



National Association of Residential Property Managers
Chapter Certificate of Compliance
Due December 1, 2008

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 Charlotte Regional Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the 2009 Chapter Board of Directors and committee chairs.
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
4.	Attach copies of minutes for each Board of Directors meeting as they are required to meet at least four times and have maintained corporate minutes and other records as required by state law and the chapter bylaws. Dates Met: The leadership team meets on the 4 th Wed. of each month which is 2 weeks before each Chapter meeting.
5.	Date your chapter officers assume their respective offices 01/01 of each calendar year
6.	Date of your chapter's fiscal year: 01/01 - 12/31
7.	Your chapter maintains a minimum membership of 7 NARPM Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Your chapter has a bank account in the chapter's corporation name? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: Wachovia
9.	Your chapter filed the State Corporation Annual Report for this calendar year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not
FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of the Chapter's proposed annual budget for the following year.
12.	Attach copy of federal tax return. If your chapter did not file include reason why: <i>Our Chapter Treasurer said we are non-profit so we did not have to file.</i>
13.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did your chapter file notice if it applies? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
14.	Does your chapter charge dues? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, please state amount:
CHAPTER PLANNING	
15.	Attach a copy of your chapter's annual calendar of events for the following year.

16.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, please described other arrangement: President Elect worked closely with current President, John Bradford.
17.	Attach one copy of the communications your chapter has with the members. This can be electronic or printed and should be done four (4) times per year for all chapters
18.	Attach copy of the brochure or flier showing that your chapter sponsored/participated in effective educational programs four (4) times per year for local chapters for NARPM members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention.
19.	Your chapter is using the Chapter Leader section of NARPM.org (http://www.narpm.org/chapter-services/) ? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	Your chapters website is kept up to date? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, when was your last update?
21.	Your chapter is interested in looking at a website supported by NARPM? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
22.	Your chapter filed for the 2008 Chapter Grant? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i> Check here if you would like more information on grants: <input type="checkbox"/>

Other items:

23. How do you rate the health of your chapter (1 - 10, 10 being highest) 8
- 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, is there any cool things your chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

John Bradford 2008



Current Chapter President/Date

David Shearer 2008

Current Chapter President-Elect/Vice President/Date

Linda East (Treasurer) 2008 and Lang Holding (Secretary) 2008

Other Chapter Board of Director/Date

CHAPTER RE-CERTIFICATION 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, 2008

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in 2008.
- Supporting materials as requested.

Compliance With Items Listed On The Certificate Is Mandatory For Full Re-certification.

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

Mail to:

Gail S. Phillips, CAE, Executive Director
National Association of Residential Property Managers
638 Independence Parkway, Suite 100
Chesapeake, VA 23320

Or submit electronically:

executivedirector@narpm.org
Subject: Recertification

LEVELS OF RE-CERTIFICATION AND SCHEDULE

The levels of re-certification are:

Full re-certification

- 1) The chapter has met all re-certification 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.

Schedule for Chapter Compliance Certification

December 1 - DEADLINE to submit Chapter Compliance Certification to HQ. Chapter not in compliance list sent to RVP's

December 2- January 30 - RVP works with HQ to get in chapter certifications completed and turned in. Updated list of chapters not in compliance sent to RVP's regularly
End of January list of chapters not in compliance included in Headquarters Report to members

January 2 Letter from HQ placing chapter on review that have not submitted compliance certification and copied to RVP notify they are placed on Chapter in Review

January 31 Email to members of all chapter who have not responded to chapter certification

June 30 Chapters are decertified and all members are notified they are placed as At Large Members

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