



**Policy Manual  
of the  
Kansas Auctioneers Association, Inc.**

**Revised January 2021**

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## **1. ADMINISTRATIVE**

### **1.1. General Policies**

#### **1.1.1. Policies**

The policies and Policy Manual of the Kansas Auctioneers Association (KAA) will be adhered to and only official action of the board of directors can change the policies.

#### **1.1.2. Policy revisions**

Revisions to any policy statement of the KAA will become effective following the meeting of the board of directors at which the revisions are approved.

#### **1.1.3. Discrimination**

It is the position of the KAA that no discrimination shall be exhibited to any individual due to sex, race, religion, familial status or national origin.

### **1.2. Mailing Lists**

#### **1.2.1. Member mailing lists**

A list of members is available on the website or from the executive director. The KAA does not recommend one auctioneer's service over another.

#### **1.2.2. Requests for names**

When the public contacts the KAA requesting names of members in their areas, staff shall direct inquiries to the member directory on the website.

### **1.3. Procedures**

#### **1.3.1. Correspondence**

All correspondence pertaining to the association's business will be directed to the executive director.

## **2. AWARDS**

### **2.1. Hall of Fame**

#### **2.1.1. Number of recipients**

It is strongly recommended that only one Hall of Fame recipient be chosen each year. The Hall of Fame Committee may, due to unusual circumstances, select a maximum of two recipients in a given year.

### **2.2. Other Awards**

#### **2.2.1. Early registration bonus for winter convention**

An award for a designated amount will be given to one auctioneer for early registration as determined by a random drawing of eligible registrants.

#### **2.2.2. Award of Distinction**

The Award of Distinction may be presented to a member of the Kansas Auctioneers Association or the Kansas Auctioneers Association Auxiliary in recognition and appreciation of his or her dedication and service to the Kansas Auctioneers Association. Nomination and selection of recipient(s) shall be made by the KAA board of directors. It is our intent that this award is given only to KAA or KAAA members, and after due consideration and deliberation of the nominee's lifetime contributions to the Kansas Auctioneers Association.

#### **2.2.3. Award of Support**

The Award of Support may be presented to a non-member or affiliate member group or individual for continuous support of the auction industry and to the Kansas Auctioneers Association. Nomination of recipient(s) shall be made from either the general membership or the board of directors. The final selection and approval of nominees shall be made by the board of directors.

#### **2.2.4. New Auctioneer Scholarship**

The scholarship recipient will receive a check in the amount of \$175, which will be awarded at the Awards Banquet at the winter convention. The recipient's first-year membership dues will be refunded. In order to be eligible, the recipient must have attended auction school or an NAA-sanctioned class for advancement in the auction industry or plan to attend either within the next year. Recipient must submit a copy of the certificate of graduation or copy of enrollment.

### **3. BOARD OF DIRECTORS**

#### **3.1. General Policies**

##### **3.1.1. Director duties and responsibilities**

- 3.1.1.1. All persons declaring for office shall be made aware, prior to the general elections, of the duties and responsibilities required of directors and executive officers during their terms in office.
- 3.1.1.2. Those declaring for executive office shall be made aware of the requirement to submit a president's one-year plan per section 3.1.2 of this Policy Manual.
- 3.1.1.3. Board members are expected to physically attend all board of directors meetings unless serious extenuating circumstances exist. Absence from four (4) regularly scheduled meetings of the board of directors, during term of office, by an elected officer or director without an excuse deemed valid by the board of directors shall be construed as resignation from the office or directorship, and that office or directorship will be declared vacant by the board of directors.
- 3.1.1.4. Each director will be assigned, at the discretion of the president, to chair one or more committees as listed in [section 3.3](#).
- 3.1.1.5. Each director will develop and submit a well-defined agenda, which aligns with this Policy Manual, for the coming year that details his or her goals and objectives for the year along with the required tasks and calendar milestones to achieve them and ensure completion.
- 3.1.1.6. Directors are expected to attend the annual winter convention and be available for support, as may be required, from Thursday evening prior to convention until Sunday afternoon dismissal.

##### **3.1.2. President's plan**

Prior to installation as president, the president elect shall submit a written plan, taking into consideration the five-year plan, detailing goals and objectives for his or her year as president to the board of directors at the board meeting immediately prior to the winter convention.

##### **3.1.3. Executive duties and responsibilities**

###### **3.1.3.1. President**

- 3.1.3.1.1. The president shall preside at all meetings of the Kansas Auctioneers Association Inc. and all meetings of the KAA board of directors.
- 3.1.3.1.2. If the president is unable to fulfill this duty, the president elect will be charged with this duty.
- 3.1.3.1.3. The president shall write personal letters to all new members.
- 3.1.3.1.4. The incoming president is encouraged to have committee chair assignments for the coming year selected, as much as possible, for the current directors prior to the annual winter convention in order to enable committees to begin work as soon as possible following convention.
- 3.1.3.1.5. In the event that the executive director position is vacated with minimal or no prior notification, the president shall have the authority to immediately appoint, subject to approval by the Executive Committee, an interim executive director for a period not to exceed ninety (90) days during the formal search, selection and hiring of a new executive director.

###### **3.1.3.2. Executive director**

The executive director shall be a non-voting member of the Executive Committee and the board of directors. The duties and responsibilities of the executive director are as follows.

- 3.1.3.2.1. Maintain and have charge of the state headquarters office for the Kansas Auctioneers Association, Inc.
- 3.1.3.2.2. Attend all meetings and record all voted motions and minutes of all proceedings and register the names of the members in attendance.
- 3.1.3.2.3. Issue all required notices.

