

Franchise Tax

2021 Annual No Tax Due Report

Confirmation

You Have Filed Successfully

Please do NOT send a paper form

Since you are electronically reporting this tax, you will not receive a paper tax return in the mail for subsequent reports due. To keep you up-to-date and informed of due dates for this tax, we will send a courtesy e-mail reminder to you at the e-mail address on file for this account.

Print this page for your records

Submission ID: 53799680

Date and Time of Filing: 03/11/2021 12:46:15 PM

Taxpayer ID: 17526574128

Taxpayer Name: FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC

Taxpayer Address: 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121 ARLINGTON, TX 76016 - 6800

Entered By: Robert J Boot

Email Address: c21propertymgt@gmail.com

Telephone Number: (817) 295-6161

IP Address: 75.140.237.94

Additional Reports

Is this the reporting entity of a combined group?	No
Do any of the entities in the combined group have a temporary business loss preserved?	No
Will your total revenue be adjusted for the Tiered Partnership Election?	No

No Tax Due Report

SIC Code:	NAICS Code:
Accounting Year Begin Date: 01/01/2020	Accounting Year End Date: 12/31/2020
Is this a passive entity as defined in Chapter 171 of the Texas Tax Code?	No
Is this entity's annualized total revenue below the no tax due threshold?	Yes
Does the entity have zero Texas Gross Receipts?	No
Is this entity a Real Estate Investment Trust (REIT) that meets the qualifications specified in section 171.0002(c)(4)?	No
Is this entity a New Veteran-Owned Business as defined in Texas Tax Code Sec. 171.0005?	No
Total Revenue:	\$11,015

Mailing Address

Street Address: 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121
 City: ARLINGTON
 State: TX
 Zip Code: 76016 - 6800
 Country: USA

Public Information Report

Taxpayer

Taxpayer Name: FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC
 Taxpayer Number: 17526574128
 SOS File Number or Comptroller File Number: 0135154801
 Mailing Address: 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121
 ARLINGTON, TX 76016-6800
 Principal Office: 4101 W Green Oaks Blvd ste305 Arlington, Tx 76016
 Principal Place Of Business: 4101 W Green Oaks Blvd ste305 Arlington, Tx 76016
 Changes from previous year?: Yes

Officers, Directors, Managers, Member or General Partner

Name: ROBERT BOOT	Director? Yes	Term Expiration Date:
Title: DIRECTOR		
Mailing Address: 121 NW NEWTON BURLESON, TX 76028		
Name: Robin Alexander	Director? Yes	Term Expiration Date:
Title: President		
Mailing Address: 3000 Race Street, Suite 132 Fort Worth, TX 76110		
Name: Amy Brown	Director? Yes	Term Expiration Date:
Title: Past President		
Mailing Address: 2242 Forest Park Blvd Fort Worth, TX 76110		

Owned Entity(s)	State of Formation	TX SOS File #	Percentage of Ownership
None entered.			

Owned Entity(s)	State of Formation	TX SOS File #	Percentage of Ownership
None entered.			

Registered Agent and Office
Agent: ERIKA N HASHEM
Office: 4900 OVERTON RIDGE BLVD, STE 215 FORT WORTH, TX 76132-6800

Declaration Statement
I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the submission date, and that a copy of this information has been mailed to each person named in this section who is an officer, director or manager and who is not currently employed by this, or a related, corporation or limited liability company.

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 [Public Information Act](#) |
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FWMC Chapter of NARPM

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BUSINESS CLASSIC (3913)	16,445.30
PayPal	218.17
Total Bank Accounts	\$16,663.47
Total Current Assets	\$16,663.47
TOTAL ASSETS	\$16,663.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PayPal Tax Agency Payable	-51.00
Total Other Current Liabilities	\$ -51.00
Total Current Liabilities	\$ -51.00
Total Liabilities	\$ -51.00
Equity	
Opening Balance Equity	4,798.65
Retained Earnings	901.40
Net Income	11,014.42
Total Equity	\$16,714.47
TOTAL LIABILITIES AND EQUITY	\$16,663.47

