



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. NOTE: The chapter must obtain approval from national NARPM® to amend chapter bylaws.
 - a. For a copy of the Chapter's current bylaws on file with National NARPM go to <http://www.narpm.org/members/documents-forms/chapter-documents/>.
 - b. 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 RVPs, did the chapter president, or their representative, participate in? _____
 - a. Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.
3. Upload copy of Chapter filed 2021 tax return, or e-postcard (990N) filed with the IRS, or copy of extension to file 2021 tax return and 2020 tax return. Look up information at <https://apps.irs.gov/app/eos/>. Be sure to see accounting policies for chapters at <https://www.narpm.org/members/tools/chapter-services/accounting-policies/>.
4. Upload a copy of the year-end profit and loss statement ending December 31, 2022.
5. Upload a copy of the chapter's 2023 chapter budget.
6. Upload fliers/agendas for Membership Meetings your Chapter held in 2022.
 - a. Local chapters must hold at least 4 Membership Meetings during the year to obtain chapter compliance.
 - b. State chapters must hold at least 1 Annual Conference during the year to obtain chapter compliance.

7. Upload copies of minutes from the Board of Directors/Executive Committee meetings held in 2022.
 - a. All chapters must hold at least 4 Board of Directors/Executive Committee meetings during the year to obtain chapter compliance.
8. Upload a document with the names and positions of each elected 2023 Board of Directors/Executive Committee positions as outlined in your bylaws and the name of the Chapter's 2023 New Member Mentor.
 - a. 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.
9. Upload a document that substantiates the chapter held an election in accordance with their Chapter bylaws.
 - a. Examples: Copy of electronic elections results, meeting minutes, ballot, a chronological timeline of how the election process occurred, etc.
 - i. 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 (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

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.