- 3.1.3.2.4. Compile information on members' specialties and enter them into the computerized members' records.
- 3.1.3.2.5. Receive and process all applications for membership.
- 3.1.3.2.6. Answer all communications except those requiring the attention of the various officers.
- 3.1.3.2.7. Serve as editor and publisher of *The Sunflower* newsletter per [section 7.1.3 of this document](#).
- 3.1.3.2.8. Comply with request from the board of directors for information concerning expenditures made by the executive director in the performance of his or her duties.
- 3.1.3.2.9. Provide financial statements, as requested, to members of the Executive Committee.
- 3.1.3.2.10. Maintain compliance for bonding.
- 3.1.3.2.11. Maintain IRS compliance and reporting.
- 3.1.3.2.12. Maintain compliance with required corporation reports including annual audits.
- 3.1.3.2.13. Monitor rates being paid to the KAA for checking and savings accounts.
- 3.1.3.2.14. Make and provide signs as needed for registration or any other function of the KAA.
- 3.1.3.2.15. Conduct annual membership information verification and send membership renewal invoices as outlined in [section 6.3](#), as well as provide a list of members receiving a past due notice to the chairperson of the Membership Committee.
- 3.1.3.2.16. Inventory promotional items prior to the mid-summer meeting of the board of directors.
- 3.1.3.2.17. Notify the KAA Auxiliary that a report is to be submitted, in person if possible, to the KAA executive director for submission to the KAA board of directors.
- 3.1.3.2.18. Provide the agenda and related items, including the financial report, to members of the board of directors at least five(5) days in advance of the meetings.
- 3.1.3.2.19. Register all convention attendees and make necessary arrangements with the convention site for meals and meeting accommodations.
- 3.1.3.2.20. Coordinate the requirements for the Kansas Auctioneer Championship with the Kansas State Fair.
- 3.1.3.2.21. Make frequent updates to the KAA website to ensure that all content is kept current and accurate.
- 3.1.3.2.22. Send any and all mass emails to the membership. Any request from another member or third party to send an email to the membership shall only be fulfilled by the executive director after approval by another member of the Executive Committee.
- 3.1.3.2.23. Maintain compliance for bonding.
- 3.1.3.2.24. Perform such other duties as the president may direct.

#### **3.1.3.3. Historian**

The historian of the KAA shall have the following responsibilities.

- 3.1.3.3.1. Maintain a file, in writing, of general information and historical activities of the association and its members.
- 3.1.3.3.2. Take pictures at all KAA meetings and events. In the event that the historian is unable to attend, the historian shall find someone to handle this responsibility in his or her stead.

#### **3.1.4. Method of operation**

The Kansas Auctioneers Association board of directors shall conduct business following the committee method and using Robert's Rules of Order as a guide.

#### **3.1.5. Disclosure of employee salaries**

Members of the board of directors have the right to be informed as to the salaries of individual KAA employees, and these salaries may be discussed in executive session of the board of

directors or its committees. The salaries of individual employees below the level of executive director will not be publicly disseminated.

### **3.2. Board Meetings**

#### **3.2.1. Meetings**

Meetings of the board of directors shall be held at the discretion of the president. However, the intent is that the board of directors meets at least four (4) times throughout the year. These meetings are to be conducted in person and face-to-face in a designated geographic, physical location. Directors absent from the meeting who are deemed excused by the board shall be allowed to call in to participate and vote.

#### **3.2.2. Special meetings**

Special meetings of the board of directors may be called, as association business may dictate, by the president. Such meetings may be conducted in person, by teleconference, by Skype, or any electronic media which allows open verbal communication between the directors.

#### **3.2.3. Board retreat**

The board of directors shall hold a retreat shortly after the winter convention. This retreat is a planning and orientation session and not a regular meeting. The KAA will provide lunch for directors and officers in attendance.

### **3.3. Standing Committees**

All committees shall be chaired by a member of the board of directors unless determined otherwise by the Executive Committee. All committee chairpersons shall review the current five-year plan and determine their committees' goals and objectives to be in compliance with said plan.

#### **3.3.1. Executive Committee**

The Executive Committee shall consist of the president, president elect, the vice president and the executive director (non-voting member). The Executive Committee shall have the following duties and responsibilities.

- 3.3.1.1. Act on behalf of the board of directors in day-to-day management affairs and matters other than policy changes, Constitution and Bylaws amendments, and articles of incorporation revisions.
- 3.3.1.2. Serve as the Grievance Committee (see 3.3.12 Grievance Committee)

#### **3.3.2. Budget Committee**

The Budget Committee shall have the following duties and responsibilities.

- 3.3.2.1. Obtain and review financial statements from the executive director each month after accounts are reconciled with the bank statements.
- 3.3.2.2. Plan the budget at the end of the year with the assistance of the president elect and the executive director.
- 3.3.2.3. Present the budget to the board of directors for approval at the board meeting immediately prior to winter convention. After approval, the budget shall be presented to the general membership at the annual meeting.
- 3.3.2.4. Assist the executive director in completing the following tasks.
  - 3.3.2.4.1. Maintain IRS compliance and reporting.
  - 3.3.2.4.2. Maintain compliance with required corporation reports including annual committee review.
  - 3.3.2.4.3. Monitor rates being paid to the KAA on all interest-bearing accounts.

#### **3.3.3. Fun Auction Committee**

The Fun Auction Committee shall have the following duties and responsibilities.

- 3.3.3.1. Conduct a fun auction which may consist of live and silent bidding and be held on either Friday or Saturday evening of the annual winter convention; the proceeds of which will be donated to the KAA unless an individual seller designates that the proceeds from his or her item(s) is to be donated to the KAA Auxiliary Scholarship Fund or St. Jude Children's Research Hospital.
  - 3.3.3.1.1. As part of the fun auction, this committee will conduct a special event (i.e. rookie contest) for first-time attendee auctioneers who have been out of auction school and/or in the auction business for three (3) years or fewer.