2021 FW-MC NARPM CHAPTER BUDGET

	2021	
	Proposed Budget	Comments
INCOME:		
BALANCE FORWARD FROM 2020	\$ 11,014.42	
DONATION		
DUES		
Affiliate Members	\$ 6,350.00	
Professional Members	\$ 2,500.00	
Support Staff Members	\$ 150.00	
EVENT ADMISSIONS		
Christmas Party	\$ 2,500.00	
General Meeting Non-Member, recurring/employee	\$ 75.00	
Education Classes	\$ 250.00	
Social Events	\$ -	
Videographer for Affiliates	\$ 400.00	
NARPM GRANTS & INCENTIVES		
Attendance at Chapter Leadership	\$ -	
Membership Grant	\$ 500.00	
Retention Bonus	\$ -	
SPONSORSHIPS		
Educational Events	\$ 250.00	
Global Sponsorship	\$ 1,000.00	
TX2 Booth	\$ 750.00	
TX2 Booth & Membership	\$ 1,000.00	
TOTAL INCOME:	\$ 26,739.42	
EXPENSES:		
ADMINISTRATIVE		
Name Badges / Awards/ Plaques	\$ 500.00	
Office/General Administrative Expenses	\$ 150.00	
QuickBooks/Intuit	\$ 300.00	
Transaction Fees	\$ 300.00	
BANK CHARGE		
Misc. Bank Charges	\$ 15.00	
PayPal Fees	\$ -	
GIFTS		
Misc Gifts	\$ 300.00	
Charitable Contributions	\$ 500.00	Past Presidents Charity
INSURANCE	\$ 1,050.00	
MARKETING		
GFWAR Affiliate Sponsorships	\$ 300.00	
MEETINGS		
Board Meetings		
Food & Drink		
General	\$ 3,000.00	Attendees
Speaker Fee	\$ 3,000.00	3 external speakers
SPECIAL EVENTS		
Christmas Party		
Entertainment	\$ 600.00	
Food & Drink	\$ 2,500.00	
Room Rental	\$ 1,100.00	
Videographer for Affiliates		
TAR Convention	\$ -	
Social Event		February Social @ TX Style NARPM
Educational		
Educational 500.00	\$ 1,000.00	
Food & Drink 500.00	\$ -	
Materials 37.50	\$ -	
TX2 Expense		
TX2 Food/Room	\$ 2,700.00	
TX2 Prizes	\$ 500.00	
TX2 Speaker Fee	\$ -	
Travel		
Officer Conference (Leadership & National)		
TOTAL EXPENSE:	\$ 17,815.00	Deliberate Effort to Spend on Speakers and Venue
TOTAL YEAR NET INCOME/(LOSS)	\$ 8,924.42	

FWMC Chapter of NARPM

PROFIT AND LOSS

January - December 2020

	TOTAL
Income	
DUES	
Affiliate Members	12,000.00
Professional Members	4,027.50
Support Staff Members	50.00
Total DUES	16,077.50
Uncategorized Income	31.28
Total Income	\$16,108.78
GROSS PROFIT	\$16,108.78
Expenses	
ADMINISTRATIVE	
Office/General Administrative Expenses	120.00
QuickBooks/Intuit	357.48
Transaction Fees	187.62
Total ADMINISTRATIVE	665.10
Bank Card feesRD	102.40
Insurance	1,062.44
MARKETING	
Promotional Items	42.32
Total MARKETING	42.32
MEETINGS - General	1,241.93
SPECIAL EVENTS	
Conference/Convention	300.86
Educational	1,610.50
Total SPECIAL EVENTS	1,911.36
Uncategorized Expense	68.81
Total Expenses	\$5,094.36
NET OPERATING INCOME	\$11,014.42
NET INCOME	\$11,014.42



National Association of Residential Property Managers

F O R T W O R T H / M I D - C I T I E S C H A P T E R

2020 Chapter Officers and Committee Chairs

Past President – Robert Clark

President – Amy Brown

President Elect – Robin Alexander

Treasurer – Kelly Lawless

Treasurer Elect – Robert Boot

Secretary – Brian Schoolcraft

Legislative Liaison – Tony Sims

Community Service Chair – Vikki Grass

Affiliate Liaison – Jeff Bond



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting February 11th, 2020, 10:00am

Conference Call

Call In # (425) 436-6200

Access code: 621384

Executive Board:

<u>Amy Brown – President</u>	<u>Robin Alexander - President Elect</u>	<u>Robert Clark – Past President</u>
<u>Kelly Lawless-Treasurer</u>	<u>Robert Boot – Treasurer Elect</u>	<u>Brian Schoolcraft – Secretary</u>
<u>Tony Sims – Legislative Chair</u>	<u>Tina Haslet – Marketing</u>	<u>Vicki Grass</u>

Quorum present

No Treasurers report to speak to this meeting, will arrange to get to the Bank to change signers.

