

Bylaws of  
The Pensacola Florida Chapter  
Of  
**The National Association of Residential Property Managers**

**ARTICLE I:** Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the NARPM Pensacola Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the western panhandle of Florida geographical area.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Florida.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be:

**The Western Panhandle of Florida**

**ARTICLE II:** Membership

Sustaining Member, Member, Affiliate Member and Honorary Member

Section A: Sustaining Member

A sustaining member is an individual who is one of the founding members of the chapter. Requirements relating to acceptance into the Sustaining membership, suspension of sustaining membership, termination of sustaining membership shall be identical to those specified for members except for the following:

1. Replacement: A vacancy in the sustaining membership shall not be replaced.
2. The sustaining members shall meet once a year to provide counsel and advice to the executive committee and sub-committee chairpersons regarding the future trends of the industry and to lend its membership strength to the chapter.

Section B: Professional Member

A Professional Member shall be an individual who is employed as a property manager or is actively seeking such employment. For the purposes of this section, a property manager is defined as an individual who is actively engaged in the management of residential properties as an agent for others. The individual must follow the state's regulatory licensing law regarding licensure in performing the duties of a property manager.

Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote: However, affiliate members can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, in the opinion of the executive committee, have rendered or continue to render distinguished service to the association or the profession of property management. Honorary Members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executed committee unless they are current members in good standing in the chapter and national association.

Section F: Application by Sustaining, Professional, and Support Staff Members

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership.

2. **Vote:** A Sustaining and Professional Member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. The vote shall be eligible to vote at all meetings of sub-committees upon which the members serve, if any.

**ARTICLE III:** Suspension, Termination and Resignation of Membership

**Section A:** Suspension of Membership

Suspension of Membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. **Suspension of Membership:** Suspension of membership for reasons stated in Article III of the bylaws of the national association.
2. **Delinquency in Payments:** Any member failing to pay sums due to the Association within 60 calendar days of an invoice due date, shall be considered delinquent and can be suspended. Delinquency status shall remain in effect until payment of obligations is made in full, or membership is terminated.
3. By recommendation of the executive committee, and approved by the board of directors of the national association, as a result of violations of the Code of Ethics and Standards of Professionalism.

**Section B:** Termination of Membership

Membership shall be terminated for reason identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. **Resignation:** A member may resign at any time by forwarding a letter stating such intent to the president or secretary. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. **Failure to Pay Obligations:** Membership shall terminate automatically when a member fails to pay annual dues within 60 days of the due date, or fails to pay any other obligation within 60 days of invoice presentation. Mitigating circumstances can extend the 60 day period, but only if the member notifies the president or secretary of such circumstances before the 60 day period has expired.
3. By recommendation of the president to the executive committee, a sustaining vote by the executive committee and approval by the board of directors of the national association as a result of a violation(s) of the Code of Ethics and Standards of Professionalism.

**Section C:** Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

#### **ARTICLE IV: Executive Committee**

##### **Section A: Responsibilities**

The executive committee, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Recommendations of all changes to the bylaws must be submitted to chapter members. Upon the approval of a majority of chapter members, the changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

##### **Section B: The Executive Committee**

All executive committee members should faithfully attend all executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of four (4) officers as follows:

1. **President:** The President shall:
  - a. Be the Chief Executive Officer of the chapter
  - b. Preside at all meetings of the chapter
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee
  - f. Serve as a member of the national associations membership committee
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. **President-Elect:** The President-Elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s)
  - b. Fulfill the responsibilities of the President during his/her absence.
  - c. Replace the President at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.

- e. Undertake other activities as are deemed appropriate by the President
  - f. Serve as a member of the national association's publications committee.
  - g. Serve a term of one year commencing with the beginning of the calendar year.
  - h. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The Secretary shall:
- a. Maintain a current chapter membership directory.
  - b. Record said directory with the national association's membership committee
  - c. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate
  - d. File all federal, state and local reports as needed.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
4. Treasurer: The Treasurer shall:
- a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request
  - e. Prepare and end-of-fiscal year report for the treasurer of the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.

**ARTICLE V:** Eligibility, Nominations, Elections, Terms of Office and Vacancies

**Section A:** Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association. President-Elect and Treasurer shall have served as an association director for a minimum of one (1) year.

**Section B:** Notification of Members

Chapter members shall be notified in writing, via the chapter newsletter or by special mailing, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the last regularly scheduled chapter meeting before the end of the calendar year.

Nominations shall be done in two ways:

1. Write-In: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.

2. In Person: Any member who is present during the electoral process can be nominated.

#### Section C: Elections

Elections shall be conducted in the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee: The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Pensacola Florida Chapter Executive Committee and presented to the membership for final vote.
3. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted.
4. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting. The nominee receiving a simple majority shall be elected to the position.

#### Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

#### Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary
2. Is no longer eligible for membership in the chapter of the national association.
3. Is no longer capable of fulfilling duties of the office involved.

#### Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee

## **ARTICLE VI: Meetings, Locations and Majority Rules**

**Section A:** The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. **Notice of Regular Meeting:** With the advice and consent of the President, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. **Waiver of Notice:** Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting constitute a waiver of notice for the next regular meeting of the committee.

**Section B:** Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee.

**Section C:** Quorum

A majority of the executive committee officers in attendance shall constitute a quorum.

**Section D:** Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee.

## **ARTICLE VII: Sub-Committees**

**Section A:** Appointment

Except as otherwise state in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

**Section B:** Responsibilities

Sub-committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

**Section C:** Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

**ARTICLE VIII:** Code of Ethics & Standards of Professionalism Acknowledgment and Enforcement

Section A: Acknowledgement

A Chapter Charter is granted only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the president of the chapter to report all violations of the national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

**ARTICLE IX:** Financial Considerations

Section A: Calendar Year

The chapter's calendar year shall be a calendar year.

Section B: Local Chapter Dues

The Chapter shall charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable on January 1.
2. Late Dues: Dues will be deemed late if after 30 days past the due date, they are still unpaid.
3. Professional Member and Support Staff Dues: The amount of local chapter dues for Professional Member and Support Staff shall be established annually by the board of directors during the budgeting process.
4. Affiliate Dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge dues to National Affiliate members
5. Late Fees: Payment of any dues or special assessments must be made within 30 days of the invoice due date. Any payment received after that time will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees.



Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same.

Section E: Non-binding

The chapter shall not have any authority to financially obligate or bind the national association for any reason.

**ARTICLE X: Proposals and Procedures for Amending**

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the national association at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purposed of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the executive committee is necessary in order to amend these bylaws.

All amendments shall be subject to approval by the board of directors of the national association prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

**ARTICLE XI: Miscellaneous**

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

Section B: Waiver

No provisions of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county, and/or state authorities that have jurisdiction.