



Chapter Certificate of Compliance

DUE: December 1, 2006

PURPOSE: NARPM must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. The undersigned officers of the NARPM _____ Chapter certify that the Chapter has completed this Certificate of Compliance and have submitted the required documents as noted on this certificate.

		Completed
1.	A list of the 2007 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2006. <i>Please submit list.</i>	Completed
2.	Were there any changes in your chapter bylaws this year? Submit current chapter bylaws, with any changes made during the calendar year highlighted. <i>Please submit bylaws.</i>	
3.	The chapter board of directors has had at least four meetings in 2006, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws.	
4.	The Chapter is incorporated and a copy of the current articles of incorporation is on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments.	
5.	An annual financial statement for calendar year has been submitted with this certificate.	
6.	A copy of the chapter's 2005 federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS. <i>(A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)</i>	
7.	The Chapter has developed and plans to implement a twelve-month business plan for January 1 - December 31 that includes a proposed annual budget and calendar of events for 2006. Business plan, budget, and calendar of events are attached and sent to national office with this certificate. The business plan could be a strategic plan.	
8.	The Chapter president-elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain:	
9.	The chapter has produced and distributed effective communications (4 per year) to Chapter members 2006 <i>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i>	
10.	The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. <i>Please submit a copy of the brochure or flier with this certificate.</i>	
11.	What is the date your chapter officers assume their respective offices?	
12.	Submit the dates of your chapters fiscal year	

13.	The chapter has maintained a minimum membership of 7 NARPM members.	Y / N
14.	Is your chapter using the chapter leader site on www.NARPM.org? If no, why not:	Y / N
15.	Do you have a chapter website? What is the URL?	Y / N
16.	Is your Chapter website kept up to date? If yes, when was your last update?	Y / N
17.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here _____	Y / N
18.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: _____	Y / N
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year?	Y / N

Other items:

21. How do you rate the health of your chapter (1 - 10, 10 being highest) _____
- If answer is 7 or less, what barriers does your leadership face in getting the chapter going?
 - If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)
 - If answer is 8 or above, are there any cool things your chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of 2004-2005 Chapter Board:

2005 Chapter President/Date

2006 Chapter President/Date

2006 NARPM Board of Director/Date

CHAPTER RECERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

December 1, 2006

- Certificate of Compliance signed by the chapter president and president-elect serving in 2005.
- Supporting materials as requested.

Compliance With Items Listed On The Certificate Is Mandatory For Full Recertification.

During the year, the chapter should mail courtesy copies of newsletters, board minutes, and financial statements to the national office.

**Gail S. Phillips, CAE
Executive Director
National Association of Residential Property Managers
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Virginia Beach, VA 23462**

Or submit electronically via e-mail
info@narpm.org Subject: Recertification

Levels of Recertification

The levels of recertification are:

Full recertification

- 1) The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent along with a recertification certificate.

Chapter in Review

- 2) The chapter submittal displays lack of submission of any of items on the certificate of compliance. Chapters will have 6 months to restore their certification. NARPM Board of Directors must confirm that a chapter can be taken off Chapter in Review status.

De-certification

- 3) De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.

If you have any questions, please call NARPM, 800- 782-3452.