

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2019

Open to Public Inspection

A For the **2019** Calendar year, or tax year beginning **2019-01-01** and ending **2019-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **THE GREATER SNOHOMISH****COUNTY CH OF THE NAT ASSOC OF RES PROP MANAGERS****3710 168th ST NE, Arlington,****WA, US, 98223****D** Employee IdentificationNumber **30-0697094****E** Website:**F** Name of Principal Officer: **Joseph Fisher****3710 168th ST NE, Arlington,****WA, US, 98223**

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Date	Description	Amount	Check #	Reconciled
1/1/2019	Begining balance	\$7,868.22		
1/23/2019	Deposit	\$60.00		x
1/23/2019	Deposit	\$480.00		x
1/25/2019	January Legion Memorial lunch	-\$318.56		x
1/31/2019	Intrest	\$0.14		x
1/31/2019	Statement fee	-\$5.00		x
2/27/2019	Deposit	\$70.00		x
2/27/2019	Deposit	\$318.00		x
2/28/2019	Statement fee	-\$5.00		x
2/28/2019	Intrest	\$0.12		x
3/6/2019	Legion memorial lunch	-\$217.21	1061	x
3/21/2019	First American Facebook class	-\$160.00	1059	x
3/26/2019	March Legion Memorial lunch	-\$477.85	1062	x
3/29/2019	March meeting deposit	\$732.00		x
3/30/2019	Intrest	\$0.14		x
3/30/2019	Statement fee	-\$5.00		x
4/3/2019	Gayle reimbursement for training	-\$258.00	1063	x
4/24/2019	meeting deposit	\$120.00		x
4/30/2019	Intrest	\$0.13		x
4/30/2019	Statement fee	-\$5.00		x
4/30/2019	Legion Memorial lunch	-\$275.38	1064	x
5/6/2019	Cascade Real Estate School	-\$480.00	1065	x
5/9/2019	April meeting deposit	\$825.00		x
5/13/2019	Returned check fee	-\$12.00		x
5/13/2019	Returned check	-\$55.00		x
5/16/2019	Legion Memorial lunch	-\$275.38	1067	x
5/20/2019	Lombardi's holiday dinner reservation	-\$100.00	1068	x
5/23/2019	NARPM State Conference table sponso	-\$250.00	1066	x
5/31/2019	Intrest	\$0.13		x

5/31/2019	Statement fee	-\$5.00		x
6/14/2019	May meeting deposit	\$402.00		x
6/20/2019	Legion Memorial lunch	-\$318.86	1069	x
6/29/2019	Intrest	\$0.13		x
6/29/2019	Statement fee	-\$5.00		x
7/17/2019	June meeting deposit	\$815.00		x
7/31/2019	Intrest	\$0.14		x
7/31/2019	Statement fee	-\$5.00		x
8/12/2019	Fundraiser food	-\$142.29	1070	x
8/12/2019	Fundraiser donation deposit	\$1,580.00		x
8/15/2019	Legion Memorial lunch	-\$144.94	1071	x
8/31/2019	Intrest	\$0.17		x
8/31/2019	Statement fee	-\$5.00		x
9/13/2019	August meeting deposit	\$175.00		x
9/18/2019	Cocoon house donation	-\$2,500.00	Cashiers check	x
9/18/2019	Fee for cahsiers check	-\$7.00		x
9/24/2019	September meeting deposit	\$425.00		x
10/7/2019	Legion Memorial lunch	-\$246.39	1072	x
9/30/2019	Intrest	\$0.15		x
9/30/2019	Statement fee	-\$5.00		x
10/17/2019	Legion Memorial lunch	-\$159.43	1073	x
10/21/2019	October meeting deposit	\$420.00		x
10/31/2019	Intrest	\$0.13		x
10/31/2019	Statement fee	-\$5.00		x
11/8/2019	Reimbursement for airfare. Jade	-\$256.60	1075	x
11/30/2019	statement fee	-\$5.00		x
11/30/2019	Intrest	\$0.13		x
12/19/20219	Clock hour class.	-\$270.00	1074	x
12/11/2019	Deposit	\$145.00		x
12/11/2019	Deposit	\$980.00		x
12/31/2019	Intrest	\$0.12		x

