building is repaired or a suitable temporary location can be found. Members will be notified of the temporary location through the most effective means.

All files are to be backed up on an off-site server hosted by the contracted IT company to be available in case of emergency.

SAFETY HEALTH AND SECURITY

SAR asks employees to approach work with a respect for individual health and the safety of co-workers. Anyone noticing a violation of the OSHA policy or who feels unsafe in the work environment should notify their supervisor or the President.

SAR staff should be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on these premises should contact the appropriate individuals. An area unlocked by an employee must be locked upon leaving. Facilities will remain secure when not in use. Keys will be provided to staff requiring access. Keys are the property of SAR and must be returned upon request.

SAR employees should not bring large sums of cash, jewelry, or other valuables into the work place. SAR is not responsible for personal property that is lost, damaged, stolen, or destroyed. This includes personal vehicles.

SEVERE WEATHER

SAR maintains regular office hours regardless of weather conditions. Employees should report to work if weather permits. The SAR office will follow the State of Kansas severe weather closing policy. The CEO may determine to close the office when deemed necessary to ensure the safety of employees regardless of the State of Kansas schedule. *(Revised 9/2015)*

DIRECTORS/OFFICERS

The Board of Directors serves as the governing body of the Sunflower Association of REALTORS[®], Inc. The Board of Directors shall meet quarterly, at a minimum, and at a time and place determined by the Board. *(Revised 7/2014)*

To qualify to serve as a director, a member must have been a REALTOR® member of the Association at least two (2) years and have at least two (2) years of committee membership.

Waiver is allowed at the discretion of the Nominating Committee if a member was a REALTOR® member of another Board where they served as director or chaired a State or NAR committee, provided they have been a REALTOR® in their Region one (1) year and served on one (1) Association committee.

Consideration may also be given to a candidate for community leadership at a board, community or governmental level, completion of KAR's Right Track training, Leadership Topeka, or other comparable leadership training. *(Revised 9/2015)*

President

The President oversees the affairs of the Association with the assistance of other elected officers and staff; presides at all meetings, including the Board of Directors, between the sessions of which, represents the Association and acts in its name, subject to declared policy; appoints all committees; serves as an *ex officio* member of all committees; and performs all duties usual to such office.

To be eligible, the requirements of a Director must be fulfilled, and the nominee must have served as an Association or MLS Director at least one of the last five (5) years. The President shall serve as spokesperson for the Association with the authority to appoint an alternate spokesperson when issues warrant. *(Revised 7/2014)*

President Elect

The President-Elect assumes the responsibilities of the President in his/her absence or as requested; assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

The President-Elect shall automatically assume the role of President as of January 1 of the following year.

Eligible nominees must fulfill the requirements to be a Director and must have served as an Association or MLS Director at least one of the last five (5) years. Involvement in the Finance Committee and Governmental Affairs Committee is encouraged. *(Revised 7/2014)*

Treasurer

The Nominating Committee shall select and secure acceptance of candidates for Treasurer from the incoming Board of Directors.

The Treasurer oversees the financial affairs of the Association and chairs the Finance Committee; assists the President and other officers in pursuit of the objectives of the Association; and performs specific duties delegated by the President.

Eligible nominees must have served on the Finance Committee at least one (1) year or

have comparable financial experience. *(Revised 9/2015, 10/2016)*

Public Attendance at Board Meetings

It is the policy of the Board of Directors to encourage attendance at any of association meetings by interested members or the public. If an individual wishes to address the Board of Directors, the individual wishing to speak shall notify a Director or staff member prior to the beginning of the meeting.

The request must be submitted on a "Request to Address the Board of Directors" card to be filled out with the member's name and the item to which the individual wishes to speak. The card shall be returned to the Board Secretary or designated staff member prior to the beginning of the meeting.

Individuals wishing to speak on Agenda Items will be invited to do so at the time Agenda Item is discussed by the Board of Directors. Individuals wishing to speak on Non-Agenda Items will be invited to do so during "Other Business" on the agenda. Each individual wishing to speak will be allotted three (3) minutes which will be timed by the Board Secretary. The speaker will address the board through the Chair only. Individual comments to staff or board members is not permitted. *(January 2016)*

FINANCIAL

ACCOUNTS RECEIVABLE

Invoices for services and/or supplies are emailed to the broker/affiliate on the day of their origination.

