



CHAPTER COMPLIANCE REQUIREMENTS

All chapters are required to answer questions 1-8 by March 15.

1. Has your chapter made any changes to your bylaws since last year's compliance submission? Yes No
If yes, please upload bylaws here. You must obtain approval from national NARPM® to amend your bylaws. For a copy of current bylaws go to <http://www.narpm.org/members/documents-forms/chapter-documents/>.
2. How many Chapter Leader Calls, hosted by the RVP, did the chapter president, or their representative, participate in? _____
Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.
3. Upload copy of Chapter filed tax return, or e-post card (99N) filed with the IRS.
4. Upload copy of the year-end financial report and following year budget.
5. Upload fliers for Membership Meetings your Chapter held last year?
Your Chapter must hold at least 4 Membership Meetings during the year to obtain chapter compliance.
6. Upload minutes from the Board of Directors/Executive Committee meetings held last year?
Your Chapter must hold at least 4 Board of Directors/Executive Committee meetings during the year to obtain chapter compliance.
7. Upload a document with the names and positions of each elected Board of Directors/Executive Committee positions as outlined in your bylaws.
8. Upload a document that substantiates the chapter held an election in accordance with their bylaws.
Examples: Copy of electronic elections results, meeting minutes, ballot, etc.

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.