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**BYLAWS
OF
KANSAS ASSOCIATION OF REAL ESTATE INSPECTORS, Ltd.**

Adopted the 9th day of December, 2003
Amended the 30th day of September 2017

**ARTICLE I
NAME, LOGO, LOCATION**

SECTION 1. The name of this organization shall be the KANSAS ASSOCIATION OF REAL ESTATE INSPECTORS, Ltd., (hereafter referred to as “Association”). The acronym “KAREI” shall also be considered acceptable usage in referring to the Association.

SECTION 2. The Members of the Association may change the name by a two thirds majority vote of the membership.

SECTION 3. The symbol or logo of the Association may hereafter be modified or changed by a simple majority vote of the membership.

SECTION 4. The Office of the Association shall be located in within the state of Kansas at a location directed by the Board of Directors.

**ARTICLE II
PURPOSES**

SECTION 1. The Association has been organized for the purpose of:

1. ...uniting and engaging those in the real estate inspection profession within the State of Kansas for the purpose of beneficially influencing legislation that could directly or indirectly affect the practice of the profession or its related business interests.
2. ...establishing and promoting minimum standards of competency and conduct for those engaged in the real estate inspection industry, as set forth in these bylaws and the Association’s written Code of Ethics.
3. ...encouraging, promoting, and/or sponsoring educational opportunities for those engaged in the real estate inspection profession with a goal of maintaining high educational and competency standards within the State of Kansas.
4. ...providing an online forum to facilitate and further the interests of real property inspectors, including free public access to a searchable database of KAREI members and to provide basic information and guidance for real estate buyers and sellers regarding the inspection process.

SECTION 2. The Association shall never form or enter into any agreement, understanding, or combination of any other form of collusion designed to fix prices, suppress competition or in any other matter restrain or monopolize trade or commerce, nor shall the Association engage in any other act or acts which might be in contravention of law or good business practices.

ARTICLE III MEMBERSHIP

SECTION 1. Membership classes and Qualifications:

1. **Sustaining Member:** A Sustaining Member is an individual who is engaged primarily in the business of performing independent property condition inspections on a full or part time basis, and is a certified member in good standing of either (ASHI), American Society of Home Inspectors, (InterNACHI), International Association of Certified Home Inspectors, or other nationally recognized certifying member association as approved by the Board.

- a. **Requirements:**

- i. Applicant must complete an application and make full payment of appropriate dues to the Association.
 - ii. Applicant must attest to the accuracy of the application and is subject to expulsion if information is found not to be factual
 - iii. Applicant agrees to follow and abide by the Code of Ethics and Standards of Practice of the certifying Association to which they belong and the Code of Ethics and By-Laws of the Kansas Association of Real Estate Inspectors.

- b. **Privileges:** Sustaining Members in good standing may:

- i. Vote in elections of officers and on motions
 - ii. Chair and participate in committees
 - iii. Hold elected office
 - iv. Advertise membership in the Association and use the Association logo, within the guidelines established by the Board
 - v. Receive reduced attendance fees for educational programs

1. **Member:** A Member is an individual who is engaged primarily in the business of performing independent property condition inspections on a full or part time basis, and is a member in good standing of either (ASHI), American Society of Home Inspectors, (InterNACHI), International Association of Certified Home Inspectors, or other nationally recognized certifying member association as approved by the Board.

- a. **Requirements:**

- i. The Applicant must complete an application. The application will be reviewed and if not accepted, notice will be sent to the applicant explaining the reason for rejection, and when appropriate, steps needed to correct the application.
 - ii. Applicant must attest to the accuracy of the application and is subject to expulsion if information is found not to be factual.
 - iii. Applicant agrees to follow and abide by the Code of Ethics and Standards of Practice of by the certifying Association to which they belong and the Code of Ethics and By Laws of the Kansas Association of Real Estate Inspectors.