12/31/2019	Paper statement fee	-\$5.00		x
12/10/2019	Reimbursement for vendor appreciation	-\$303.19	1076	x
12/11/2019	Holiday party event	-\$1,485.73	1077	x
12/16/2019	Nov meeting	-\$280.02	1078	x
12/31/2019	Ending balance	\$6,363.02		

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2020 Officers-Greater Snohomish Co.txt - Notepad

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From: Gayle Acidera <gayle@leadingedge realestate.info>
Sent: Thursday, September 26, 2019 10:58 AM
To: Jackie Sabogal
Subject: 2020 Officers-Greater Snohomish Co

Hi Jackie,

Here are the officers for 2020 for Greater Snohomish County

President Jade Nevarez
Pres Elect Paula Peters
Secretary Tracy Minick
Treasurer Joseph Fisher

Gayle Acidera
Leading Edge Property Management and Edge Home Sales
Business Development Manager
317 S 2nd St Suite 119
Mt. Vernon, WA 98273
www.EdgeHomeRentals.com
www.Edge-HomeSales.com
425-312-2592 ext 103

How did we do?

Click to rate your experience with Leading Edge Property Management

< Windows (CRLF) Ln 1, Col 1 100%

GREATER SNOHOMISH COUNTY NARPM
General Meeting
September 19, 2019

Call meeting to order

Introduce all attending

Old Business:

Fundraiser at Scuttlebutts raised \$1437.71 and the chapter added \$1062.29 for a total donation to Cocoon House of \$2500.00

Upcoming dates to remember:

NARPM Nationals Oct 15-18 in Phoenix. Registration is on the website: NARPM.org

Vendor Appreciation Nov 21st

Holiday Party Dec 5th at Lombardi's from 6-8pm also Installation of Officers for 2020.

Vote for 2020 Officers

Today's speaker is Rebecca Lewis from the Snohomish County Sheriff's office

Raffle

Ethics:

The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

GREATER SNOHOMISH COUNTY NARPM CHAPTER
General Meeting
February 21, 2019

Call the meeting to order

Introduce ourselves, vendors and guests

OLD BUSINESS:

Remind about the incentive program to grow our Chapter. \$50.00 gift card for guest and member if guest becomes a member.

NEW BUSINESS:

Dates to remember:

February 25-27 Broker Owner
April 17-18 Washington State Conference
October 15-18 National Conference

Clock Hour Class: April 25th Still need a topic. Any suggestions??

March's Speaker will be Rob Trickler to give us an update on what happened in Olympia

Our Speaker today is Stacey Salyer of Leading Edge PM and Edge Home Sales on how to become a virtual office.

Raffle drawing

Meeting Adjourned

The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.

GREATER SNOHOMISH COUNTY NARPM
General Meeting
August 15, 2019

Call the meeting to order

Introductions of all attending

Old Business:

The Fundraiser was on July 17th from 5-7 pm at Scuttlebutts . We raised \$_____ and the chapter added \$_____ for a total donation to Cocoon House of \$_____.

Upcoming dates to remember:

NARPM National Oct 15-18 in Phoenix AZ. You can register on the website at NARPM.org.
Vendor Appreciation Nov 21st
Holiday Party Dec 5th at Lombardi's from 6-8 pm, Installation of 2020 officers.

Meeting Topic

This months meeting is going to be a round-table type meeting/discussion to talk about business real world concerns, topics, questions and to share business ideas and processes. Some of the things we will be talking about are;

1. What has been your biggest success this year and how did you make that happen?
2. Do you have processes in place to achieve your goals?
3. What has changed with your screening criteria?
4. What trends have you noticed in the past year?
5. What is the biggest change you have made in your business in the past year?
6. What do you want to change, do differently, or stop doing and why?
7. What help do you need?
8. What is the biggest lesson you have learned in the past year?