Terms for the Association's accounts receivable will be "Net 30." Invoices will be considered "past due" on the 31st day after the date of the invoice.

Association staff will provide the Treasurer with an aged detail trial balance of receivables.

Aging categories to be used will be 1 - 30 days; 31 - 60 days; 61 - 90 days; and > 90 days.

Association staff will send reminders via email to the brokers and/or affiliates in the 1 - 30-day category.

Brokers and/or affiliates in the 31 - 60 days category will be contacted via phone, asking for payment within ten (10) days. Association staff and the Treasurer will coordinate who makes phone calls. In some instances, it may be appropriate for the President or CEO to make phone calls.

Broker: Should payment not be received within ten (10) days, a broker will no longer be considered a "Member in Good Standing." (In order to be considered a "member in good standing," the Bylaws of the Association requires a member's financial obligations to the association to be paid in full.) The broker will be referred

to the MLS Board of Directors for immediate suspension of MLS services.

Affiliate: Association staff will make contact with the affiliate to determine why payment has not been received. A report of such findings will be forwarded to the CEO and Treasurer for further action.

AUDIT

The Sunflower Association of REALTORS®, Inc., and the MLS, Inc., will conduct annual audits on or before July 1 of each year. *(Revised 9/2015)*

Results will be shared with the Finance Committee prior to presentation to the Association Board of Directors and the MLS Board of Directors. *(Revised 7/2014)*

BANK RECONCILIATIONS

Bank statements will be reconciled by a designated staff person and presented for review to the CEO and Treasurer each month. Acknowledgement of receipt and review of the reconciled statements will be made a part of the reconciliation for audit purposes.

BID REQUIREMENTS

The organization will require three (3) bids on the following expenditures:

- Printing
- Capital purchases and expenditures in excess of \$1,500.00
- Professional services
- Leases for more than one (1) year in duration *(Revised 7/2014)*

BUDGET

The Finance Committee and, ultimately, the Board of Directors are responsible for the sound fiscal management of the Association. To that end, they shall see that an annual budget is prepared no later than November of each year, including establishing the annual occupancy rate to be charged the subsidiary corporation. In addition, the occupancy agreement with the MLS will be reviewed and approved as part of the budget process. The budgets of the Association and the MLS will be approved by the Association Board of Directors per the bylaws. *(Revised 7/2014) (Revised 5/2017)*

CAPITAL RESERVES

The Association will establish and maintain a Capital Reserve Fund to prospectively accumulate funds for planned future needs such as obtaining or replacing assets, major repairs or redecorating of the headquarters building, or expansion of products or services. Reserves for the replacement of assets will be accumulated annually based on the estimated cost to replace, less any trade-in value, divided equally over the anticipated life of the asset. The same basis will be used for repair or redecorating the building. Other amounts will be accumulated at the discretion of the Board of Directors.

The investment objective of these funds will be to attain the highest return commensurate with the preservation of capital, with maturities to provide funds as needs are anticipated, but not to exceed five years. The portfolio of investments may consist of certificates of deposit, cash reserves, or municipal bonds.

COMPUTER PASSWORDS

It is the policy of the organization to assign unique computer passwords to each individual who has access to the computer system. Passwords of terminated employees will be cancelled immediately. A master record of passwords will be maintained by the Association staff. *(Revised 7/2014)*

CONTRACT SIGNING AUTHORITY

Contracts will be signed by the CEO and the current Association President. *(Revised 7/2014)*

CONTROL OVER CHECKS AND CASH

The office shall maintain a cash receipts spreadsheet. All incoming mail and other cash receipts will be opened by a designated staff person and logged in with the date received, name of payer, check number or cash, and amount. Cash receipts will then be turned over to a designated staff person for processing within the Association's accounting system. Deposits will be taken to the bank by the CEO.