- 3.3.3.1.1.1. The committee shall be responsible for arranging the judges, merchandise and awards for the rookie contest.
- 3.3.3.1.2. The committee will also obtain merchandise from St. Jude Children's Research Hospital to sell during the fun auction; the proceeds from which will be donated back to St. Jude.
- 3.3.3.1.3. All approved expenses per budget will be paid by the KAA.
- 3.3.3.2. Work with the chairperson of the Promotions Committee to provide advertisement, in a timely manner, prior to the auction being held.
- 3.3.3.3. Collect and display all items to be auctioned.
- 3.3.3.4. Conduct the auction in a professional manner and in a way that best benefits the association.
- 3.3.3.5. Arrange for all support personnel and supplies needed to conduct the auction including the clerk, cashier, startup cash box (cash to be provided by the KAA treasurer) and sound system.
- 3.3.3.6. Any solicitations to outside parties for donations of sponsorships or services need to be made in coordination with the Exhibitor and Sponsor Committee.

### **3.3.4. Kansas Auctioneer Championship Committee**

The Kansas Auctioneer Championship Committee shall have the following duties and responsibilities.

- 3.3.4.1. Conduct a Kansas Auctioneer Championship preliminary-qualifying event at the annual winter convention.
  - 3.3.4.1.1. The preliminary competition shall consist of a bid-calling session with a set number, to be determined by the Kansas Auctioneer Championship Committee, of contestants progressing on to the final event at the Kansas State Fair.
  - 3.3.4.1.2. The contestants moving to the final event will be determined by their scores and placings in the preliminary competition.
- 3.3.4.2. Conduct a Kansas Auctioneer Championship final to be held annually at the Kansas State Fair on the date determined by the committee of the Kansas State Fair.
  - 3.3.4.2.1. This contest shall consist of an interview session and a bid-calling session with points of the contestant's score allocated to each portion as determined by this committee.
  - 3.3.4.2.2. The contest winner, who shall be known as the Kansas Auctioneer Champion, shall be provided at KAA expense a plaque declaring that individual the champion for that respective year continuing until the contest the following year.
  - 3.3.4.2.3. The State Fair Association will provide, at their expense, a belt buckle for the winner, plaques for the first four runners-up contestants and an entertainment fee to be paid to the KAA for conducting the competition.
  - 3.3.4.2.4. The winner shall serve upon this committee as a condition of his or her entry into the contest; also, the winner shall return to assist with the contest the following year.
  - 3.3.4.2.5. The winner and first runner-up will be invited, on the final Saturday of the state fair, to sell the annual chainsaw carving auction at the state fair. If either or both individuals are unable to attend, then a sufficient number of runners-up shall be invited to ensure that two auctioneers are present for this auction.
- 3.3.4.3. Coordinate the Kansas Auctioneer Championship finals with the KAA executive director and officials of the Kansas State Fair Association.
- 3.3.4.4. Promote the Auctioneer Championship among auctioneers to encourage entry and participation in the preliminary event at winter convention and work with the promotion committee to advertise both Auctioneer Championship events to the general public.

3.3.4.5. Arrange and provide for judges.

3.3.4.5.1. Entry fees for the contest and compensation for the judges shall be determined by the board of directors.

3.3.4.5.2. The names of judges shall be kept confidential. Only the president, the executive director, and members of the Kansas Auctioneer Championship Committee shall be aware of the names of the judges.

3.3.4.6. Determine merchandise providers and make all necessary arrangements to ensure that sufficient merchandise has been secured for the competition.

3.3.4.6.1. This committee shall have the discretion, concerning the merchandise for the competition, to have the contestants provide part or all of their respective auction items or to arrange for and provide, at KAA expense, part or all of the merchandise required for the contest.

3.3.4.6.2. If, in any given year, the contestants are required to provide part or all of their contest items, then the committee is encouraged to place reasonable limits on the value of the merchandise to maintain equity among the contestants.

3.3.4.7. Arrange for all supplies needed for the contests.

3.3.4.8. Check in contestants and determine, by a random drawing of numbers, the competition order of the contestants.

3.3.4.9. Arrange for stage assistants, bid assistants, clerks, cashiers and cash box (provided by the KAA executive director).

3.3.4.10. Coordinate publicity and advertisement of the contests with the Promotion Committee.

3.3.4.11. Determine and coordinate the disbursement of receipts from the contests.

### **3.3.5. Reception Committee**

The Reception Committee shall have the following duties and responsibilities.

3.3.5.1. Greet people at the winter and mid-year conventions as they arrive, assist the executive director in registering the attendees, hand out packets provided by the chambers of commerce or similar groups to KAA members registering and provide the attendees with information concerning meetings and scheduled events.

3.3.5.2. Act as Sergeant-at-Arms for seminars and meetings of the KAA including assisting the Education Committee chairperson with monitoring attendance of all real-estate continuing education.

3.3.5.3. Collect tickets at the door of KAA functions and provide a total count to the executive director.

3.3.5.4. Coordinate and conduct the first time attendee orientation with the Hall of Fame members and past presidents of the KAA.

3.3.5.5. Assist the executive director with with load-in, load-out and setup at convention.

### **3.3.6. Exhibitor and Sponsor Committee**

The Exhibitor and Sponsor Committee shall have the following duties and responsibilities.

3.3.6.1. Identify and contact suppliers and individual businesses which supply products or services used by auctioneers and provide them with information soliciting their participation as exhibitors at the winter convention or as sponsors on an annual or individual event basis.