Amy thanked Robert Clark for an excellent job setting up the Happy Hour at the conference last week.

Robert Clark to document the steps in Wild Apricot so that when leadership torch is passed over they don't have to recreate the wheel and will have a document with how to update/enter info.

Vendor Fair:

- We need more attendees. The vendors were not happy with last year's attendance
- Amy has a digital flyer we can send out to invite people
- Robin to follow up with Debra Dyck about her work to see which local realtors are using the MLS to do leases and invite them
- 4 greeters needed
- 10:30 – 11:30 Networking time
- 11:30 – 12:30 Lunch and speaker
- 1:20 the drawing will be held
- Information table: Will find a better place for it this meeting. Need a volunteer to staff the table
- Podium Book Feedback? It was agreed it was helpful
- Should we do an icebreaker? It was decided it was not needed at this meeting
- Table centerpieces – be sure to put vendor cards on each. Everyone needs to help to be sure this happens

- Big Raffle item? Budget \$500. Gift card or big-screen TV? This might draw in more attendees!

Future Events:

- Amy made a couple of minor adjustments to the schedule
- Robin to coordinate the 4/16 panel discussion
- 11/5 Pete Neubig will attend and speak. We need to come up with a topic for him.

Open committee chairs:

- We still need to fill a few positions
- Amy to make some calls and ask for volunteers
- Do we have any suggestions? It would help if everyone submitted one name

Motion made to adjourn at 10:37am, unanimously passed



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting January 14th, 2020, 9:00am

Conference Call

Call In # (425) 436-6200

Access code: 621384

Executive Board:

<u>Amy Brown – President</u>	<u>Robin Alexander - President Elect</u>	<u>Robert Clark – Past President</u>
<u>Kelly Lawless-Treasurer</u>	<u>Robert Boot – Treasurer Elect</u>	<u>Brian Schoolcraft – Secretary</u>
<u>Tony Sims – Legislative Chair</u>		

Quorum present

The group unanimously approved making Amy Brown the President and Recording Secretary of the NARPM Fort Worth MidCities Board to facilitate adding her as a signer on the Chapter bank account.

Speaker for next Chapter Meeting: Nathan Martin doesn't have much experience with squatters but does have experience with fraudulent deed filings. "Red Flags in the Industry" will be the topic. If we want someone to talk about squatters we should have someone from Police Department attend. Will have Nathan speak on fraudulent deeds.

Will assemble Beloved Bundles after the meeting. Coordinate space at the venue.

We need four greeters, two up-front, two in the room. Kelly at front desk and Rob Clark out front. Amy will ask Rob Boot if he can help out front. Tony to be stationed in meeting room. Ice breaker at each table – what do you have in common besides NARPM. Help get people to get to know each other. Amy to come up with a theme around "keys". Set up an information table in the meeting room close to the door with calendar of events, flyer about how to join, flyer for NARPM National. Need to staff it as well.

Podium Book and Board Member Roles during meeting – Book contains everything that those responsible need to mention in the meeting. Amy will send out instructions ahead of time so we know what we are responsible for. Continue to have vendors do the door prize drawing for their prize.

Future events:

Social Happy Hour – Robert Clark still looking for a venue. Not impressed by what is close to the hotel, but also doesn't want it too far from the hotel (preferable walking distance). Robert to coordinate with Krishna as this gives our chapter extra points.

Jim Roman recommends speaking on Rise above the Best, 5 drivers for building a better business, how to build a business to thrive and survive.

June 25 – we have rented the entire Axe Factory for our social function.

Business cards for the Chapter – Vista Print a low cost option. Set up email account. Amy suggests a better domain name than Wildapricot. New domain is \$10/yr. Agreed to buy new domain.