CORPORATE CREDIT CARD POLICY

The Association shall provide a corporate credit card for the Chief Executive Officer and a designated staff person to use for business expenses. The only authorized uses are those which SAR and/or MLS Directors have authorized or are normal expenses of the organization (i.e., approved travel for staff and officers, office supplies and equipment, expenses for special events). *(Revised 7/2014)*

All amounts charged will be paid in full no later than the due date for the bill on which they first appear. Travel expenses will also be reported on travel expense reports. Each expense will be coded and authorized separately. Receipts of expenses over \$25 are required to be submitted and attached to the travel expense report or the credit card statement.

DISBURSEMENTS

The President, President-Elect, Treasurer, and Chief Executive Officer are authorized to sign checks. Only one (1) signature will be required on all checks under \$1,500.00 except those made out to employees or members; all other checks will require two signatures. Payroll is disbursed via direct deposit and requires dual authority by the CEO and a designated staff person. *(Revised 7/2014)*

FINANCIAL REPORTING

The Association will publish financial information annually to distribute to the membership. Members wishing more detail may make an appointment with the Chief Executive Officer to view additional information. Said information is not to be reproduced or removed from

the office. *(Revised 7/2014)*

The Finance Committee will review year-end financial statements and make recommendations concerning employer SEP contributions each year in time for Directors to take action prior to filing taxes. The waiting period for employees to participate in the SEP plan is six (6) months of regular full-time employment. Employees may then elect to begin payroll deduction. *(Revised 11/1994)*

Any financial institution operating in Shawnee County that is federally insured is eligible for placement of SAR and MLS funds if they are or become an affiliate member. *(Revised 2/1995)*

The Treasurer and Chief Executive Officer will determine timing and placement of CDs and report all actions to the Finance Committee for its review.

LEGAL COUNSEL

The Sunflower Association of REALTORS®, Inc., shall retain legal counsel to protect the Association's legal interests. Unless another designee is appointed by the Board of Directors, all communications with legal counsel, with the exception of personnel matters involving the CEO, shall be conducted by and through the CEO in order to ensure efficient disbursement of requested opinions and/or information. In the event of a personnel matter involving the CEO, the President of the Association or such other individual as shall be designated by the Board of Directors shall be responsible for contacting legal counsel. *(Revised 9/2015)*

OPERATING RESERVE

The Association will establish and maintain an Operating Reserve Fund to provide funds for unforeseen future contingencies, to enable the Association to survive operating shortfalls caused by adverse economic conditions or management error, and to provide funds for development of new programs or the expansion of services. Reserves may be used to offset the effects of an operating reversal until expenditures can be adjusted.

Thirty-three percent (33%) of the annual operating expense of the Association is desired. Until that level is achieved, and to maintain that level, an amount not to exceed \$1 of each members' annual dues may be budgeted for the fund at the discretion of the Board of Directors, keeping in mind that the primary mission of the Association is to serve members' needs.

Any surplus at the end of a calendar year will be added to the Operating Reserve Fund. Once the desired level is achieved, excess funds may be used to decrease dues the following year or to expand or improve products and services.

The investment objective of these reserve funds will be to attain the highest return commensurate with the preservation of capital and to provide liquidity. The portfolio of investments may consist of certificates of deposit, cash reserves or Municipal Bonds.

PURCHASING

Office supplies will be purchased only after authorization by the Chief Executive Officer or by other office staff designated by the CEO. *(Revised 7/2014)*

INSTITUTES, SOCIETIES, AND COUNCILS

Institute, Society, and Council members are encouraged to participate through open communication and a general attitude of acceptance. The Sunflower Association of REALTORS®, Inc., will make communication tools such as the computer, newsletter, and announcement page of the MLS book on a space available basis. Institutes, Societies, and Councils of the National Association of REALTORS® will take priority over any group in a related field (e.g., Sales and Marketing Council of THBA). Association members who will be President of an Institute, Society, or Council of NAR the following year should be recognized at the annual banquet, if in attendance. It will be the responsibility of that Institute, Society, or Council to submit newsworthy information and officers' names to the Association. It is not the Association's responsibility to search out the information.