- b. **Privileges:** A Member may not hold elected office, or vote for Officers, Board Members or on changes to the By-Laws, but may:

- i. Vote on procedural motions and legislative actions or positions taken by the Association.
 - ii. Participate in committees

- iii. Advertise membership in the Association and use the Association logo, within the guidelines established by the Board
 - iv. Receive reduced attendance fees for educational programs

- 2. **Affiliate Member:** Affiliate Member is any individual or company who is interested in assisting the Association in it's primary goals to promote the real estate inspection industry.
 - a. **Requirements:** The Applicant must submit a completed application along with the appropriate dues amount to the Association Board for review. The Board will review the application and upon acceptance send notice to the applicant stating such acceptance.
 - i. To be accepted the applicant, the applicants' profession or the applicants' business must not present a real or perceived conflict of interest to any of the approved certifying associations Code of Ethics, Standards of Practice, By-Laws, Mission Statement, or goals.
 - ii. The dues shall be established by the Board.
 - b. **Privileges:** The Affiliate Member shall have the following privileges:
 - i. May attend all general membership meetings
 - ii. May attend all educational programs at reduced membership fees
 - iii. May advertise membership in the Association and use the Association logo, within the guidelines established by the Board
 - c. **Restrictions:** The Affiliate Member may:
 - i. Not vote
 - ii. Not hold elective office

- 3. **Retired Member:** Retired Membership may be conferred upon any Member who has been a Member in good standing for a minimum of five years and is no longer active in the inspection industry or related field.
 - a. **Requirements:** To be accepted, the retired applicant's profession or the applicant's business (if engaged in any other business) must not present a real or perceived conflict of interest to the Association, or its By-Laws or Code of Ethics. Members in good standing may transfer membership to a Retired status by simply providing written notice to the Association. New applicants for Retired Member status must complete and submit an application.
 - b. **Privileges:** The Retired Member shall have the following privilege:
 - i. May attend all general membership meetings
 - ii. May attend all educational programs at reduced membership fees
 - iii. Dues are not charged to this member class.
 - c. **Sustaining Retired Member:** A Retired Member may retain the right to hold office and vote on officers and motions by maintaining a Retired Sustaining Member status. This requires payment of dues equal to 1/3rd of the dues amount required for a non-retired Sustaining Member.

SECTION 2. Acceptance or Expulsion:

1. No single Board member or Officer has the sole authority to accept or reject an applicant or expel a member of any class.
2. Any Member of any class, or any non-Member may submit a written complaint regarding a Member for review by the Board. A Board member or designated committee will review such complaint and report to the Board who will then vote whether any action is to be taken.

3. The Board and Officers do not have the authority to fine or compel a Member to take any action, but may at their discretion suspend or expel a member of any class for violating these By-Laws.

ARTICLE IV FINANCES

SECTION 1. Membership Dues:

1. The schedule of membership dues for each membership class shall be set by the Board of Directors and made available to the membership and may be changed at the discretion of the Board when deemed necessary by a majority vote of the Board constituting a quorum.

SECTION 2. Financial Management:

1. **Deposits:** All monies received by the Association for any purpose shall be deposited to the credit of the Association in a recognized financial institution selected by resolution of the Board of Directors.
2. **Segregation of Dues:** The Treasurer shall record separately, the dues collected and the dues owed the Association.
3. **Expenditures:** The Board of Directors shall administer the finances of the Association, but shall not incur any obligation in excess of available cash on hand without authorization by vote of a majority of all Sustaining members in good standing.
4. **Signing Limits:** All drafts over \$1,000.00 must be approved by a majority of the Board. All drafts or expenditures over \$6,000.00 must be signed by not less than two officers.
5. **Annual Review:** The Board shall, on an annual basis, cause the financial accounts to under go a review to determine the accuracy of the reports.

ARTICLE V OFFICERS AND DIRECTORS

SECTION 1. Composition of the Officers:

1. The elected officers shall be composed of the following:
 - a. President
 - b. President-Elect
 - c. Secretary
 - d. Treasurer
2. The Officers will be elected by the voting membership of the Association and will each serve a two-year term or serve until their successors have been duly elected and assume office, or unless removed from office or resign as provided for herein.
 - a. The office of Secretary and Treasurer may be held by the same individual.
3. Any Sustaining Member in good standing shall be eligible for nomination and election to any Association Officer
4. All officers have a three-term limit, except however, the officer shall serve until a successor has been selected by a regular vote of the Membership

SECTION 2. Duties of Officers:

1. **President:** The President shall preside at all membership meetings, and by virtue of his/her office, be Chairman of the Board of Directors. He/She shall prepare and/or review an annual report to be presented at the annual meeting of the Association each year. He/she shall appoint all committees, temporary or permanent. He/she shall see all books, reports and certificates, as required by law, are properly kept on file. He/she shall

be one of the Officers who may sign the checks or drafts of the Association. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

