



## State Association Officer Application

Thank you for your interest in serving as an officer of Missouri REALTORS®! To learn more about serving as an Officer, please review the Association’s Bylaws and Policies to understand the responsibilities, expectations, and requirements of the various roles prior to submitting your application. Should you have any questions, please don’t hesitate to contact the Association’s CEO or Vice President of Communications and Member Engagement.

This application is to be completed by all candidates for a State Association Officer position. The application must be typed. At least thirty (30) calendar days prior to the next scheduled State Association Board of Directors meeting, return the completed application to:

**Missouri REALTORS®**  
**Attn: Vice President, Communications and Member Engagement**  
**2801 Woodard Drive, Suite 101**  
**Columbia, MO 65202**  
**or via email to [cara@morealtor.com](mailto:cara@morealtor.com)**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please select the office you are applying for:  Treasurer\*  President-Elect  President

*\* As outlined in Article VII Section of the Association’s bylaws, if “elected and prior to taking office, the incoming Treasurer shall be known as the ‘Treasurer-Elect.’”*

Membership:  Designated REALTOR®  REALTOR®  REALTOR®-Associate

Local Board/Association:

Have you notified your Local Board/Association President AND Association Executive of your application?  Yes  No

Real Estate Background (date licensed, experience, advanced education, etc.)

Resume for Nominees to Elected Positions (MUST BE TYPED)

Local Board/Association Involvement (Date joined, positions held, honors received, etc.)

State Association Involvement (Positions held, honors received, etc.)

National Association Involvement (Positions held, honors received, etc.)

Community/Advocacy Involvement (Positions held, honors received, etc.)

**My initials below confirm I have read, understand, and agree to abide by the following Bylaws and Policies, the most recent versions of which are available at [missourirealtors.org](http://missourirealtors.org), related to the State Association Officer position for which I am applying:**

\_\_\_\_\_ Article VII. Election of Officers

\_\_\_\_\_ Policy 430 – Credentials/Elections Certification

\_\_\_\_\_ Policy 431 – Applications and Agreements to Serve for Elected State and National Positions

\_\_\_\_\_ Policy 432 – Distribution of Campaign Materials

\_\_\_\_\_ Policy 433 – Policy on Concurrent Officer Positions

**My initials below confirm I have read and understand Policy 438, and that I meet the eligibility requirements of the State Association Officer position for which I am applying:**

\_\_\_\_\_ Policy 438 – Eligibility for President, President-Elect, and Treasurer

**My initials below confirm I have read and understand these additional provisions and policies related to running for or serving as a State Association Officer:**

\_\_\_\_\_ **Inaugural Event Financial Commitment:** If elected to an office that succeeds to State Association President, I agree to adhere to the budget allocated for a presidential inaugural event, as approved by the State Association’s Board of Directors. Further, I agree that if I request anything that goes beyond the event’s budget, overall or for specific items, or request items that are not budgeted, I commit to personally raising funds through sponsorships or other donations to cover those excess costs. Any such sponsorships or donations will be done in collaboration the Director, Meetings and Partner Relations, to avoid overlapping or excessive requests to existing sponsors, and to ensure funds are received by the State Association prior to the event. Further, I agree that I am not able to raise such funds, I will be personally responsible for anything that exceeds the budget.

\_\_\_\_\_ **Time Commitment and Travel Expenses:** If elected, I understand that I will be expected to travel to and/or attend the following meetings and events throughout my term, as a representative of the State Association, including, but not limited to:

- Missouri REALTORS® Winter, Spring, and Fall Business Conferences
- Missouri REALTORS® O2 Selection Meeting
- Missouri REALTORS® O2 and Local President/AE Training
- Missouri REALTORS® Strategic Planning Committee Meeting
- Missouri REALTORS® Finance & Budget Committee Meeting
- Missouri REALTORS® Executive Committee Retreat
- Missouri REALTORS® Leadership Team Retreat
- National Association of REALTORS® Region 9 Conference
- National Association of REALTORS® President’s Circle Conference (if a PC investor)
- National Association of REALTORS® Legislative Meetings

- National Association of REALTORS® NXT Governance Meetings
- Monthly Leadership Team/Mission Management Team Meeting (and as needed)
- National Association of REALTORS® Leadership Summit (for President-Elect)
- ASAE Exceptional Boards Training (for President-Elect and Treasurer)
- Missouri REALTOR® Committee Liaison, Chair, or Vice Chair
- Local board/association events, meetings, and installations, as invited

While the State Association will cover expenses related to any assigned or budgeted meetings or events during my term, I understand that the State Association will not cover expenses for travel or events unrelated to the position, such as paid speaking or teaching opportunities, or meetings or events related to other volunteer or industry positions you may hold concurrently (i.e., for NAR, your local board/association, MLS, or brokerage, etc.), or meetings, events, or conference of general interest that have not been approved by the annual budget or separately by the Leadership Team. I also agree to read, understand, and abide by the State Association's Policy 444 – Reimbursement for Member Travel Expense to be a good steward of the funds allocated.