Still need committee chairs for Membership/Recognition, Education/Designation, Marketing, Meeting/Programs. Keep thinking on who might be good to fill these roles.

Feeling the market slow with all the new multi-family construction.

Motion made to adjourn at 9:44am, unanimously passed



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Minutes for Board Meeting

July 21, 2020 10am

Zoom Call

Present: Robin Alexander Robert Boot Amy Brown Rob Clark
Vikki Grass Kelly Lawless Tony Sims

Treasurer's Report:

- Financials were emailed to board members previously. There has been no change to the account in July.

New Business:

- Axe Throwing had to be cancelled. The venue will not refund the deposit of \$250. We hope to use it if we reschedule.
- Next chapter meeting will be August 27, 2020. Amy will contact Ben Smith to see if Second Nature will help facilitate with their Zoom Account.
- August meeting will be panel discussion and we will ask for questions from membership as they register for the meeting. We will also ask Panel Members to bring their own hot topics to discuss.
- Suggestions for panel members are: Jay Hartley, Danny Hardeman, Angela Gonzales, Alan Ellis. Robin will ask Jay and Amy will reach out to the others.
- Each vendor will have a chance to do a 1 minute quick pitch – moderated by Kelly Lawless
- Robin will moderate the Panel Discussion.

Vendor Fair:

- We will have the vendor meeting September 24, 2020. If needed it will be another Zoom Conference.
- We will have time slots for vendors to sign up to give presentations – longer than the 1 Minute Quick Pitch.
- We will have drawings for E-gift Cards throughout the meeting. Robin will assign numbers to the members as they sign into the meeting. Must sign in at the beginning of meeting and be

present during the drawing to win. After the Vendors give their presentations, we will have a drawing for \$100. Then after the speaker, we will have a drawings for \$100 and \$300.

- Jim Roman is on schedule to speak. Amy will confirm with him.

Other Business:

- It is time to submit nominations for 2021 Board Positions. Robin will draft an email to the membership asking for nominations. Nominations need to be sent to RAlexander@frontlineproperty.com
- Amy will contact all Global sponsors for promos to be emailed to membership. Each Global will be featured in their own email.

Next Meeting:

Next Board meeting will be August 11, 10am.

Respectfully submitted,

Amy Brown

Secretary, NARPM/FWMC Chapter



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting March 10, 2020, 10 am

Conference Call

Call In # (425)436-6200

Access code: 621384#

Executive Board:

<u>Amy Brown – President</u>	<u>Robin Alexander - President Elect</u>	<u>Robert Clark – Past President</u>
<u>Kelly Lawless-Treasure</u>	<u>Brian Schoolcraft (not present) – Secretary</u>	

Quorum present

President - Amy Brown

- Invoices still going out and payments still coming in.
- Just because invoices are generated, it does not mean it has been sent.
- If they pay, it should move them from lapsed to active. For online payments. For check payments, must be manually done.
- Need to find some support for Wild Apricot.
- Chapter Compliance is due March 15th. Chapter of Excellence is due shortly thereafter.
 - We need the checklist for Chapter Compliance.
 - We need a copy of the filed tax return. What taxes? Received a letter from IRS that nothing was filed for 2018.
 - Copy of year end financial report for 2019. Balance sheet and income statement.
 - Budget for 2020
 - Copy of the minutes we used for going to Chase to do the account change overs for list of 2020 Officers
- Vendor Fair
 - 10ish companies have registered for vendor fair.
 - To touch base in the next few days to tie up any loose ends

Treasurer- Kelly Lawless

- Treasurer sent financial reports for January and February. Nothing for March yet.
- Grants submitted for membership drive yesterday.

President Elect - Robin Alexander

- Robin to run Vendor Fair meeting in Amy's absence

February 2020 Board Minutes

- Motion to approve February's minutes. Minutes approved.

Meeting adjourned at 10:54 am.



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting November 3, 2020, 10:00am

Zoom Meeting

Meeting ID: 823 2705 4499

Executive Board:

Amy Brown – President

Robin Alexander - President Elect

Robert Clark – Past President

Kelly Lawless-Treasurer

Robert Boot – Treasurer Elect

Brian Schoolcraft – Secretary

Tony Sims – Legislative Chair

Quorum present (Amy, Robin, Victoria, Brian, Robert B.)