2. **President-Elect:** The President Elect shall succeed automatically to the Presidency. The Board of Directors and President shall delegate his/her duties to him/her. The President-Elect shall perform the duties of President in the event of the President's inability to serve and / or absence.
3. **Secretary:** The Secretary shall keep the minutes and records of the organization in appropriate books. He/she shall be the official custodian of the records of this Association.
4. **Treasurer:** The Treasurer shall have the care and custody of all monies belonging to the Association and shall be solely responsible for such monies or securities of the Association. He/she shall cause to be deposited into a bank, trust, or credit union a sum not exceeding such amount as deemed adequate by the Directors and the balance of the funds of the Association shall be deposited into a growth instrument as may be approved by the Board. He/she must be one of the authorized Officers who will sign checks or drafts of the Association. He/she shall render at stated periods as the Board shall determine, a written account of the finances of the Association and such report shall be physically affixed to minutes of the Board of Directors of such meetings.

SECTION 3. Compensation:

1. The Officers of the Association and the members of the Board of Directors shall serve without compensation except that actual expenses incurred shall be reimbursed as approved by the Board of Directors.

SECTION 4. Board of Directors:

1. The governing body of the Association shall be a Board of Directors comprised of the President, immediate past President, and a minimum of three (3) additional Members, to a maximum of nine (9) Members of which, a majority must be full time inspectors and must include the Officers of the Association. The immediate past President will be a non-voting member unless a vote of the Board ends in a tie at which time the past President will cast the deciding vote. Should the past President be appointed or elected to an Officer position, he/she will then have one vote as allowed for the position held and one tie breaking vote, for two votes total. Officers shall serve a term concurrent with the term of office held as listed under Article V and at-large Directors will serve for a term of two year.

SECTION 5. Election of Officers and Directors:

1. Any Sustaining Member in good standing may be nominated for a seat on the Board. All nominations must be received by the Secretary no less than thirty (30) days prior to the annual meeting. The names received will be compiled and included on the notice of Annual Meeting which will be sent out no more than thirty (30) or less than ten (10) days before the annual meeting as required in these Articles.
2. Officers shall be nominated from current Sustaining members in good standing, including former Officers and Board members.
3. The election of Officers and Directors shall take place at the annual meeting. Election shall be by written ballot or by proxy vote.
4. Election to office must be by a majority vote and a quorum must be represented in person or by combination of in person and proxy votes.

5. It is understood by the Association Members that the business of the Association is important and must be conducted in a timely manor. Each member, therefore agrees that if they are not present in person or by proxy, they voluntarily and temporarily suspend their voting privileges for the scheduled meeting. They further agree that if by their absence a quorum should not be represented to vote for offices or on other business then the following will stand.
 - a. The President Elect will rise to the Presidency.
 - b. The Board of Directors shall elect a new President Elect following the guidelines listed above.
 - c. Any vacant Officer position will be filled by appointment of the Board.
 - d. The existing board may vote to accept the current members present, in person and by proxy as a temporary quorum in order to carry out the business of the association.
6. It is the goal of the Board to adequately represent all areas of the state. To that end, every attempt will be made to include a Board member from each legislative district of Kansas. The Board understands however, that this will not always be possible, but shall attempt in any case to insure a geographically diverse Board. The Board shall consist of at least one member from the two most populist areas of the state including the Wichita metropolitan area and the Kansas City metropolitan area.

SECTION 6. Resignation:

1. Any Officer or Board member may resign at any time giving written notice of such resignation to the President or the Secretary. Unless otherwise specified in such written notice, resignation shall take effect upon receipt, or date specified by the Board or by resigning Officer, and acceptance of such resignation shall not be necessary to make it effective.

SECTION 7. Removal:

1. Any Officer or Board member may be removed, either with or without cause by a majority vote of the membership a quorum having been met, or as stipulated to as listed under Article V, 5,5,d.

SECTION 8. Vacancies:

1. Vacancies among the Officers and the Board of Directors shall be filled by the Board of Directors until the next annual election. Absence from three (3) consecutive regular meetings, without an excuse deemed valid by the Board of Directors, shall be construed as resignation from their office and Directorship

SECTION 9. Employees:

1. Upon determining that adequate resources are available, the Board may appoint or hire an Executive Director or other employees as deemed necessary to carry out the day-to-day business of the association.