3.3.6.2. Arrange for display areas, tables, electricity and Internet connection needs of exhibitors with the staff at the convention site prior to the convention.

3.3.6.3. Assist the Fun Auction Committee in soliciting donations of merchandise or services from participating exhibitors for the fun auction.

3.3.6.4. Work with other committees to manage sponsorships for their respective events.

3.3.6.5. Maintain all forms and information pertaining to exhibitors and sponsorships.

3.3.6.6. Keep a list of past, current and potential suppliers and individual businesses which supply products or services used by auctioneers in order to solicit their involvement with and support of the association.



- 3.3.6.7. Utilize vendor list annually each fall for disseminating exhibitor and sponsorship information to relevant committees for use in soliciting participation for the upcoming year.

#### **3.3.7. Education Committee**

The Education Committee, in coordination with the president, will be given the latitude to determine the subject matter of seminars, taking into consideration the wishes of the board of directors for diversification of subject matter. The scheduling of seminars and other programs will be at the discretion of the president. The Education Committee shall have the following duties and responsibilities.

- 3.3.7.1. Arrange for approved and accredited seminars for real estate licensees at the winter convention.
- 3.3.7.2. Research, develop and plan educational opportunities. This research and development shall be coordinated with the board of directors or the Executive Committee.
- 3.3.7.3. Work with the Governance Committee concerning changes in law that will require education of the general membership.
- 3.3.7.4. Recommend fees for the real estate and other seminars to the board of directors.
- 3.3.7.5. Provide instructor critique and evaluation sheets for all seminars conducted.
- 3.3.7.6. Review instructor critique and evaluation sheets to determine instructor effectiveness and to recommend changes in future seminars.
- 3.3.7.7. Inform all instructors to refrain from using off-color humor or jokes.
- 3.3.7.8. Monitor and preview all tapes and handouts of educational seminars for language or statements that are in conflict with KAA policy and request such language or statements be edited before distribution.

#### **3.3.8. Long Range Planning Committee**

The Long Range Planning Committee shall have the following duties and responsibilities.

- 3.3.8.1. Present a long range plan to the board of directors for its approval.
- 3.3.8.2. Make recommendations to the board of directors for updating the current long range plan.
- 3.3.8.3. Originate long-range ideas.
- 3.3.8.4. Coordinate the KAA Auxiliary involvement with projects and scholarship planning.
- 3.3.8.5. Meet with the Executive Committee during or prior to the spring board meeting to coordinate and discuss recommended changes to the current long range plan.

#### **3.3.9. Membership Committee**

The Membership Committee shall have the following duties and responsibilities.

- 3.3.9.1. Work to increase membership in the KAA.
- 3.3.9.2. Contact KAA members in different areas of the state and seek their assistance in contacting non-members in an effort to get the non-members to join the association. It shall be the committee's discretion to determine the best method to use in contacting members and non-members.
- 3.3.9.3. Make personal contact with members receiving past due membership dues renewal invoices to ascertain the reason why they may not be renewing and encourage them to remain members of the association.
- 3.3.9.4. Check local auction ads and flyers to identify new auctioneers and non-member auctioneers.
- 3.3.9.5. Establish and maintain correspondence with auction schools in hopes of identifying new graduates that possibly could become members of the KAA.
- 3.3.9.6. Develop and initiate a program to identify and recruit auctioneers who are currently not members.
- 3.3.9.7. Coordinate with the executive director to ensure that a letter is sent to prospective members inviting them to join the KAA.
- 3.3.9.8. A list of expired memberships will be provided to the Membership Committee so that they may check the websites of expired members for unauthorized logo and KAA references to ensure they are no longer using them to promote their businesses.

- 3.3.9.9. The Membership Committee will contact members annually to conduct an outreach program for ideas and feedback.

#### **3.3.10. Election Committee**

The outgoing president shall serve as the chairperson of this committee. The Election Committee shall have the following duties and responsibilities.

- 3.3.10.1. Review all applicants or candidates to ensure eligibility to serve as a member of the board of directors or as an officer of the association. Candidates are to submit, in writing to the executive director by December 1, their intent to run for offices of director, vice president or president elect. Should the minimum number of candidate nominations not be received, as set forth by the Constitution and Bylaws (Article V, Sect. 4) of the KAA, this committee shall be tasked with contacting and encouraging individuals from within the general membership to submit and run for office. In the event that sufficient candidates are not received for a particular office position, the Dec. 1 deadline will be waived and any further candidate applications will be allowed for that office position only.
- 3.3.10.2. Inform all persons declaring for office of the duties and responsibilities required during their terms in their respective offices; this duty will include informing those declaring for executive office of the requirement that he or she submits a president's one-year plan, per section [3.1.2](#) of this manual, prior to his or her installation as president.
- 3.3.10.3. Conduct the general election of the board of directors and officers, in accordance with the Constitution and Bylaws (article V, section 4) of the KAA, and in the manner prescribed below. The Election Committee is granted discretion, by the board of directors, in conducting the election process with the following recommendations.
  - 3.3.10.3.1. It is recommended by the board of directors that the general election of directors, vice president and president elect be conducted on the Saturday morning of the annual winter convention.
  - 3.3.10.3.2. It is also recommended that candidates be given the following time limits for campaign speeches: (2) minutes each for director candidates and (3) minutes each for vice president and president elect candidates.
  - 3.3.10.3.3. Ballots shall be issued, by the Election Committee, beginning on Saturday morning of the annual winter convention. Auctioneers wishing to vote on Friday may sign for and obtain a ballot from the executive director and return it to the executive director by 5 p.m. Friday of convention.
  - 3.3.10.3.4. The ballot box for the general election shall be made available for casting of ballots beginning on the same Saturday morning of the annual winter convention.
  - 3.3.10.3.5. The elections shall remain open until the Election Committee chairperson calls for the conclusion of all balloting, the closing of the elections and the collection of the ballot boxes. It is recommended that the Election Committee chairperson call for a closing of the elections to be within thirty minutes after the conclusion of the candidate speeches.
  - 3.3.10.3.6. The Election Committee will collect the ballot boxes, count the ballots, tabulate the election results and report the election results to the Executive Committee for posting to the general membership after all candidates have been notified of the results by an Executive Committee representative.
- 3.3.10.4. Assist the board of directors in filling a vacant vice presidential office per the KAA's plan of succession as outlined in the Constitution and Bylaws article V, section 4, paragraph C, subsection i-iii.

