



NARPM® Statement of Understanding
Between national and chapters of NARPM®

Whereas the National Association of Residential Property Managers (NARPM®) was formed to:

- Establish a permanent professional association in the residential property management industry.
- Promote a standard of business ethics, professionalism, and fair practices among its members.
- Establish and promote education, training, and certification of its members.
- Provide and promote an exchange of ideas regarding residential property management.
- Assist in the establishment of chapters to meet the same purposes for which the national association has established.
- Be responsible for matters that affect its membership and the profession as a whole, including national legislation and similar matters.

Whereas NARPM® (hereinafter referred to as National) promotes the formation of chapters to serve a specific geographical area. However, members may choose to consolidate efforts in the formation of a regional or state chapter to serve needs broader than those met by an existing chapter. Should a regional and/or state chapter be formed, it shall be treated as any other chapter and shall be entitled to support from National as in a manner consistent with any other chapter.

Whereas NARPM® has Regional Vice Presidents that act as the liaison between the chapters and the National Board of Directors. The Regional Vice Presidents of NARPM® hold quarterly conference calls so chapter leaders can share their concerns with fellow leaders. They have time to network and discuss issues affecting them locally and regionally.

Whereas chapters that are formed must use “National Association of Residential Property Managers” as part of their respective chapter name and all chapter names must be approved by National.

Whereas chapters are autonomous in their formation from the national organization, their bylaws and annual chapter certification must be submitted to National.

Whereas National continues to support all the chapters and below outlines responsibilities to each group:

Chapter Responsibility: It is understood that chapters are incorporated entities that are formed under state laws. Annually, chapter must provide documentation of its status to National through the Chapter Certification process. All chapters are formed separately from the National organization and must maintain all of its own taxes and incorporation documents.

Chapters may charge dues but all billing and accounting must be separate from National billings. A NARPM® Chapter will not collect NARPM® national dues.

Chapters shall adopt bylaws for their governance which do not conflict with National bylaws. The formation of any chapter and bylaws shall be the responsibility of the chapter as a condition of becoming a chapter of National and must be submitted to National. National will assist the chapters in obtaining the articles of incorporation.

Chapters must have membership categories consistent with National and Professional and Support Staff members must be a national NARPM® member prior to joining a chapter. All chapters shall be self-governed and shall be responsible for the annual election of their own officers, holding of periodic (at least four (4) per year) chapter board of directors and membership meetings and shall annually be required to submit chapter certification information.

Members may choose to consolidate efforts in the formation of a regional or state chapter to serve needs broader than those met by an existing chapter. The regional or state chapter shall be formed as per requirement in the bylaws and treated as any other chapter and shall be entitled to support from National in a manner consistent with any other chapter.

Responsibility of National to chapters: National will support chapters at different levels, depending on needs. The Executive Director of NARPM® provides assistance and advice to chapter leaders when requested. National provides chapter leaders with training on how to use tools that have been created by National to help run their chapters. National also provides marketing pieces for chapters to use in recruiting members to join the association and participate in events. National staff will work with chapters to provide designation courses locally. National shares profits of these events with the chapters and the same hold true with the regional conferences. National also provides chapters with websites that are available at no charge

Should membership of a chapter falls below seven (7), National shall notify the President and Secretary of that chapter. National will work with the chapter to find methods to bring the membership back up to more than seven (7) so they can remain in good standing. In the event such membership remains below the required minimum for a period of six (6) months from notification date, and upon approval of the National Board of Directors, the Member Services Committee shall authorize the Secretary of National to issue a notice of probation to the officers of the chapter. Upon receipt of the notice of probation, the chapter shall have a period of six (6) months to restore the membership to the minimum level for a chapter.

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Adopted by the NARPM® Board of Directors 8/19/10