**ARTICLE VI
MEETINGS AND VOTING**

SECTION 1. Annual Meetings:

1. The Annual Meeting of the Association shall be held each calendar year, the date, place, and time to be designated by the Board of Directors.

SECTION 2. Meetings of Directors:

1. The Board of Directors shall designate a regular time and place of meeting. If any individual or group wishes to address the Board on any topic, that individual or group must make a request in writing to the Secretary for a place on the agenda at least two (2) weeks before a regularly scheduled Board meeting. The prior notice to address the Board may be waived by a majority vote of the Board.

SECTION 3. Notice of Meetings:

1. Written or electronic notice shall be given to every member entitled to participate in meetings not less than ten (10) and not more than thirty (30) days preceding the meeting.

SECTION 4. Quorum:

1. A Quorum for the transaction of business shall consist of one-third (1/3) of the members eligible to vote and present in person or by proxy, unless amended as listed under Article V, SECTION 5, 5

SECTION 5. Special Meetings:

1. Special Meeting Requirements:
 - a. A Special Meeting may be called by the President, or at the request of 50% of the members of the Board of Directors, or 50% of the Members of the Association. Request for such a Special Meeting shall be made in writing at least twenty (20) days before the requested meeting date. Proxy votes will be accepted.

SECTION 6. General Membership Meetings:

1. There shall be a minimum of one (1) general membership meeting per year; the date is to be set by the Board. The Board may call additional regular meetings as is deemed necessary.

SECTION 7. Management of Meetings:

1. All meetings shall be conducted in compliance with Roberts Rules of Order.

SECTION 8. Voting of Members:

1. Each eligible Member, in good standing, shall be entitled to one vote on each matter submitted for vote to the Members of this Association, except to the extent that the voting rights of Members of any class are limited or denied by these Bylaws or by law.
2. An eligible Member, in good standing, may vote in person or by written proxy signed by the eligible Member.
3. On special occasions a special mail-in ballot or telephone vote may be administered. Any telephone vote must be administered and audibly witnessed by no less than two Officers or Directors
4. Except as otherwise noted in these By-laws, a majority vote shall be defined as greater than fifty percent (50%) of eligible voters.
5. The Member's rights as established in these bylaws may not be amended by less than a 2/3's vote of the membership, or as amended under Article 5,5,5.
6. Member in good standing shall be defined as a member of any class that has, and continues to meet the requirements of membership. For all classes of membership eligible to vote, dues must be paid and current.

SECTION 9. Meeting Order of Business

1. Call to order, count proxies and certify a quorum
2. Approval of previous meeting minutes
3. Financial report
4. Discussion of old business
5. New business and committee reports
6. Election of Directors and or Officers (at the appropriate meeting)
7. Announcements
8. Adjournment

ARTICLE VII COMMITTEES

SECTION 1. Standing Committees:

1. The President may appoint committees as needed, from among the eligible Members, subject to confirmation by the Board of Directors, these committees may include, but are not limited to:
 - a. Education
 - b. Public Relations
 - c. Grievance
 - d. Legislative

SECTION 2. Special Committees:

1. The President shall appoint, subject to confirmation by the Board of Directors, such special committees, as he/she or the Board deem necessary.

ARTICLE IIX FISCAL AND ELECTIVE YEAR

The fiscal year and elective year of the Association shall be October 1 to September 30, with newly elected officials taking office at the conclusion of the meeting in which they were elected, except when newly elected Officers are filling vacancies or are necessary to fulfill the quorum requirements.

ARTICLE IX AMENDMENTS

SECTION 1. Amendments to the Bylaws:

1. These Bylaws may be amended by a vote of the majority of eligible Members at any meeting at which a quorum is present, or by written proxy received by the Association. Proposed amendments shall be plainly stated, presented in writing, and shall not contradict other Articles of these Bylaws.

ARTICLE X OFFICERS & DIRECTORS INDEMNIDITY

Any person now, previously or hereafter, a Director or Officer of the Association shall be indemnified and held-harmless by all parties against all expenses, claims and or losses incurred or suffered by any person, organization or group in connection with any action or actions taken

by the Officers or Directors while holding a position in the Association. The Association will carry insurance coverage sufficient to protect the Officers, Board members and the Association.