We want to bring value to everyone's business, help each other and feel this will be a very productive and unique way to help and do something different. We are all very excited to see you at tomorrow's meeting.

Raffle

The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

Meeting adjourned

SNOHOMISH COUNTY NARPM
Board Meeting
June 20, 2019

Sign up sheet for the Fundraiser on July 17th from 5-7pm

Jade to speak about the Fundraiser.

Board Elections in September- email or in person

National Conference in Phoenix Oct 15-18 2019. Go to NARPM.org to register Jon Acuff is a national known speaker is one of the Conference Speakers.

Vendor Appreciation in November

Holiday Party in December at Lombardi's

GREATER SNOHOMISH COUNTY NARPM CHAPTER
General Meeting
June 20, 2019

Call the meeting to order

Introductions of all attending

Old Business:

Rob Trickler was our Speaker in May, he talked to us about the new upcoming laws. Changes to our criteria's may be necessary. The new laws go into effect on July 28th.

Upcoming dates to remember:

July 17th Fundraiser at Scuttlebutts 5-7 pm
September vote for new Board Officers
October 15-18 National conference in Phoenix

New Business:

September 19th vote for new Board Officers

October 17th clock hour class on Hoarding

November is our Vendor Appreciation day. All are invited, time and location will be announced in the coming months

Holiday Party is booked for Lombardi's on Dec 5th from 6-9 pm

Our speaker today is Cole Hockett with Acranet.

Raffle drawing

Meeting adjourned

- Ethics: The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.

SNOHOMISH COUNTY NARPM
Board Meeting
March 21, 2019

There was no quarm for the month of February, no Board meeting.

Joseph to send all of us the directions on how to upload the chapter's email so we can access all documents for Chapter Compliance and Chapter Excellence, minutes, calendar and agenda for the year.

There are a lot of vacancies for Vendor Features for the year. Makes money for the Chapter to allow us to have the Fundraisers and etc.

Need offices to contribute Raffle items. Sign up on Calendar.

Fundraiser-start now before it gets too late in the year. Vendor Appreciation is not far behind.

Still need 2 speakers for August and September.

Washington State Conference is April 17-18 in Spokane. Who is going?

GREATER SNOHOMISH COUNTY NARPM CHAPTER
General Meeting
March 21, 2019

Call the meeting to order.

Introduction of all attending

OLD BUSINESS:

Remind about the incentive program to grow our Chapter. \$50.00 gift card for guest and member if the guest becomes a NARPM member.

Washington State Conference to be held in Spokane on April 17-18. Sign up on the NARPM website

NEW BUSINESS:

Clock Hours class will be on April 25th one week later than normal to accommodate the conference. The time of the class will be emailed as soon as it is determined.

Dates to remember:

Washington State Conference- April 17-18

Fundraiser- July 18

National Conference-October 15-18

Our Speaker today is Rob Trickler he will be giving us an overview of the goings on in Olympia.

Raffle Drawing

Meeting Adjourned

The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.

SNOHOMISH COUNTY NARPM
Board Meeting
May 16, 2019

April was a clock hour class that had a great turn out of PM's and also self managers that attended.

Joseph to send the Board directions on how to upload the NARPM email so we have access to it to send requests for volunteers etc.

Lots of vacancies in the Vendor Feature

Sign up sheet for the Fundraiser? Have Jade speak about the progress and the time location etc for the Fundraiser

Completed the calendar for Speakers and Clock Hours

National Conference in Phoenix AZ, Oct 15-18 2019. Go to NARPM.org to register.

GREATER SNOHOMISH COUNTY NARPM CHAPTER
General Meeting
May 16, 2019

Call the meeting to order

Introductions of all attending

Old Business:

April was a clock hour class taught by Rebekah Near on Tenant Screening and Tenant Selection. We had a good number of people attending. Very interesting and new information was given.

Upcoming dates to remember:

July 18 will be the Fundraiser
October 15-18 National Conference in Phoenix

New Business:

October 17 will be another clock hour class that should prove to be very interesting. It will be on Hoarding. Not all of us have had this experience, but if we do after taking this class we will know where to start. Put on your calendar to not miss this class.