#### **3.3.11. Grievance Committee**

The Grievance Committee shall have the following duties and responsibilities.

- 3.3.11.1. Receive all grievances filed against a member of the Kansas Auctioneers Association concerning the conduct of that person or his or her business.
- 3.3.11.2. Investigate any and all grievances submitted in writing unless mediation, pending legal

action or arbitration is in process.

- 3.3.11.3. Document all communication concerning a grievance. This documentation shall be passed on to the next chairperson of the Grievance Committee. A copy of all documentation concerning a grievance shall also be sent by this committee to the executive director.
- 3.3.11.4. Report to the board of directors as to the grievance and the decision reached by the committee.
- 3.3.11.5. Inform the person who submitted the grievance of the committee's findings and the board of directors' decision or action.

#### **3.3.12. Promotion Committee**

The Promotion Committee shall have the following duties and responsibilities.

- 3.3.12.1. Research and develop strategies and ideas to promote the KAA and events conducted by the KAA.
- 3.3.12.2. Issue a press release of all officer and director elections to respective local news media in coordination with the executive director.
- 3.3.12.3. Provide to the public information on KAA activities that will promote and recognize the accomplishments of the association and individual members.
- 3.3.12.4. Provide publicity for KAA conventions in cooperation with the Executive Committee, Convention Committee and Fun Auction Committee.
- 3.3.12.5. Coordinate the flow of information between *The Sunflower* editor, executive director and the president.
- 3.3.12.6. Oversee the KAA's participation in the Legislative Shrimp Boil and Auction.

#### **3.3.13. Scholarship Committee**

The Scholarship Committee shall consist of two (2) members of the KAA and three (3) members of the KAA Auxiliary. A member of the board of directors shall also be assigned to this committee by the president to serve as liaison between the Scholarship Committee and the board.

#### **3.3.14. Hall of Fame Committee**

The Hall of Fame Committee shall comprise all past inductees into the Hall of Fame and a member of the board of directors whose sole function shall be as a liaison between the Hall of Fame Committee and the board. Appointment to the Hall of Fame Committee shall be at the discretion of the president. This committee has the following duties and responsibilities.

- 3.3.14.1. Select a member auctioneer, from a pool of nominated candidates, for entry into the KAA Hall of Fame based upon the following criteria.
  - 3.3.14.1.1. Any member auctioneer of the KAA who has shown exemplary, positive, ethical and professional long-term commitment to the association shall be eligible to be a candidate for the KAA Hall of Fame.
  - 3.3.14.1.2. Those auctioneers to be considered for induction shall be nominated from the KAA membership at large and nominations may be made to the chairman of the Hall of Fame Committee at any time throughout the calendar year.
  - 3.3.14.1.3. The board of directors recommends only one recipient be inducted each year. Should the committee desire to induct more than one member, the board mandates that no more than two recipients may be inducted in any year.
  - 3.3.14.1.4. All nominees not selected will be considered for three (3) years and then must be re-nominated for further consideration.
  - 3.3.14.1.5. The committee shall establish a list of requirements for induction into the KAA Hall of Fame.
  - 3.3.14.1.6. Candidates may also be nominated and inducted, posthumously, into the KAA Hall of Fame if they meet the eligibility requirements as set forth by this committee.

### **3.3.15. Governance Committee**

This committee, in coordination with the legislative monitor, is to monitor action of the Kansas legislature concerning matters pertaining to the Kansas Auctioneers Association and its members. No member of the Governance Committee will lobby, on the behalf of the KAA, any government agency with which he or she is presently negotiating a contract. The Governance Committee has the following duties and responsibilities.

- 3.3.15.1. Provide a report to the board of directors and the general membership on any changes or actions that need to be made or taken.
- 3.3.15.2. Review the Constitution and Bylaws of the Kansas Auctioneers Association annually for any required changes or updates.
- 3.3.15.3. Review the Policy Manual annually and submit recommended changes to the board of directors for approval.
- 3.3.15.4. Submit changes for approval and adoption per procedures set forth in the Constitution and Bylaws.
- 3.3.15.5. Submit all approved and adopted changes to the executive director for reprinting of the Constitution and Bylaws.

### **3.3.16. Technology Committee**

The Technology Committee shall have the following duties and responsibilities.

- 3.3.16.1. Maintain the Kansas Auctioneers Association website throughout each year to ensure that any and all updates or changes which should be made in order to keep the website current and updated to promote and professionally advertise the KAA are made. This task includes, but is not limited to, changes to the web host, software, design, etc. Any changes to the website, other than normal content upload or updates, shall require board approval.
- 3.3.16.2. Assist the Convention Committee and the executive director at KAA events in setting up equipment such as computers, projectors, screens, sound systems, etc. for seminars, banquets, award presentations or any function requiring audio or visual equipment.

### **3.3.17. Convention Committee**

The Convention Committee shall have the following duties and responsibilities.

- 3.3.17.1. Coordinate, in concert with other relevant committees, the logistics and the execution of the annual winter convention as outlined in [section 4](#) of this manual.