Amy called the meeting to order at 10:03am

November 5 Chapter meeting:

Pete will speak about business during Covid.

Showdigs.com is a National NARPM member. It is like Uber for Realtors. They show your listings on your behalf. They want to do a presentation. All ok to have them speak.

Reading of NARPM ethics – Robin volunteered.

Should we do breakout rooms again? Will we have time? Plan it for the end and do it if time allows.

Brian will organize the quick pitches.

Robert Boot will introduce the guest speaker.

Meeting adjourned at 10:12am



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting October 13, 2020, 10:00am

Zoom Meeting

Meeting ID: 857 6119 8297

Executive Board:

<u>Amy Brown – President</u>	<u>Robin Alexander - President Elect</u>	<u>Robert Clark – Past President</u>
<u>Kelly Lawless-Treasurer</u>	<u>Robert Boot – Treasurer Elect</u>	<u>Brian Schoolcraft – Secretary</u>
<u>Tony Sims – Legislative Chair</u>		

Quorum present (Amy, Tony, Robin, Robert C., Brian, Kelly)

Amy called the meeting to order at 10:03am

Treasurer's report: See reports Kelly emailed.

Amy called all the Global Sponsors regarding their thoughts on holding the vendor fair. One said their company has implemented a no-travel policy, one said they are willing to meet locally, one said no, one is having surgery and can't attend, the others said they would do whatever we want.

Amy asked if it's enough to have just our membership show up? Consensus was to cancel this year, not hold it virtually, and to give the sponsors free sponsorship in 2021 and hope we can hold the event in 2021.

Should we hold the meeting on November 5th virtually again? Yes. Amy to check if Pete Neubig can still speak. Suggested topics are CDC moratorium, and how have people changed their screening process.

Christmas Party. If we comp the sponsorships we really don't have the budget. Group decided to cancel. Post a link to make a donation with notice that party will not be held this year.

Report from President Elect – Robin Alexander

Look for an email regarding upcoming strategic planning session. Robin also to coordinate 2021 with Dallas Chapter.

Tony mentioned today was the first day of early voting and lines were already 2 hours long. Go out and vote!

Do we need another meeting? No. Is the podium book helpful? Yes!

Send Amy suggestions for breakout group questions.

Meeting adjourned at 10:27am



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

Board Meeting January 14th, 2020, 10:00am

Zoom Meeting

Meeting ID: 872 9491 5178

Executive Board:

<u>Amy Brown – President</u>	<u>Robin Alexander - President Elect</u>	<u>Robert Clark – Past President</u>
<u>Kelly Lawless-Treasurer</u>	<u>Robert Boot – Treasurer Elect</u>	<u>Brian Schoolcraft – Secretary</u>
<u>Tony Sims – Legislative Chair</u>		

Quorum present (Amy, Robin, Kelly, Robert B., Brian, Jeff Bond)

Amy called the meeting to order at 10:03am

Treasurers report: No new activity. Kelly will send Amy bank statements for her review.

Upcoming meeting on September 24th – so far only 16 attendees.

- Jim Roman's speaker fee has been paid
- Did get comments that attendees would like to do breakout groups. Topic: What new procedures did you put in place in 2020?
- What should we do to increase attendance? Robin to reach out to Debra for access to Facebook to promote.
- Flow of meeting:
 - Amy will lead
 - Robin will present Code of Ethics articles 7 and 8
 - Breakout rooms for 10-15 minutes
 - After breakouts, each room will present one topic to the broader team
 - Robert Boot to introduce guest speaker
 - Jim Roman: 45-60 minute presentation

Elections – National is asking for our list of officers. Who can be President Elect? Jon Westrom?
Tina Haslet has been nominated, maybe she can be Secretary?

November Vendor Fair: People not eating at restaurants are least likely to contract Covid. Eating at tables together with masks off could spread virus. Amy proposes that after attendees visit with the vendors that we have boxed lunches for them to take as they leave the event. How do we get more attendance? Ideas included an incentive for bringing guests, or the person that invites the most guests. Amy to work on flyers to drop off at Broker's offices promoting the event and the free lunch.