SUNFLOWER ASSOCIATION OF REALTORS® FACEBOOK POLICY

The purpose of the Sunflower Association of REALTORS® (SAR) Facebook page is to provide information and to promote constructive dialogue and information sharing for our REALTOR® members. By commenting or posting on the SAR Facebook page, you are agreeing to adhere to the following terms of service.

SAR encourages comments and opinions from REALTOR® members on the SAR Facebook page. Constructive dialogue and healthy debate are welcome, as long as they do not stray off-topic, are appropriate in nature and are beneficial to other REALTORS®

However, SAR reserves the right to remove any inappropriate comments, posts, photos or other material and to block any users from interacting on the SAR Facebook page who have established a pattern of sharing inappropriate comments, posts, photos, or other material. SAR may also report offending users to Facebook. SAR de-fines inappropriate or offensive content as the following:

- Advertisements, promotions or solicitations from commercial products or services;
- Language that is degrading based on gender, race, religion, ethnicity, sexual orientation, nationality or disability; profanity or obscenity, including sexually explicit language; and threatening, harassing, defamatory or libelous material and language;
- Personal grievance, personal attacks or aggressive or harassing behavior against SAR, its staff, board of directors or other REALTORS®;
- Material that infringes upon the copyrights, trademarks or other intellectual property of any party;

- Information that violates someone's reasonable expectation of privacy;
- Information you know to be confidential, sensitive or otherwise unlawful;
- Intentionally false or misleading statements;
- Comments that are irrelevant to the nature of the article or discussion thread.

All comments and posts are the property of SAR and may be used, at its discretion, by SAR for promotional or educational purposes. All comments left on the SAR Facebook page are the sole responsibility of the commenter. By submitting a comment on our page, you agree that the comment content is your own, and that you will hold SAR harmless from any and all repercussions, damages, or liability stemming from your comments and posts. If any user wishes to discuss a grievance or personal issue with SAR or its staff, you should contact SAR personally to discuss this matter. *(Revised 9/2015)*

MEMBERSHIP

Licensees affiliated with a REALTOR® Principal member of the Sunflower Association of REALTORS®, Inc., shall be eligible to receive services upon notification and receipt of fees. *(Revised 5/1987)*

Association membership shall be divided into three (3) Regions within the Association. North Region (Brown Jackson and Nemaha counties), Central Region (Jefferson, Osage and Shawnee counties), and South Region (Lyon County). A REALTOR® member's region shall be determined by the location of the office in which their license is assigned with the Kansas Real Estate Commission. A member may petition the Board to represent a different Region if their primary area of business and/or residence are different from the location of their office. Regions may be reassigned as necessary by the Board of Directors. Members outside the jurisdiction of the Sunflower Association of REALTORS® will be assigned to Regions at the discretion of staff. *(Revised 9/2015) (Amended 02/2016) (Amended 11/2018)*

New Member Orientation program: Beginning January 1, 2003, all new members are required to complete an online New Member Orientation Program within 60 days of joining the association. Failure to complete this requirement within the designated time will result in a \$50.00 fine. The fine is subject to appeal to the Board of Directors with extenuating circumstances. *(Revised 2/2016)*

A reciprocal agreement is established with the Topeka Home Builders Association for Affiliate Membership for the President, waiving dues unless the President is already a dues paying member of the Association. *(Revised 7/1991)*

The Association annual meeting shall be held each year as designated by the Board of Directors. Members are encouraged to attend and participate; however, in the interest of time and fairness to all members, comments on issues brought before the

membership may be subject to time limits at the discretion of leadership. *(Revised 9/2015)*

Membership lists are available for members and affiliate members at no cost. Membership lists will not be provided to non-members. *(Revised 7/2014)*

DUES/FEES

Dues for new members are prorated on a monthly basis from the date of licensure with a REALTOR® member. Dues are prorated monthly. Members who paid in the year previous must pay for the entire current year. (Members who did not pay in the year previous will be considered “new” members, subject to all applicable new member fees.) A late fee of \$35.00 will be assessed for dues not paid by the due date. *(Revised 7/2014)*

Pro-rated local dues for the current year will be refunded for any REALTOR® member who passes away.