       **Agreement to Serve:** If elected to the office for which I am applying, I agreed to abide by the following statements, with the understanding that I will be serving as an official, public, and legal representative of the State Association:

- I understand that if I am currently serving as a State Association Director, my election as an officer of the State Association constitutes a vacancy of my Directorship, to be filled in accordance with the policies and procedures of the State Association.
- I understand that if I am elected to the office for which I am applying, I may not concurrently serve as an officer of another state or local board/association of REALTORS®, the National Association of REALTORS®, any REALTOR®-owned multiple listing service or entity, or another board deemed too similar to the State Association by the Executive Committee.
- To faithfully execute the duties and responsibilities of a Director, as outlined in the Bylaws and Policies of the State Association.
- To uphold the Bylaws and Policies of the State Association and the National Association of REALTORS®.
- To serve as an example of the Code of Ethics of the National Association REALTORS® in all of my actions, both as a Director and as a REALTOR®.
- To serve as an example of the Values of the State Association, both as a Director and as a REALTOR®, as follows:
  - Mission: We seek to ensure that all initiatives support our association's mission and members.
  - Professionalism: We value the combination of integrity and expertise.
  - Advocacy: We are stewards of the profession, including, but not limited to, legislative efforts.
  - Inclusive Collaboration: We work with diverse communities internally and externally for the betterment of the profession.

- To abide by the State Association’s Code of Conduct for Volunteer Leaders and the Ownership Disclosure and Conflict of Interest Policies, as attached, which I have read and understand.
- To uphold the ***Duty of Reasonable Care*** by using my best efforts to prepare for, attend, and engage in every meeting of the Board of Directors of the State Association during my term, with the understanding that if I fail to attend at least two (2) of the regularly scheduled Board of Directors meetings during any year of my term, I will be deemed to have resigned from the office of Director of the State Association as of December 31 of that year.
- To abide by the State Association’s Anti-Trust Avoidance and Anti-Harassment Policies, and refuse to engage in unlawful discrimination, in all of my actions, both as a Director and as a REALTOR®.
- To abide any applicable license law requirements that may be amended from time to time.
- To uphold the ***Duty of Obedience*** by supporting the decisions made by the Board of Directors of the State Association as expressed by the will of the majority.
- To uphold the ***Duty of Accounting*** by safeguarding and protecting the Association’s assets, by reviewing all proposed budgets or financial statements provided, and ensuring proper procedures and controls are adopted and adhered to by the Board.
- To uphold the ***Duty of Confidentiality*** by not disclosing any confidential, sensitive, or non-public information made known to you as a result of your role on the Board of Directors, except to the extent that such disclosure is required by law or authorized by the Board of Directors of the State Association.
- To seek the opinions of the members on opportunities and issues facing the State Association, and to serve as an ambassador and advocate for the State Association, by conveying non-confidential information concerning the actions, decisions, and value of the State Association to members, as needed.
- To represent the welfare of the entire membership in my decisions and activities as a Director, fully understanding that I serve all the members of the State Association, and that my responsibility is always to place the interests of the membership and the State Association above my personal or local Board/Association considerations.

By signing below, I confirm the above information is accurate to the best of my knowledge.

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Nominee’s Signature / Date



## Code of Conduct for Volunteer Leaders

By virtue of serving as a Volunteer Leader for Missouri REALTORS® (“State Association”), including but not limited to, Officers, Directors, Committee Members, Output Group Chairs and Vice Chairs and participants, or as members of a task force, advisory group, etc., you agree to abide by this Code of Conduct:

- To act in the best interests of and fulfill all obligations owed to the State Association and its members.
- To actively promote and encourage the highest degree of ethics at all levels of the real estate industry, and to act honestly, fairly, ethically, and with integrity as a Volunteer Leader and as a REALTOR®.
- Maintain the highest standards of personal conduct by acting in a professional, courteous, and respectful manner.
- To comply with all federal, state, and local laws governing the State Association, and to understand and adhere to all governing documents of the State Association, including but not limited to the Articles of Incorporation, Bylaws, Policies, and Strategic Plan.
- To read, understand, and comply with the expectations set out in any applications or Agreements to Serve related to my Volunteer Leadership role(s), as well as any policies or procedures that may be provided to me as part of my service. To abide by the State Association’s Ownership Disclosure and Conflict of Interest Policies.
- To respect and maintain confidentiality by not disclosing any confidential, sensitive, or non-public information made known to me as a result of my Volunteer Leadership role(s) with the State Association, except to the extent that such disclosure is required by law or authorized by the Board of Directors of the State Association.
- To abide by the State Association’s Anti-Trust Avoidance and Anti-Harassment Policies, and refuse to engage in unlawful discrimination, in all of my actions, both as a Director and as a REALTOR®.
- To serve all State Association members fairly and impartially and to strive for excellence in all aspects of my volunteer leadership duties and activities.



## Ownership Disclosure and Conflict of Interest Policies

### Ownership Disclosure Policy

1. When the National Association of REALTORS® (“NAR”) and/or Missouri REALTORS® (“State Association”) has an ownership interest in an entity and a member has an ownership interest in that same entity, such member must disclose the existence of their ownership interest prior to speaking to a decision-making body on any matter involving that entity.

For the purposes of this Policy, ownership interest is defined as the cumulative holdings of the member, the member’s spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

2. If a member has personal knowledge that NAR and/or the State Association is considering doing business with an entity in which a member has any financial interest, or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about the entity.

For the purposes of this Policy, financial interest means any interest involving money, investments, credit or contractual rights.

3. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by NAR and/or the State Association, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about an issue involving those competing products and services.

After making the necessary disclosure a member may participate in the discussion and vote on the matter unless the decision-making body determines that the member has a conflict of interest, as defined below.

### Conflict of Interest Policy

A member of any of the State Association’s decision-making bodies will be considered to have a conflict of interest related to ownership whenever that member:

1. Is a principal, partner, or corporate officer of a business providing products or services to NAR and/or the State Association, or in a business being considered as a provider of products or services (“Business”); or
2. Holds a seat on the board of directors of the Business unless the member’s only relationship to the Business is service on such board of directors as NAR and/or the State Association’s representative; or,
3. Holds an ownership interest of more than one (1) percent of the Business.

Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the Business or any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.