Our Vendor appreciation day is November 21. All vendors are invited to attend. The time and location will be announced in the coming months.

The Holiday Party is on December 5th. At Lombardi's in Everett from 6-9 pm

Our speaker today is Attorney Rob Trickler to inform us on the new laws that have been passed that will affect us.

Raffle Drawing

Meeting Adjourned

Ethics:

It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

Bylaws of
The Greater Snohomish County 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 Greater Snohomish County 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 Snohomish County Washington State
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 **Snohomish County in the state of Washington**

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 Washington.

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: Snohomish County

ARTICLE II: Membership

Professional, Support Staff, Affiliate Member, Junior, Student, Academic, and Honorary Members

Section A: 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 B: 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 C: 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 be a chairperson and ~~choose one, can or cannot~~ 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 D: 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 Greater Snohomish County 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 F. Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

Section G. Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be

accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

Section H. Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

Section F: Application by Professional, Support Staff, Junior, Student, or Academic 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: 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. Delinquency in Payments Any member failing to pay sums due to the Association within 30 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 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 Greater Snohomish County. 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. 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 six (6) 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.
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.

3. Vice President: The Vice-President shall

- a. At as the chapter's publications chairperson. In this capacity the vice-president shall:
- b. Notify all chapter members of upcoming meetings
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- 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. 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.

5. 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.

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 the last regularly scheduled chapter meeting, or electronically 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 Greater Snohomish County Executive Committee and presented to the membership for final vote.
3. 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.
4. 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.

Section D: Term of Office

An officer's term of office shall commence with the beginning of 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.

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.

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 Greater Snohomish County 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

Section A: Acknowledgment

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 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 (30) Thirty 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 Greater Snohomish County 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 Greater Snohomish County 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 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 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 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 ~~Washington~~ state law, Greater Snohomish County shall notify the National Association of said amendments but no further action will be required.

SNOHOMISH COUNTY NARPM
Board Meeting
August 15, 2019

Fundraiser: what was the total raised and what did the chapter add?
Do we want to invite a rep from Cocoon House to the next meeting?

Board Elections in September
By email or in person?
Email takes too long, in person not many members attend meetings

National Conference October 15-18 2019. Go to NARPM.org to register

Vendor Appreciation- where are we on this?

Holiday Party December 5, 2019 at Lombardi's from 6-8 pm.
Who do we invite to install new officers?

Snohomish County NARPM
January 17, 2019
Board Meeting

Complete Calendar with Speakers, Vendor Features, Greeters and Raffle

Day on the Hill Jan 31, 2019

Owner/Broker Conference February 2019 Las Vegas

Upcoming NW Regional Conference April 17-18 2019 Spokane-change clock hour class date to May

Upcoming National Conference October 15-18, 2019 Phoenix, AZ

Help Jade with Chapter Compliance- Me or Joseph

Add email to our existing email to have access to everyone's email addy

New jobs for everyone, ask questions, ask for help

Incentive Program for new members

SNOHOMISH COUNTY NARPM
General Meeting
January 17, 2019

Call the meeting to order.

Introduce ourselves, vendors and guests

Mission for 2019 is to grow our Professional members. Incentive program: invite a guest, if the guest becomes a member both guest and member will receive a \$50.00 gift card. Of course we still want new vendor members, but for this year the concentration will be Professional Members. Without new Professional Members there will be no Chapter then we will have to go to King County to get the education and classes we have come to enjoy.

New Business

Some dates to put on your calendar:

January 31 Day on The Hill in Olympia
February 25-27 Broker/Owner in Las Vegas
April 17-18 Washington State Conference in Spokane
October 15-18 National NARPM Conference in Phoenix

Our Calendar will be available in February for everyone with our Chapter's events
Feel free to suggest Speaker topics and clock hour topics.

Our guest Speaker is Rene Fabre speaking to us today about Facebook Marketing.

Raffle drawing

Meeting adjourned

It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

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