



KCBOR BOARD POLICY

(Updated November 2025)

Annual Performance Review:

The current President will conduct an annual performance review of the Executive Officer in October each year, (11/2016).

Application Fee:

Member offices paying dues for their affiliated branches will not be required to pay an application fee. Any Subsequent affiliations will not be required to pay an application fee and affiliate dues will be 1/3 of the normal affiliate dues, (7/1997).

Applicants for Board membership will not be considered until unresolved issues from prior membership are resolved, including but not limited to unpaid assessed fines, (6/2013).

Audits:

An audit of the financial records will be conducted every three (3) years and a review each year in between, unless the Board of Directors deem it necessary to have an audit at any time, (9/2016).

Awards Committee:

To consist of two (2) past recipients of REALTOR® or Rising Star of the year and one (1) current Director **or** one (1) past recipient and two (2) current Directors, two (2) additional members and one (1) alternate for a total committee of five (5) REALTOR® members plus one (1) alternate. The two (2) additional members and one (1) alternate will be from the membership at large, (1/2010). The committee is to be appointed by the current President and approved by the Board of Directors. This committee will decide who will receive the award in that year, (5/1997). The Rising Star of the year list will be by calendar year. Example, newly licensed Realtors® joining in 2009 will be on the Rising Star list in 2010 and 2011, (12/2009). If anyone on the Awards Committee is nominated, they will be removed from the committee and a replacement will be appointed, (12/2009). Signatures will now be required on all Awards Nomination forms, (1/2008).

Board of Directors (BOD) Meetings:

The MLS Chairperson may be involved in the discussion at the BOD meetings, but will not have a vote, (12/2009).

Board Office:

The Board office will close early on occasion if needed, at the discretion of the Executive Officer, for quality of membership services. The membership will be given notice of the early closure, one week in advance. (12/2022).

Board Roster:

Not for sale, (12/2000).

C.A.R. Directors Meetings:

In addition to the three (3) voting Directors KCBOR may fund up to three (3) members to attend each State Directors meetings, (6/2005). Members attending C.A.R. meetings on behalf of KCBOR will be required to supply a report to the Board office for forwarding to the membership within ten (10) days of returning from the meeting. Failure to supply a report within ten (10) days will result in total reimbursement of all expenses paid on their behalf, (1/2015).

Classes:

Member spouses will not be allowed to attend member classes, no live streaming of classes and Affiliate members will be allowed at member classes, by invitation only, (6/2022), Rev. (7/2022).

Complaints:

KCBOR will no longer accept anonymous complaints, (8/2014). All Formal complaints received by KCBOR will be sent to the Grievance Committee for review, (4/2020). All informal written complaints will be accompanied by a signed Complaint Acknowledgement form, (9/2016).

Conference Room:

The Board's conference room will be used for official Board business only. Brokers Council & Coffee Break meetings will be allowed if the room capacity is not disregarded, (9/2009). If tables and chairs are rearranged, they must be returned to the prior set up of the room and must be done at the conclusion of the meeting/class, (4/2020).

Confidentiality:

The Board of Directors, MLS, Budget, Nominating, Election and Awards Committee members will be required to sign Confidentiality Agreements at their first (1st) meeting, (5/2013). All meetings will be open to all members with the following exceptions:

- The Awards Committee meeting.
- Actual vote counting of the Election Committee meeting.
- Salary negotiations of the Budget Committee meeting; and/or

- The MLS or Board meeting on any disciplinary action that goes to closed session. Disciplinary action is described as discussion regarding any member or staff that must be identified by name, (2/2015).

Continuing Education:

From this date forward, upon receipt of the GRI designation, REALTOR® members will be refunded \$150.00, (1/2009).

Dues Late Fee:

Affiliates will be charged a \$50.00 late fee when dues are paid late.

REALTORS® will be charged a \$50.00 late fee when dues are received after 11:59 p.m. on the last day of the 10-day grace period, (2/1999), Rev. (7/2020) Rev. (9/2023). When the dues deadline falls on a weekend or holiday the dues will be due by 11:59 pm the following business day to avoid the late fee, (1/2004), Rev. (7/2020).

Email:

The use of email by KCBOR members to solicit other members for non-Real Estate related products and/or services, is forbidden. Any member utilizing email to solicit any other member(s) for non-Real Estate related products and/or services will be in violation of this policy and subject to disciplinary action by the Board of Directors.