## **3.4. Special Committees**

### **3.4.1. Executive Director Search Committee**

This shall be a special committee convened, with a chairperson and committee members appointed, by the president and with the approval of the Executive Committee when a vacancy exists in the executive director office of the KAA.

- 3.4.1.1. This committee shall be made up of at least one (1) KAA executive officer, one (1) current KAA director, one (1) past KAA president, with the remaining committee members coming from the membership at large and with the requirement that those individuals will have served at minimum one (1) term upon the KAA board of directors.
- 3.4.1.2. The specific number of members on this committee shall be at the discretion of the KAA president; however, at all times those representatives selected from the general membership shall hold a majority of the seats on this committee.
- 3.4.1.3. In the event that the executive director position is vacated with minimal or no prior notification, the president shall have the authority to immediately appoint, subject to approval by the executive committee, an interim executive director for a period not to exceed ninety (90) days during the formal search, selection and hiring of a new executive director.
- 3.4.1.4. It is recommended that the chairperson and committee member appointments continue until their assignments have been completed with the hiring of an executive director.

3.4.1.5. The Executive Director Search Committee shall have the following duties and responsibilities.

- 3.4.1.5.1. Analyze the current duties and responsibilities of the executive director position (see [section 3.1.3.2](#)) and determine if any changes or updates are required.
- 3.4.1.5.2. Initiate the search for and selection of qualified candidates for the position of executive director upon the resignation or termination of the individual holding said position or upon the abandonment of office by said individual, which shall in effect constitute resignation by action.
- 3.4.1.5.3. Follow association guidelines, set forth and approved by the board of directors, and any other state or federal regulations which may apply in soliciting, interviewing and selecting candidates for the position of executive director of the KAA.
- 3.4.1.5.4. Present the resumes of the most qualified candidate(s), along with any recommendations, to the board of directors for selection of and hiring of an individual to fill the vacant position.

### **3.5. Minutes**

#### **3.5.1. Approval of minutes**

Minutes are to be submitted for approval by the board at the next board of directors' meeting.

#### **3.5.2. Confidential status**

The minutes are to remain confidential until approved by the board of directors.

### **3.6. Reports and Preparation Packets**

#### **3.6.1. Reports from affiliated organizations**

At meetings of the KAA board of directors, representatives of the KAA Auxiliary are requested to submit a report on the current activities and progress of the KAA Auxiliary.

## **4. CONVENTION**

### **4.1. Annual Meeting**

- 4.1.1. There will be an annual business meeting, preferably at the time of the annual KAA winter convention. The executive director shall record all proceedings at the annual meeting and all other meetings of the general membership.
- 4.1.2. For the annual business meeting, the president shall appoint a parliamentarian that will direct the president, the board of directors, and the general membership in questions or issues of protocol according to Roberts Rules of Order.

### **4.2. Alcohol**

- 4.2.1. No alcoholic bars are allowed in the same room as KAA business meetings or education seminars. The KAA shall at no time provide alcohol or cereal malt beverages at KAA's expense.

### **4.3. Invocations**

- 4.3.1. The KAA at all meetings and events shall allow its members to pray in any manner that they desire. Further, the KAA recognizes the rights of its members not to pray if they desire. At state meetings, most faiths are likely to be represented. Any member of this association may request to lead a prayer at any meeting.

### **4.4. Exhibitors**

- 4.4.1. Exhibitors are suppliers and individual businesses which supply products or services used by auctioneers. Exhibitors are provided with a table or booth space at the association's winter convention.
- 4.4.2. Exhibitors shall indicate whether their table or booth space will have company representatives present or if they will just send materials to be distributed on their behalf.
- 4.4.3. Exhibitors are allowed two company representatives to whom the association shall provide convention name badges.

- 4.4.4. Exhibitors, at their discretion, may pay for full convention registrations at the same rate as members in order to gain the access to sessions and meals as outlined by a full convention registration. Alternately, they may pay for access to any one or more meals during the winter convention.
- 4.4.5. Exhibitors shall be provided with the association's room rate at the winter convention location subject to the same deadlines as membership registration.

#### **4.5. Hotel Suites**

- 4.5.1. The president, president elect and the executive director shall be provided hotel suites or rooms at each convention by the KAA.

#### **4.6. Entertainment**

- 4.6.1. It shall be the responsibility of the executive director to inform the convention chairperson or chairperson of any entertainment committees that only family type entertainment shall be presented and that any off-color entertainment, expressed or implied, is not acceptable.
- 4.6.2. The KAA will provide expenses for the president's reception subject to budget constraints.

#### **4.7. First Time Attendees**

- 4.7.1. An individual's first attendance at a KAA convention will be indicated with a ribbon on his or her name badge.
- 4.7.2. First-time attendees will be informed and encouraged to attend the first time attendees' orientation at KAA conventions.

#### **4.8. Fun Auction**

- 4.8.1. The fun auction shall be the responsibility of the Fun Auction Committee. (see [Standing Committees](#))
- 4.8.2. An auction summary will be provided as soon as possible after the fun auction. The chairman of the Fun Auction Committee and the executive director, or representatives, are responsible for attempting to collect any outstanding balances as soon as possible.
- 4.8.3. The Fun Auction Committee shall not accept any consigned items for the fun auction. All items sold at the fun auction will be sold without reserve.

#### **4.9. Convention Programs**

- 4.9.1. KAA and KAA Auxiliary events will be listed in the main section of the convention program. All events not approved or sponsored by the KAA being held at the convention will be listed in a separate section of the program.