ADMINISTRATIVE PROCESS FEE

An administrative processing fee of \$200 shall be due and payable for all new members or licensees as of the date of affiliation with any REALTOR® member. A member that has paid dues for the current calendar year, then placed on inactive, may be reinstated during the same calendar year dues were paid without payment of an administrative processing fee. *(Revised 7/2014)*

KREC LICENSE STATUS AND AGENT TRANSFERS

Participants and Subscribers are required to notify the MLS within three (3) calendar days of any final action taken by KREC or the KREAB against the Participant, Subscriber, or any licensee affiliated with the Participant or Subscriber, including, but not limited to, any final decisions restricting, suspending, or revoking a real estate license or Appraiser’s certification or license of a Participant, the Participant’s firm or corporation under which the Participant or Subscriber acts, or any licensee affiliated with the Participant or the Participant’s firm or licensee or Appraiser who was affiliated with the Participant or Participant’s firm at the time of the underlying act.

Failure to report license restrictions, suspensions or revocation within the stated required time will result in a \$500 fine to the Participant without warning. (July 2018)

A transfer fee of \$50.00 will be assessed for any agent who has paid dues for the current year when transferring from one office to another or changing from inactive to active license status. If an office closes business, agents transferring to other member firms at the time of notice of closing will be assessed a \$25.00 transfer fee. *(Revised 7/2014)*

Both the releasing broker and the assuming broker are required to notify the association within five (5) calendar days of any changes to their office roster. The notice must be in writing and can be sent by mail or electronic means. Failure to do so will result in a \$50.00 fine. *(Revised 02/18)*

All seminars, education sessions, and events are budgeted to be self-supporting unless approved by the Board of Directors. *(Revised 7/2014)*

RETURN CHECKS

Checks returned for any reason must be paid by the member with cash or cashier's check. The member will be charged a \$35.00 fee which must be paid at the same time. *(Revised 7/2014)*

MEMORIALS

A memorial contribution in the amount of \$50.00 shall be made following the death of a REALTOR® member, staff member, and/or an immediate family member (with "immediate family member" being defined as spouse, significant other, parent, child, and/or grandchild, including steps). *(Revised 3/2015)*

MISCELLANEOUS

The Sunflower Association of REALTORS®, Inc., recommends that every member office should establish a check-in procedure and distress signal that agents can use in an emergency. *(Revised 10/1990)*

APPOINTMENT OF KAR DIRECTORS

The Association directors serving 2-year terms on the KAR board will consist of the Association President and two representatives from the Central Region elected by the board. The fourth position will be filled on an alternating basis by a member from the North and South Regions. When appointing KAR directors, preference will be given to those local members with committee or board experience. *(Revised 9/2015)*

PROFESSIONAL STANDARDS POLICY

The Sunflower Association of REALTORS®, Inc., will abide by the NAR Code of Ethics and SAR Statements of Professional Standards Policy. The Association's Statement of Professional Standards will be reviewed and updated to incorporate NAR revisions on an annual basis. Once approved by the full board of directors it will be made a part of these Policies & Procedures by inclusion. *(Revised 9/2015)*

PUBLICITY

Statistics and other real estate information will be made available to the media on an on-going basis. *(Revised 4/1986)*

The Sunflower Association of REALTORS®, Inc., will publicize all educational offerings in the area regardless of sponsor, including a disclaimer that it is not an endorsement, and that information is provided for informational purposes only, designating accredited courses. *(Revised 2/1988)*

REALTOR® Relief Fund

Selection of the recipient of any fundraising effort(s) and/or contribution from the REALTOR® Relief Fund shall be determined by the Executive Committee with input from the CEO. Eligible recipients shall be REALTORS® who are members of the Association or members of their extended families and/or recognized community organizations or disaster relief funds. *(Revised 7/2014)*