- Acceptable emails are as follows:
 - Sanctioned meetings of members.
 - Open house notifications.
 - Listing changes.
- Unacceptable emails are as follows:
 - The solicitation for sale of any product or service that has not previously been approved by the Board of Directors.

To avoid disciplinary action, Members are advised to contact the Board office prior to sending out any email that might violate this policy, (12/2011).

Ethics and Fair Housing:

New members will be required to complete the mandatory NAR Ethics and Fair Housing courses within 30 days of membership, (10/2015), Rev. (03/2025)

Event Insurance:

An event liquor liability insurance policy will be required for all KCBOR events at which alcohol will be served/provided, (10/2018). Affiliates hosting KCBOR social gatherings at which alcohol will be served/provided, will be required to pay 50% of the event insurance policy, (10/2018).

Fund Raisers:

All KCBOR Fund raisers will have the net proceeds go to the KCBOR Helping Hands Program except for fundraisers for donation to local charities, to comply with N.A.R. Core Standards. The Board of Directors has the option of donating from the Helping Hands fund, (3/2003), Rev. (4/2020).

Gifts:

Any gifts to the Board of Directors and Board staff must be approved by the Board of Directors, except for the outgoing President gift presented by the incoming President at the Installation, at a cost not to exceed \$300. Funds for this gift to be from the general fund, (1/2019), Rev. (1/2022).

Helping Hands is a program that was established by local REALTORS® and Affiliates, designed to focus on the children of Kings County by providing assistance or donations in the following, but not limited to:

Sponsorships/donations in sports, education, extracurricular activities, handicapped children, children in need or hardship situations and/or donating to organizations that help children in some beneficial way, with an occasional donation to an adult and/or family in dire need or hardship situation, (11/2011).

Harassment Policy:

The Kings County Board of Realtors® has a harassment policy that can be found on the MLS, under links, links & documents. The harassment policy has been in place for several years and is now being made a part of these policies, (5/2012).

Honorary Members of C.A.R. will also be eligible for honorary status with KCBOR if they qualify, (1/1996).

Installation:

The current Board of Directors and MLS Committee Members and one guest will be free of charge at the Annual Installation of Officers and Directors, (1/2008). The individual Installation Committee members will be free of charge at the Annual Installation of Officers and Directors. (12/2023) An invitation to our Installation as our free guest will be extended to the President and Executive Officer of each Board within Region 12. (1/2012), Rev. (12/2023). Vendors working at the event such as the photographer, D.J., videographer etc. will be given a free meal for the Installation event. (12/2023)

SentriLock Access:

KCBOR REALTOR® members that also belong to MLS will receive their SentriLock access free as a member benefit, with no annual fee, (9/2004), Rev. (4/2007).

Liaison:

The Board Liaison shall not be a member currently serving on the Board of Directors, (10/2019).

Lodging:

Lodging paid by KCBOR will need to be approved by the Board of Directors, (1/2019).

Lost Check Policy:

When a check is issued, and lost, the recipient is responsible for the stop payment fee before a replacement check will be issued. (10/2014).

Meetings:

Notice of unscheduled special meetings called by the Board of Directors, will be given to the membership upon the meeting being confirmed, and in some cases, might be less than 24 hours, (7/2011).

Strategic Planning and Finance, Nominating, and Election meetings will be posted with the notation that these will be closed meetings. The Budget meeting will be open to the membership except when discussing staff salaries, (7/1998), (Amended 7/2006 & 10/2014).

The Board of Directors will meet on the third Thursday of every month and the MLS Committee shall meet a day of the week prior to the Board of Directors meeting, (8/2014), Rev. (02/2024) Board and MLS meetings in which members are recognized by the Chair (outside of unscheduled oral presentation) shall have a maximum of one minute to speak, (2/2015).

Memorials to KCBOR REALTOR® Members who pass on:

KCBOR will spend \$100.00 on flowers & donate \$150.00 to the charity of the family's choice, (5/1996). Flowers & card at a cost of up to \$100.00 to be sent to members whose spouse passes away. Any other occasion a card will be sent, (12/1997), Rev. (2/2020). The names of Board members that pass on will be added to our memorial plaque.

Mileage:

To members running approved errands for the Board to be paid at .62.5 cents per mile, (4/2009), Rev. (7/2022). If you are required to attend functions on behalf of KCBOR, mileage will be reimbursed at .62.5 cents per mile, (3/2014), Rev. (7/2022). Mileage reimbursement policy will always be equal to the IRS rate, (7/2022).