**ARTICLE XI
TAX EXEMPTION**

The operation of the Association shall be conducted in such a manner as not to cause a violation of SECTION 501 (c) (6) of the Internal Revenue Code of 1954, nor shall any Bylaw herein or hereafter be valid if it does not comply with the Code provisions as those provisions are now stated or as they may hereafter be amended. Nor shall any action be taken by the members of the Board of Directors, which would violate the provisions of the Kansas Non-Profit Corporation Act. Nothing herein shall be construed to violate or infringe on the federal and state tax exemptions, nor on the nonprofit corporation charter; and should any such provision herein be so construed, it shall automatically, without the need for voting thereon, be negated and considered null and void and of no legal effect.

**ARTICLE XII
SEVERABILITY**

Should any provision of these Articles or the application thereof to any person or circumstance be determined to be invalid or unenforceable to any extent, the remainder of these Articles and the application of such provision to other persons or circumstances shall not be affected and shall be enforced to the full extent permitted by applicable law.

Signed this date: _____

, President

, Director

, President Elect

, Secretary

, Treasurer

Office of the Secretary of State/Corporation Division
Not-For-Profit Articles of Incorporation of
KANSAS ASSOCIATION OF REAL ESTATE INSPECTORS Ltd.

We, the undersigned incorporators, hereby associate ourselves together to form and establish a corporation Not-For-Profit under the laws of the State of Kansas.

ARTICLE I: The name of the Corporation is:

Kansas Association of Real Estate Inspectors, Ltd., a close corporation

ARTICLE II: The address of the Corporation's registered agent and registered office in Kansas is as follows:

Kerry Parham - 12601 JAYSON, WICHITA, KANSAS 67235

ARTICLE III: This Corporation is organized **NOT FOR PROFIT** and the nature of the Corporation's business or purposes to be conducted or promoted is:

1. The members of the Kansas Association of Real Estate Inspectors Ltd. are dedicated to the ethical and professional development of the real estate inspection industry, are diligent in representing the interests of its members, and dedicated to the exchange of ideas and disseminating information to the public which fosters a positive image and relationship.
2. To further such object and purposes, the Corporation shall have and may exercise all the powers conferred by the laws of the State of Kansas upon Corporations formed under the laws pursuant to and under which this Corporation is formed, as such laws are now in effect or may at any time hereafter be amended.
3. This Corporation shall not have or exercise any power or authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this Corporation from qualifying (and continuing to qualify) as an organization described in section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).
4. This Corporation shall never be operated for the primary purposes of carrying on a trade of business for profit.
5. No compensation or payment shall ever be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this Corporation; and neither the whole nor any portion of the asset or net earnings, current or accumulated, of this Corporation shall ever be distributed to or divided among any such person; provided, further that neither the whole nor any part or portion of such assets or net earnings shall ever be used for, accrue to, or inure to the benefit of any members or private individual within the meaning of section 501 (c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).
6. No member of this Corporation shall benefit financially from the dissolution thereof. Upon the dissolution of this Corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the

Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organization of organizations under section 501 (c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), as the governing board shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal offices of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV: This Corporation will not have authority to issue capital stock.

ARTICLE V: The membership of the Association covered under these Articles do have conditions attached as listed in the Bylaws of the Association.

ARTICLE VI: Name and mailing address or each incorporator is as follows:

Jeff Barnes 610 Rivera, Mulvane, KS 67110
Kerry Parham 12601 Jayson, Wichita, KS 67235
Tom Beard 934 N. Shefford, Wichita, KS 67212
Brent Voran 1311 Hillcrest, Newton, KS 67114

ARTICLE VII: Name and mailing address of each person who is to serve as director until the first annual meeting of the membership or until a successor is elected and qualified is as follows:

Jeff Barnes 610 Rivera, Mulvane, KS 67110
Kerry Parham 12601 Jayson, Wichita, KS 67235
Tom Beard 934 N. Shefford, Wichita, KS 67212
Brent Voran 1311 Hillcrest, Newton, KS 67114

ARTICLE IIX: This corporation is to exist perpetually.

We declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names this 1st day of July, 2003.

Jeff Barnes Incorporator

Kerry Parham Incorporator

Tom Beard Incorporator

Brent Voran Incorporator