TRAVEL

Sunflower Association of REALTORS®, Inc., shall abide by the following travel policy for staff and members traveling on Association business to insure compliance with minimum IRS requirements and to insure reimbursement on a fair and equitable basis. All persons that are budgeted to be reimbursed for expenses by the Association will be governed by these policies. *(Revised 7/2014)*

The Association will reimburse actual expenses not to exceed the amount provided for by the annual budget approved by the Board of Directors. Actual expenses of up to \$100 per day shall be reimbursed for travel to NAR meetings and up to \$50 per day shall be reimbursed for travel to all KAR/local meetings for the cost of meals, tips, snacks, incidentals, cabs (other than airport), drinks, personal expenses, telephone, etc. One half (1/2) of that amount will be paid if travel originates after noon or the return trip is completed before noon. *(Revised 9/2015)*

Any advances of money for future expenses may be made no more than thirty (30) days before the expenses will be incurred. Any advances must be accounted for within thirty (30) days of when the expense was incurred, and all unspent advanced money returned within that same time frame. *(Revised 7/2014)*

All expenses over \$25 must be accompanied by the original receipt. To receive reimbursement, the expense must be adequately substantiated as to the time, place, amount, and business purpose of each expense. This substantiation must be made within thirty (30) days of the incurred expense. *(Revised 7/2014)*

Direct reimbursement will be made for transportation and lodging when substantiated on an expense report, with receipts attached.

Unless other arrangements are made, staff will handle all air transportation reservations, round-trip, at the lowest available airfare in coach class. Advance purchase will be made whenever possible to take advantage of the lowest cost fares.

Reimbursement will be paid for the actual cost of airport limo, taxi, or bus transportation from the destination airport to hotel and back.

Reimbursement will be paid for parking at the airport (MCI). The actual cost of tolls will be reimbursed. *(Revised 7/2014)*

Lodging at the destination will be arranged by staff, with reimbursement for the most economical rate and applicable taxes. Payment must be made by the member or staff upon checkout and original receipt attached for reimbursement. *(Revised 7/2014)*

Any entertainment must be substantiated as to who, what, where, and why. *(Revised 7/2014)*

Reimbursement for mileage shall be based on the odometer reading at the beginning of the trip and the reading at the end of the trip at the current IRS allowable rate per mile.

All member and staff expense reports will be approved by the Chief Executive Officer. The Chief Executive Officer's reports will be approved by a member of the Executive Committee.

Cost of pleasure travel prior to or after a business trip shall be solely the responsibility of the member or employee. *Per diem* payments and hotel will be paid only for the business portion of the trip.

The following meetings and attendees are approved for travel as the budget allows:

NAR Midyear Meeting

Association: President, President-Elect

MLS: President

Staff: CEO, add'l. staff if appropriate

NAR AE Institute

Staff: CEO, add'l. staff if appropriate

NAR Convention

Association: President-Elect

MLS: Vice-President

Staff: CEO

NAR Leadership Summit

Association: President-Elect

Staff: CEO

Regional AE Retreat

Staff: CEO, add'l. staff if appropriate

NAR Legal Retreat

Legal Counsel

KAR AE Days

Staff: CEO, add'l. staff if appropriate

KAR Right Track

Association: President-Elect

KAR Midyear Meetings

Association: President

MLS: President

Staff: CEO, add'l. staff if appropriate

KAR Legislative Meetings

Association: President, President-Elect

MLS: President, Vice President

Staff: CEO, add'l. staff if appropriate

KAR Convention

Association: President, President-Elect

MLS: President

Staff: CEO, add'l. staff if appropriate

Chamber Intercity Visit

Association: President

Staff: CEO

Revisions to Policies and Procedures:

April 1986

May 1987

February 1988

October 1990

July 1991

January 2012

July 2014

Sept. 2015

January 2016

County

February 2017

July 2017

February 2018

July 2018

November 2018

Sharing of market statistics

Membership & fees

Educational offerings

Safety

Reciprocal membership THB1

Advertising & Awards

Awards & Travel

Addressing the board

Addition of Nemaha

New member orientation

Reporting volume

Agent transfers

Licensee status changes

Petition to represent Region