



National Association of Residential Property Managers

CHAPTER COMPLIANCE REQUIREMENTS

All Chapter Compliance information and supporting documents **must be submitted through** <https://docs.narpm.org/>. **This is an information worksheet only.**

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 the Chapter's current bylaws on file with National NARPM go to <https://www.narpm.org/members/documents-forms/chapter-documents/>.

For current sample model bylaws go to <https://www.narpm.org/members/tools/chapter-services/chapters-general-info/>.

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-postcard (990N) filed with the IRS. Look up information at <https://apps.irs.gov/app/eos/allSearch>.

4. Upload copy of the year-end financial report and following year budget.

5. Upload fliers/agendas 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.

In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the [Chapter Success Guide](#), starting on page 148.

8. Upload a document that substantiates the chapter held an election in accordance with their Chapter bylaws. Examples: Copy of electronic elections results, meeting minutes, ballot, a chronological timeline of how the election process occurred, etc.

If the Chapter chooses to go with the chronological timeline, it should include information on when emails/mailings were sent, nominations were conducted, votes were conducted and the final results, in accordance with Chapter bylaws.

Levels of Chapter Recertification

Full recertification

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.

Chapter in Review

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

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.