New REALTOR® Member Applicant:

After processing applications for REALTOR® membership, staff will email the Board of Directors the name and office of the applicant, if no response within 24 hours, the applicant will be considered approved and will be placed on the agenda for formal approval at the next Board of Directors meeting, (5/2019).

No Show Fee:

A no-show fee of \$10 plus the cost of the meal, if applicable, will be charged to any member who makes a reservation for an education class or event and doesn't show up or cancel 24 hours in advance. If unpaid after 60 days, access will be suspended. Once suspended, the member will be required to pay a reinstatement fee of \$125.00. (6/2023), Rev (12/2023) Rev (08/2025).

Nominating Committee:

The Nominating Committee will not disallow any qualified member from running for a position on the Board of Directors (8/2014).

Officers and Directors:

It shall be the policy of the Kings County Board of REALTORS® to restrict the number of Officers and/or Directors on the Board of Directors to two (2) members from any one office. Consequently, the following guidelines will be followed during each election cycle of the Board:

1. If there exists two (2) seats on the Board that are already filled from members of one office and those seats are NOT up for election, then no further members from that office may be selected by the Nominating Committee to run for any open seats.
2. In the event, during an election not covered by the above, more than two members of any one office receive the highest number of votes for more than the maximum two (2) seats allowed, the following will apply, in priority order:
 - a. The member(s) running for the highest Officer position(s).
 - b. The member(s) receiving the highest number of votes.
 - c. The member(s) running for the longest Director term(s).

Additional note: Should a tie still prevail, then the member(s) with the earliest application date to the KCBOR shall be chosen.

3. In the event one or more members from one office receives the highest number of votes for the seat desired, and they are disqualified from selection due to the above, the seat shall go to the next highest vote getter not from that office.
4. The Election Committee shall be responsible for carrying out this policy and will announce the results only and not the number of votes received by each candidate. The number of votes received by each candidate will be available at the Board office to REALTOR® members that request it from the Executive Officer, (4/2009).

Qualifications:

To run for, be nominated or appointed as President, President-Elect or Secretary/Treasurer, the REALTOR® member must have served on the Board of Directors of KCBOR for at least one (1) year in the previous ten (10) years, (9/2009), Rev. (5/2011), Rev. (4/2022). The criteria for Chairmanship of any K.C.B.R. Committee is three (3) years of membership in K.C.B.R., (5/1998).

Region 12:

KCBOR will pay for traveling C.A.R. Directors and the Executive Officer to attend the Region 12 C.A.R. Presidents Luncheon each year, (5/2014).

Reimbursement Policy:

All receipts for reimbursement must be original receipts and have Committee Chair approval. All receipts must be handed in to the Executive Officer, by the Chairperson, within 14 days of the event. Failure to turn in the receipts within 14 days will result in non-reimbursement, (1/2019), Rev. (2/2019). All items purchased and reimbursement expected must be directly related to the event, (1/2019).

Repairs & Maintenance:

KCBOR will always use a licensed contractor for repairs and maintenance at the Board office, (4/2023).

Returned Check Policy:

KCBOR will charge a returned check fee of \$25.00 for checks written to KCBOR that are not honored by the member's bank. (11/2025).

Scholarship Program:

Scholarships are awarded in two separate applicant categories:

1. High School Applicants – graduating seniors entering a post-secondary educational institution.
2. College Applicants – current students enrolled in a post-secondary educational institution (community college, university, or trade school).

Each category will be reviewed and awarded independently.

Award Distribution Guidelines

- The total scholarship pool of \$4,000 will be initially divided equally between the two applicant categories:
- Up to \$2,000 for high school applicants
- Up to \$2,000 for college applicants
- The Scholarship Committee has discretion to determine the number and amount of awards within each category based on the quantity and quality of applications received.
 - If one category receives no eligible applications, the unused funds from that category may be reallocated to the other category, up to the \$4,000 total cap.
 - No individual applicant may receive more than \$1,000.

Students studying in the real estate field will be given preference when choosing a recipient. Funds will be a lined item in the KCBOR budget, (7/2018), Rev. (9/2020), Rev. (05/2025).

Social Media:

Social Media Committee to have moderator privileges on the KCBOR FaceBook pages, (2/2020).

Special Recognition:

Award to be presented to a REALTOR® that is deserving at the annual Installation, (10/1996).

Treasurers Report:

The treasurer's report will no longer be read at the general membership meetings. A copy will be available to any REALTOR® member that would like one, (7/1998).

Waiver of Fees:

Board staff does not have the authority to waive fines or late fees, (1/2016).