

**MN Chapter Board of Directors Meeting**  
**02/22/18**

**In Attendance –**

Jennifer Spadine

Non Board Members:

Emmett Lynch

Katie Ann Sopp-Schroeder

Al Spadine

**Educational Chair Report**

**Educational Class – Donna Hanberry spoke on Fair Housing concentrating on Companion Animals**

**Code of Ethics –**

- Read Article 12, Compliance and Enforcement. The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM pursuant to this Code.

**Legislative Chair Report –**

- Minneapolis passed Section 8 vouchers must be accepted or it's a discriminatory charge
- North Oaks has implemented a rental license requirement.
- Inver Grove Heights enacted new rules to their rental licensing.

**MN Chapter Board of Directors Meeting**  
**9.18.2018**                      **8:30am-10:30am**

**Rosebrook Park Meeting Room**

**In Attendance –**

Jennifer Spadine

David Krull

Alex Hibma

Al Spadine- not a board member

**Educational Class** – City rental license inspectors from several local cities were present to discuss their experiences, upcoming changes, and to answer any questions. Cities present were St. Paul, Minneapolis, and Brooklyn Center.

**Legislative Update** – Information was provided related to Minneapolis and expected changes to city ordinance related to occupancy standards.

**Code of Ethics –**

- Read Article 9, Relations With Other Property Managers. The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

**Sponsor** – Breakfast was provided for this meeting by the City of Minneapolis.

**MN Chapter Board of Directors Meeting**

**11.08.2018**

**8:30am-10:30am**

**Royal Credit Union, Edina Meeting**

**Room**

**In Attendance –**

Jennifer Spadine

David Krull

Alex Hibma

Al Spadine- not a board member

**Educational Chair Report**

**Educational Class** – Speakers Marty McDonough and Todd Liljenquist from the Minnesota Multi Housing Association were present to discuss local and state legislative updates in the wake of the recent election

**Code of Ethics –**

- Read Article 7, Areas of Expertise. The Property Manager must provide competent service within his or her area of expertise, and must refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.

**Legislative Update: Day on the Hill is coming in April. David Krull and Jennifer Spadine are planning to attend.**

**Discussion of small board. We set board goals. Our board goal is new companies, not just new members.**

**MN Chapter Board of Directors Meeting**

**12.6.2018**

**8:30am-10:30am**

**Rosebrook Park Meeting Room**

**In Attendance –**

Jennifer Spadine

David Krull

Alex Hibma

Al Spadine- not a board member

**Educational Chair Report**

**Educational Class** – Joey Torkildson, CEO of Herg Group North Suburban at Keller Williams Realty Premier presented on personal growth and improvement

**Code of Ethics –**

- Read Article 4. The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

**Elections** – Chapter elections for 2019 were held. A quorum was had, and the following were elected to board positions; Jennifer Spadine, President, David Krull, President-Elect, and Alex Hibma, Treasury-Secretary.

**Legislative Update:** Day on the Hill is coming in April. David Krull and Jennifer Spadine are planning to attend.

**Discussion of small board.** We set board goals. Our board goal is new companies, not just new members.

**Sponsor** – FilterEasy representative was present and breakfast was provided.

As per Section C of the adopted bylaws of the Minnesota Chapter of NARPM, elections for 2019 were held in-person during the last regularly scheduled chapter meeting prior to the end of the calendar year.

The elected members are outlined in the submission showing the 2019 president, president-elect, and treasury-secretary.

NARPM MN Chapter	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Total
Operating Income and Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Attendance Non-Members	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense													
Room Rental	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00		\$200.00		\$200.00	
PAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chapter Outing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expense	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOI - Net Operating Income	\$0.00	\$0.00	\$0.00	-\$200.00	\$0.00	\$0.00	\$0.00	-\$950.00	\$0.00	-\$200.00	\$0.00	-\$200.00	-\$1,550.00

**MN Chapter Board of Directors Meeting**

**12.6.2018**

**8:30am-10:30am**

**Rosebrook Park Meeting Room**

**In Attendance –**

Jennifer Spadine

David Krull

Alex Hibma

Al Spadine- not a board member

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[illegible]



**2019 MN Chapter Board of Directors**

**President Jennifer Spadine**

**Past President Jennifer Spadine**

**President Elect David Krull**

**Secretary/Treasurer Alex Hibma**

## Jennifer Spadine

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**From:** David Krull <dkrull@renterswarehouse.com>  
**Sent:** Monday, January 22, 2018 11:34 AM  
**Subject:** NARPM 2/22/18 meeting

Good morning,

Our next NARPM meeting will be 2/22 at Real Time Leasing Conference room 4490 Erin Dr. Eagan MN from 9am-11am. Members are free and non-members are \$20.

This is one meeting that you will not want to miss. Donna Hanbery will be speaking and she is an attorney specializing in Fair Housing law. Donna has been practicing the law for over 30+ years. <http://hnclaw.com/>

There will also be free breakfast!

Please let me know if you are attending.

Best,  
David

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David D. Krull  
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Managing Broker Renters Warehouse Minnesota  
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I Do Business in Accordance With the Federal Fair Housing Law

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## Jennifer Spadine

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**From:** David Krull <dkrull@renterswarehouse.com>  
**Sent:** Tuesday, September 04, 2018 3:50 PM  
**Subject:** NARPM Meetings

Good afternoon,  
Here are the upcoming NARPM meeting dates. Once we have the final location nailed down I will update you.