#### **4.10. Convention Registrations**

- 4.10.1. Registration fees shall be at the discretion of the board of directors after taking into consideration the convention costs. Rates will be determined for adults, guests and persons of the age of twelve (12) and under.
- 4.10.2. At all KAA conventions and seminars, association officers are to be recognized with name and title included on their badges. All convention registrants shall be recognized with their names, auctioneer designations and addresses included on their badges.
- 4.10.3. Members may cancel without penalty if written cancellation requests are received up to and including 10 days prior to the Friday of convention. Due to financial obligations incurred by the KAA, a refund less 50% of the registration fee will be issued for written requests received between 10 and 5 days prior to the start of the convention. No refunds will be issued on cancellation requests received fewer than 5 days prior to the start of the event. Refunds due will be issued within 30 days of cancellation.
- 4.10.4. Registrations will not be processed without payment. Notification of intent to register in order to gain a reduced fee without included payment shall not be allowed.

#### **4.11. Workshops**

- 4.11.1. Non-member seminar and KAA convention workshop instructors shall be reimbursed, but on an individual basis with consideration of budgetary constraints. It shall be the duty and responsibility of the board of directors to determine and approve reimbursement amounts.
- 4.11.2. The continuing education sign-up sheets shall be the responsibility of the real estate seminar instructor and school, per Kansas Real Estate Commission (KREC) requirements.

## **5. FINANCE**

### **5.1. General Policies**

- 5.1.1. The executive director shall deposit funds in insured financial institutions within the state of Kansas and at a convenient location for the general operation of the KAA.
- 5.1.2. In general, the KAA will not keep more than twenty thousand dollars (\$20,000) in an active checking account. When deposits cause the account to exceed \$20,000 for over 90 days, any funds in excess of limit will be moved to the money market account.
- 5.1.3. Investment of funds shall be placed in a federally insured money market account or a federally insured certificate of deposit determined by the board of directors.
- 5.1.4. The association shall maintain a designated member, approved by the board, as an additional signatory on its accounts.
- 5.1.5. Signing of the KAA tax returns will follow the KAA succession plan, beginning with the immediate past president.
- 5.1.6. No transaction greater than 5% of the balance and not more than four transactions per year can be made from the money market account without board approval.
- 5.1.7. The executive director shall have a credit card in the association's name with a \$5,000 limit with the same policy stipulations as checks written in excess of \$500.
- 5.1.8. The executive director shall have a debit card for the general checking account, limited to a maximum of \$150 per day.
- 5.1.9. Association shall maintain a surety bond on the Executive Director and second signatory of no less than \$100,000.
- 5.1.10. Checks written for an amount greater than \$5,000 requires the signature of the of additional signatory.

### **5.2. Accountability**

- 5.2.1. A financial review shall be conducted annually, coinciding with the filing of the tax returns, by an accountant or accounting firm.
- 5.2.2. The results summary of the review shall be presented to the membership at the general business meeting during the winter convention.
- 5.2.3. The Budget Committee shall review financial statements provided by the executive director each month after accounts are reconciled with the bank statements.

### **5.3. Budget**

- 5.3.1. Any non-budgeted expense over five hundred dollars (\$500.00) shall be presented for approval to the board of directors.
- 5.3.2. The budget for the next fiscal year, after it has been approved by the board of directors, shall be presented to the KAA membership at the annual meeting at the winter convention.

### **5.4. Expense Reimbursement**

- 5.4.1. The association shall reimburse all or a portion of the mobile phone and data service for the executive director, based on the terms in the executive director's employment contract.
- 5.4.2. Any expenses, not included in or above and beyond the approved budget, must be submitted to the board of directors for reimbursement approval.

## **6. MEMBERSHIP**

### **6.1. General Policies**

- 6.1.1. The word *member* is to precede the initials KAA and / or the name *Kansas Auctioneers Association* whenever the member refers to his or her membership in the association when advertising, on letterheads, on business cards, etc.
- 6.1.2. When the KAA is informed that a person or business is using the KAA logo without permission or not using the current logo, a representative, as designated by the Executive Committee, shall obtain documentary proof of the wrongdoing. The KAA representative shall attempt to recruit him or her as a member of the KAA or inform him or her of the requirement to now use the current KAA logo and that failure to use the current KAA logo is just grounds for loss of membership in the association. If a non-member is not interested in KAA membership, the KAA representative shall, on behalf of the Executive Committee, send

a cease and desist action letter to the infringer demanding a written response and an agreement that the infringer will cease using the logo.

- 6.1.3. Professional auction designations, if made known with their annual membership renewals, shall be used after the designees' names in all publications, mailings, name badges, etc.
- 6.1.4. Membership will be presented and discussed on a calendar year with dues being billed on the calendar year.

## **6.2. Types of Membership**

### **6.2.1. General member**

Anyone directly involved in the auction business as an auctioneer may be a general member. General members receive full voting rights and are eligible to serve as a director.

### **6.2.2. Affiliate member**

An affiliate member is any non-auctioneer directly or indirectly involved in the auction business. Affiliate members will have no voting rights and are not eligible to serve as a director. Affiliate member dues are one half the amount of general membership dues.

### **6.2.3. Retired member**

Any auctioneer considering himself or herself retired but conducting a minimal amount of auctions each year is eligible for retired membership. Retired members have voting rights, and their dues are one half the amount of general membership dues.

### **6.2.4. Honorary memberships**

The KAA board of directors may use its discretion in awarding honorary memberships to the benefit of the KAA. Special certificates will be presented to all honorary members.