Meeting adjourned

Bylaws of
The Fort Worth/ Mid Cities 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 Fort Worth/ Mid Cities 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 Tarrant county and surrounding counties.
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.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional area]

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 Texas.

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: Tarrant county and surrounding counties.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, and Honorary Members

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

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 not be a chairperson and [choose one: can or can not] 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 [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter 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 executive committee.

Section I: Application by Professional, Associate, or 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. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, 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 the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

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

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. 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.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. 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 Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

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/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, 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. 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 chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 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. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. 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 a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.
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 an end-of-fiscal year report for 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.
 - i. Must be a Professional Member of the Chapter.

5. Treasurer-Elect: The treasurer elect shall:

- a. To learn from the current Treasurer all requirements for the position during the term as Treasurer elect.
- b. Assist with all responsibilities that will enable position to learn the accounting procedures and be ready and able to take over in the next term.
- c. Serve a two-year position, with the second year serving as the Treasurer.
- d. Undertake the responsibility for other such activities as deemed appropriate by the Executive Committee.
- e. Fill the office of Treasurer should the position become open during two-year term.
- f. Must be a Professional member of the chapter.
- g. Continue to enhance the operations manual for the Treasurer duties and assist with drafting the best practices systems for the chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President

- c. 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.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

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

Section C: Elections

Elections shall be conducted in a 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 [Chapter Name] Executive Committee and presented to the membership for final vote.
- 3. Uncontested Offices: The presiding authority shall identify to the membership 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.
- 6. 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, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
- 7. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the

professional members in good standing recommending the candidates for a director or for an officer 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 or 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 to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

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 shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

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. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. 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

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, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated 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

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

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, 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 to 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 financial year shall be a calendar year.

Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 45 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership 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 charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date 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 during the budgeting process.

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 and shall be approved by the [chapter name] Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., 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 of Residential Property Managers, Inc., 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 purpose 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.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., 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 affect of the remainder of these bylaws.

Section B: Waiver

No provision 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 may 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, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