**Tuesday, September 18<sup>th</sup>** Maintenance Inspector Panel Come talk to the actual inspectors  
8:30-9 networking, and business meeting  
9-10:30 maintenance inspectors  
Location TBD  
Please email your RSVP to me!!

**Thursday, November 8<sup>th</sup>** Legislative Updates Marty McDonough and Todd Liljenquist from the Minnesota Multi Housing to discuss local and state legislative updates  
8:30-9 networking, and business meeting  
9-10:30 maintenance updates  
Location TBD

**Wednesday, December 12<sup>th</sup>**  
Holiday Breakfast  
Location TBD

Best,  
David

--  
David D. Krull  
(o) 952-224-9619  
Senior Vice President of National Compliance  
Managing Broker Renters Warehouse Minnesota  
GRI, ABR, CSSE, CFS, MRP, CNE, CPPM, CRCMP  
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Connect with me at:  
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Corporate Office: 13200 Pioneer Trail Suite 100, Eden Prairie MN 55347

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## Jennifer Spadine

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**From:** David Krull <dkrull@renterswarehouse.com>  
**Sent:** Friday, October 12, 2018 9:09 AM  
**Subject:** NARPM November 8th Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning,

Please join us on Thursday, November 8<sup>th</sup> for Legislative Updates Marty McDonough and Todd Liljenquist from the Minnesota Multi Housing to discuss local and state legislative updates

8:30-9 networking, and business meeting

9-10:30 Legislative updates

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### Location Royal Credit Union

4450 W 76th St Edina, MN 55435

Please email me your RSVP!

Best,  
David

--  
David D. Krull  
(o) 952-224-9619  
Senior Vice President of National Compliance  
Managing Broker Renters Warehouse Minnesota  
GRI, ABR, CSSE, CFS, MRP, CNE, CPPM, CRCMP  
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## Jennifer Spadine

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**From:** David Krull <dkrull@renterswarehouse.com>  
**Sent:** Tuesday, November 20, 2018 4:15 PM  
**Subject:** NARPM Meeting December 6th!  
**Attachments:** Joey Torkildson.jpg

Please RSVP by emailing me!

Rosebrook Park: 2590 Fry Street Roseville, MN 55113

Breakfast 8:45-9

Meeting starts at 9-10:30

Networking 10:30 to 11

You are writing your own story in life! Is what you are doing right now supposed to be in that story? I hope so! That's why my goal is to always sign up, get uncomfortable, inspire through doing, shoot, then aim. We don't have enough time on this planet to stay mundane and there are too many experiences to be doing one thing for too long! It's all about the short term experiments! Quick background: 18+ year US Army vet; 8+ year transformer of lives through ownership (AKA: Realtor) ; 2+ year CEO of an Expansion Team with Hergenrother Realty Group (we are number 18 in the world); Self employed for 10+ years and loving that GRIND; Investor in Real Estate (always looking for people to do deals with); Contagiously energetic teacher who loves helping people discover they can accomplish anything; Podcaster of #theGrind (check it out); aspiring public speaker; Dad of two extremely crazy and loving boys; Husband of an amazingly supportive and ultimate gardener wife. Let's be curious explorers together! I love connecting with people and helping them achieve their goals and I'm a firm believer in the fact that you are one introduction away from your entire life changing! Two quotes I live by: Amazing things rarely happen in your comfort zone and only those who attempt the absurd achieve the impossible! Let's do this!-



Joey Torkildson  
CEO/Realtor®  
Herg Group North Suburban at  
Keller Williams Realty Premier North Suburban  
m : 651.210.1038

Bylaws of  
The Minnesota 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 Minnesota 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 State of Minnesota
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 State of Minnesota.

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 Minnesota.

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 State of Minnesota

## 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 not** be a chairperson and **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 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 Minnesota 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 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 Minnesota 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. 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 act as the chapter's publications chairperson. In this capacity the vice-president shall:

  - a. Notify all chapter members of upcoming meetings

- b. Serve a term of one year commencing with the beginning of the calendar year.
  - c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - 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.
- 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 [Chapter Name] 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 Minnesota 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

## 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 \$120 however if paid by February 1<sup>st</sup> the member will receive a \$20 discount for the year. Dues are for a calendar year from January through December. ***A prospective member may attend 2 meetings of the Minnesota chapter for free.***

2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the February shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of Minnesota 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 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, statues, 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, Minnesota Chapter shall notify the National Association of said amendments but no further action will be required.

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*Lynn Sedlack*  
DocuSigned By: Lynn Sedlack

Lynn Sedlack  
President

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*Laurel Anderson*  
DocuSigned By: Laurel Anderson

Laurel Anderson  
President elect/Vice President

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*Deborah Newell-Wagley*  
DocuSigned By: Deborah Newell-Wagley

Deborah Newell-Wagley  
Secretary

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*Nick Hubers*  
DocuSigned By: Nick Hubers

Nick Hubers  
Treasurer

Department of the Treasury  
Internal Revenue Service

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

2018

Open to Public Inspection

**A** For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **MINNESOTA CHAPTER OF THE NATL**  
**ASSN OF RESIDENTIAL PROPERTY MANAGERS****708 Cleveland Ave SW, New****Brighton, MN, US, 55112****D** Employee IdentificationNumber **80-0675169****E** Website:**F** Name of Principal Officer: **Jennifer Spadine****708 Cleveland Ave SW, New****Brighton, MN, US, 55112**

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