## **6.3. Dues**

- 6.3.1. Annual dues of general members are determined by the board of directors. Dues for affiliate members, retired members and first-year members are one half the general membership dues. The board of directors may, at its discretion, change membership dues at any time. Upon any revisions to association dues, the changes will be posted in the next issue of *The Sunflower* and will become effective for the next calendar year.
- 6.3.2. Membership dues will be billed on the calendar year. Annual dues billing will be mailed to members November 1, with a due date of December 31. Any unpaid invoices will be resent January 2 and marked past due with payment due upon receipt. Any unpaid invoices on March 1 will receive notification of membership becoming inactive.
- 6.3.3. Dues paid after October 1 shall apply to the balance of the current year and through December 31 of the following year.

## **6.4. Stopped Payments**

- 6.4.1. Any member who stops payment on a check or credit card charge will have his or her membership immediately terminated. If payment is made after termination has occurred, the matter shall go before the board of directors for consideration to reinstate membership. If membership is reinstated, the board may impose additional requirements for future payments from the member.

## **7. PUBLICATIONS**

### **7.1. The Sunflower**

- 7.1.1. The official name of the KAA magazine will be The Sunflower.
- 7.1.2. It will be the duty of the board of directors to contract an individual or entity to edit and publish The Sunflower.
- 7.1.3. The editor of The Sunflower shall have the following duties.
  - 7.1.3.1. Contract with a printing company for the bi-monthly printing of The Sunflower.
  - 7.1.3.2. Research and solicit articles for publication in The Sunflower.
  - 7.1.3.3. Coordinate with the executive director KAA and KAAA event information and registrations for publishing in The Sunflower.
  - 7.1.3.4. Prepare The Sunflower for bulk mail and deliver to the post office.
  - 7.1.3.5. Send The Sunflower, by email, to those members who elect to receive it electronically.



- 7.1.3.6. Solicit advertisement in The Sunflower from business associates such as title companies, sign companies, attorneys, auction publications, equipment vendors, NAA, auction schools and any other businesses associated with the auction industry.
- 7.1.4. Manufacturers of reproductions may purchase advertising in The Sunflower unless complaints are received about their marketing practices. The KAA takes the position that its members should adhere to the Code of Ethics. The Code of Ethics does not allow a member to knowingly sell a reproduction as an original. The KAA staff will respond to any negative publicity by stating that the KAA is opposed to the misrepresentation of reproductions.
- 7.1.5. A disclaimer shall be in The Sunflower magazine stating that advertisers in The Sunflower magazine are not necessarily endorsed by the KAA.
- 7.1.6. The editor of The Sunflower shall determine advertising rates.
- 7.1.7. The editor of The Sunflower shall establish guidelines, approved by the KAA board of directors, for letters to the editor.
- 7.1.8. All articles considered, by the editor, to be a letter to the editor shall be submitted in letter form and signed by the author.
- 7.1.9. A disclaimer shall be included in the letter to the editor to identify the comments, ideas and thoughts as belonging to the writer, and not the KAA board of directors, the KAA staff, etc.
- 7.1.10. A mild directive shall be included in The Sunflower to inform members that it is not intended for redistribution to non-members.
- 7.1.11. The KAA will allow complimentary advertising for the KAA Auxiliary.
- 7.1.12. A copy of the Code of Ethics, Constitution and Bylaws and KAA Membership Directory shall be included the spring issue of The Sunflower.
- 7.1.13. The Sunflower magazine shall be mailed to KAA members at the address on file with the editor.
- 7.1.14. The Sunflower magazine shall be issued bimonthly.

## **8. PUBLIC RELATIONS**

### **8.1. General Policies**

- 8.1.1. Promotional items or programs that are brought to the attention of the executive director shall be referred to the board of directors for consideration.
- 8.1.2. Reporters and other interested parties should be referred by the KAA staff to a KAA board member based on the following criteria.

### **8.2. Lobbyist and Monitor**

- 8.2.1. The KAA board of directors is responsible for determining the need for a lobbyist or monitor.
- 8.2.2. Any person or business hired as a lobbyist or monitor shall work with the Governance Committee.

### **8.3. Logo**

- 8.3.1. Any proposed change to the association's logo shall be presented to the membership at least thirty (30) days before the required vote.

### **8.4. National Auctioneers Month**

- 8.4.1. April shall be observed as National Auctioneers Month. The proclamation by the governor of the state of Kansas declaring April as National Auctioneers Month shall be published in *The Sunflower* magazine.
- 8.4.2. The sole responsibility for national media promotions for the KAA belongs to the Promotions Committee; the committee will coordinate promotional activities with the Executive Committee.

### **8.5. Endorsements and Opinions**

- 8.5.1. The board of directors on an individual basis shall handle any request for the KAA to endorse a specific product or service.
- 8.5.2. The NAA has taken the following position in reference to the term absolute auction. An absolute auction or auction without reserve is an auction where the property is sold to the

highest qualified bidder with no limiting conditions or amount. The seller may not bid personally or through an agent.

- 8.5.3. Furthermore, the board of directors of the Kansas Auctioneers Association agrees with the NAA position paper on absolute auction. The board of directors suggests auctioneers use this definition in an effort to standardize the meaning of the term.

#### **8.6. Continuing Education**

- 8.6.1. The executive director is authorized to contact state licensing officials opposing any plan that fails to allow KAA programs to count towards continuing education credits.

### **9. RELATIONSHIPS WITH OTHER GROUPS AND ORGANIZATIONS**

#### **9.1. General Policies**

- 9.1.1. The Promotions Committee is authorized to contact national trade associations to discuss the trading of space at each other's conventions and has the authority to agree on exhibiting at other groups' seminars on a case-by-case basis with the approval of the KAA board of directors.

#### **9.2. National Auctioneers Association Education Institute (NAAEI)**

- 9.2.1. The Kansas Auctioneers Association will not provide any individual financial support for the NAAEI or any of their designation seminars. However, the KAA reserves the right to co-sponsor an NAAEI program brought to our state with the approval of the board of directors.