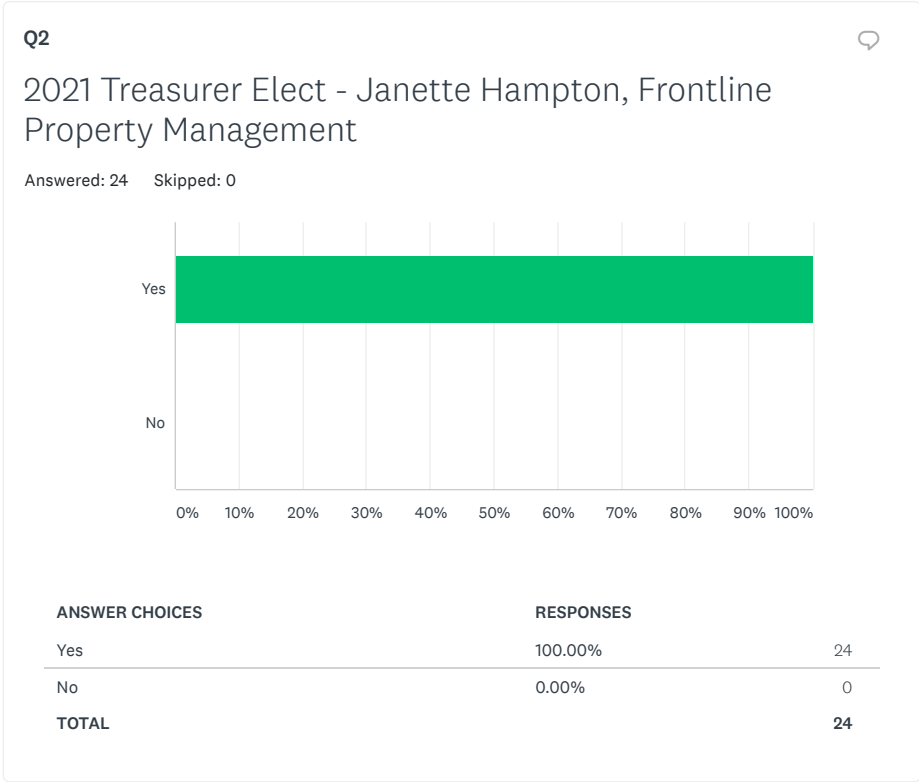
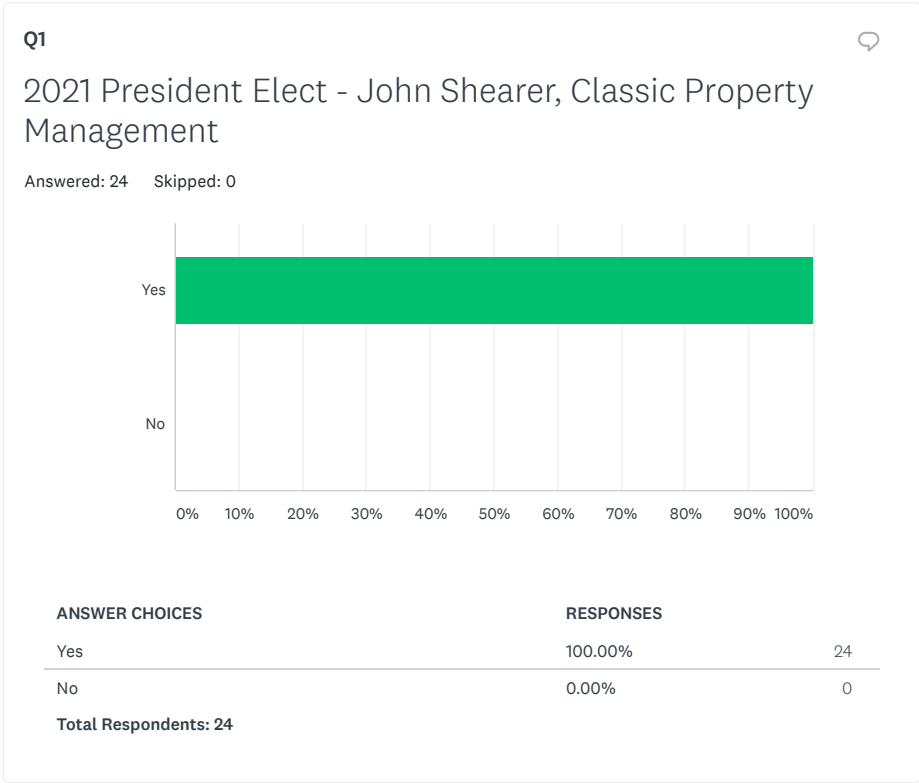
Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

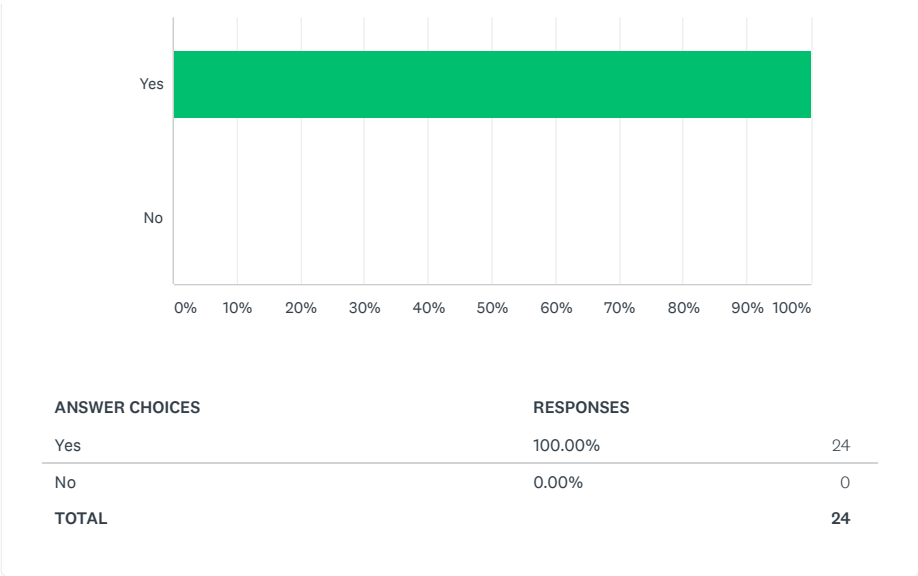
Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



2021 NARPM FW/MC Board of Directors Election Ballot





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