



## CHAPTER COMPLIANCE 2022 NOTES

### S004 VIRGINIA STATE CHAPTER

Awarded Chapter in Review/Conditional Compliance 2022 for the following reasons:

- Past leadership stepped down and did not transfer appropriate records to new leadership.
- Chapter was not able to hold a 2021 state conference.
- Missing three sets of board of directors meeting minutes for 2021.

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### Levels of Chapter Recertification

#### **Full recertification**

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

#### **Chapter in Review (Amended 2022)**

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

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

#### **De-certification**

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.

Bylaws of  
The Virginia State 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 Virginia State chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the State 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 .
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 Virginia.

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 Virginia.

- 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 Virginia.

## ARTICLE II: Membership

### Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

#### 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 – grandfathered January 1, 2021

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, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

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 or be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application. Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

Section H: Application by Professional, Associate, or Support Staff Members:

- 1 Acceptance into membership: An applicant for membership in a State 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 State 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 State Chapter matters for a period designated by these or the national association bylaws or, where such discretion is authorized by the national association, for anyone 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 State 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 State Chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of State 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 State Chapter. The letter shall indicate the date on which the resignation is effective. No refund of State 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 State 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 State 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: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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 State Chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the State 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 State 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 State Chapter dues, application fees and special assessments.
- 4 Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All State Chapter executive committee members should faithfully attend all State 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 State Chapter.
- b. Preside at all meetings of the State Chapter.
- c. Act as an alternate signatory for funds withdrawn from the State 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 State Chapter.
- l. 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 State 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 State Chapter.
- h. Notify all State Chapter members of upcoming meetings
- i. Coordinate speakers and lecturers that are relevant to the residential industry for State Chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of State Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current State 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 State Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from State Chapter account(s).
- b. Distribute annual renewal notices for State 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 State Chapter.

5. 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.
- d. Review State Chapter Bylaws with president to recommend amendments as needed.
- e. Must be a Professional Member of the State Chapter

Section C: Board of Directors

The Board of Directors shall be comprised of the President; President-Elect; Secretary; Treasurer; Past President; along with one (1) Director per Virginia State Chapter who will be appointed by the local chapter leadership. One (1) at large director, whose term shall be two years, shall be appointed from an unassigned area of Virginia and will go through the nomination process. If a chapter does not submit a candidate for the director position, the nominating committee shall recommend a state chapter member to fill the position.

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 sixty (60) 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 no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

- 1 Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
- 2 Nominating Committee -The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Virginia State 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.
- 3 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.
- 5 The Chapter shall not 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 electronic, email, or 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 presents 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.

The Affiliate Chair shall:

- a) Attend all chapter committee meetings. Invite and welcome the participation of quality affiliate members in the chapter organization.
- b) Arrange for spotlights of affiliate members in the chapter publications.
- c) Coordinate affiliates to participate in state chapter trade shows and events.
- d) Encourage the affiliates to financially participate with sponsorship of chapter events. Leverage discounts to members from qualified affiliate members.
- e) Participate in establishing affiliate members' dues during annual budget process.

- f) Must be a Professional Member of the chapter

The Certification Chair shall:

- a) Attend all chapter committee meetings.
- b) Promote and convey to members and potential members the importance, value and benefits of NARPM
- c) NARPM® classes and designations.
- d) Coordinate with NARPM® National and with the state education chair for designation classes to be offered at Virginia State Chapter annual conference.
- e) Coordinate with local chapter's education chairpersons to offer designation classes.
- f) Must be a Professional Member of the chapter

The Education Chair shall:

- a) Attend all chapter committee meetings.
- b) Conduct regular member surveys to determine the educational needs of the members.
- c) Work closely with the Chapter Vice-President to select and arrange for educational topics, speakers and membership activities as conveyed by regular membership survey results.
- d) Assist the State Conference Committee Chair to secure speakers and instructors subject to the budgeted amount for state chapter events and with continuing education credits if possible.
- e) Renew continuing education credit certification with the state as required.
- f) Must be a Professional Member of the chapter

The Legislative Chair shall:

- a) Attend all chapter committee meetings.
- b) Be the focal point for the legislative related topics and issues for the chapter.
- c) Keep abreast of state laws and ordinances that impact members in the chapter.
- d) Develop relationships with the National Association of Realtors and state apartment associations to coordinate lobbying and promotion of shared legislative amendments for the mutual benefit of the property management industry.
- e) Subscribe to newsletters and monitor for activities which impact chapter membership, share insights through the Marketing Chair for distribution to the chapter.
- f) Must be a Professional Member of the chapter

The Marketing/Communications Chair shall:

- a) Promote chapter events and communication with members and prospective members.
- b) Prepare and publish a regularly scheduled newsletter for distribution at chapter meetings.
- c) Post provided information to the chapter website,
- d) Post and promote Chapter Facebook page
- e) Be responsible to update web site, newsletters and social media with chapter events.
- f) Must be a Professional Member of the Chapter. Note: A co-chair may assist the Chair who is not required to be a Professional Member of the Chapter, e.g. a social media coordinator.

The Membership Chair shall:

- a) Attend all chapter committee meetings.
- b) Invite and welcome the participation of prospective members in the chapter.
- c) Maintain current membership records to coincide with the National NARPM® on line database
- d) Review and contact new members and members at large to assign to local chapters as applicable.
- e) Present report at board meetings of current membership in the chapter.
- f) Promote membership through networking.
- g) Must be a Professional Member of the chapter

The State Conference Committee Chair shall:

- a) Attend all chapter committee meetings.
- b) Secure a venue with Banquet Event Order and Contract with the approval of the Executive Committee
- c) Secure speakers and instructors for the annual State Chapter conference.
- d) Assign sub-committee members to assist with organization and flow of the conference.
- e) Report updates monthly to the Executive Committee and Board.
- f) Chair the conference along with committee member's assistance.
- g) Perform post conference survey and report results to the Executive Committee and Board.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will; result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A: Chapter Charter

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 90 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 Virginia State 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 effect 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 Virginia state law, State Chapter shall notify the National Association of said amendments, but no further action will be required.

#### Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

#### Section E: Dissolution

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



Form **990-N**

**Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

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

**2021**

Open to Public Inspection

**A** For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31**

**B** Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

**C** Name of Organization: **VIRGINIA STATE CHAPTER OF  
NATIONAL ASSOC OF RESID PROPERTY MANAGERS**  
**4004 Genesee PI 113,**  
**Woodbridge, VA, US, 22192**

**D** Employee Identification  
 Number **83-0511233**

**E** Website:

**F** Name of Principal Officer: **Michele Odems**  
**4004 Genesee PI 113,**  
**Woodbridge, VA, US, 22192**

**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.

Form 990-N

## Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

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

2020

Open to Public Inspection

**A** For the 2020 Calendar year, or tax year beginning 2020-01-01 and ending 2020-12-31**B** Check if available

- Terminated for Business  
 Gross receipts are normally \$50,000 or less

**C** Name of Organization: VIRGINIA STATE CHAPTER OF  
NATIONAL ASSOC OF RESID PROPERTY MANAGERS  
4004 Genesee Pl,  
Woodbridge, VA, US, 22192**D** Employee Identification  
Number 83-0511233**E** Website:**F** Name of Principal Officer: Randy Huntley  
8133 Leesburg Pike, Vienna,  
VA, US, 22182

**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.

**NARPM - Virginia State Chapter  
2022 Budget Worksheet**

	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donation</b>	\$0.00
<b>Event Sponsorship</b>	\$0.00
<b>Total Income</b>	\$0.00
<b>Gross Profit</b>	\$0.00
<b>Expense</b>	
<b>Bank Service Charge</b>	\$96.00
<b>Legal Fees (Registered Agent)</b>	\$125.00
<b>SCC Fees</b>	\$25.00
<b>Total Expenses</b>	\$246.00
<b>Net Ordinary Income</b>	-\$246.00
<b>Net Income</b>	<u><b>-\$246.00</b></u>

Current balance in SunTrust Account

\$389.55

April 29.2022

**NARPM - Virginia State Chapter  
2021 Profit & Loss**

	<u>Jan - Dec 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donation	\$149.90
Event Sponsorship prior year	\$250.00
<b>Total Income</b>	<u>\$399.90</u>
<b>Gross Profit</b>	\$399.90
<b>Expense</b>	
Bank Service Charge	\$144.00
Legal Fees (Registered Agent)	\$125.00
SCC Fees	\$25.00
<b>Total Expenses</b>	<u>\$294.00</u>
<b>Net Ordinary Income</b>	<u>\$105.90</u>
<b>Net Income</b>	<u><b>\$105.90</b></u>

Current balance in SunTrust Account

522.55

As of December 31, 2021

## Rebecca Woodring

---

**From:** Traci Lewis VanCamp <findahome4u@hotmail.com> on behalf of Traci Lewis VanCamp <TLewis@remax.net>  
**Sent:** Friday, August 21, 2020 12:08 PM  
**To:** Steve Pardon; Tim Wehner; Cindy Matthews; Lisa Noon; Elizabeth Walthall; Lee Halyard; Rebecca Woodring  
**Cc:** Traci Lewis VanCamp  
**Subject:** A fools approach to Property Management update/ please reply

Hi,

The new potential date is March 22nd. The space cost is \$1,550.00 for the two rooms plus we will have food & beverage minimum again. We have scratched the virtual idea for 2020. With all the online conferences plus NARPM national I think it's a good idea. We would still like to have a joint event HRRR /VA State NARPM to help both organizations.

We can reconfirm the speakers or get new ones should someone not be able to do that day.

Cindy would like to refund the attendees their fees paid and we can redo numbers for 2021. Cindy will also reconfirm vendors for next year and refund those who choose not to participate.

Elizabeth, can you add the cost of the rooms plus what we have budgeted for the food, and send out a new estimated spreadsheet?

**THANK YOU** everyone for all your help!

Please comment back to if you agree or any comments that you would like to share. If needed we can have a call but we need to lock in this date.

**THANKS!!!**

### Traci Lewis VanCamp

CRS, ABR, GRI, MPM, RMP

Associate Broker, RE/MAX Alliance

Sales and Property Management

2020 HRRR PMLC Chair

HRRR Circle of Excellence

RE/MAX Lifetime Achievement & Hall of Fame

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<http://HomesByTraci.com>

[TLewis@remax.net](mailto:TLewis@remax.net)

Follow us at [www.facebook.com/HomesByTraci](http://www.facebook.com/HomesByTraci)

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**From:** Steve Pardon <Steve@jmaxpropertymanagement.com>

**Sent:** Monday, June 29, 2020 3:55 PM

**To:** Lisa Noon <lnoon@narpm.org>; Traci Lewis VanCamp <tlewis@remax.net>; Cindy Matthews <cMatthews@managegroup.com>; Rebecca Woodring <rwoodring@managegroup.com>; Tim Wehner <tim@dodsonpropertymanagement.com>; Elizabeth Walthall <ewalthall@berkeley-realty.com>; 'lee@leehalyard.com' <lee@leehalyard.com>

**Cc:** Traci Lewis VanCamp <findahome4u@hotmail.com>

**Subject:** RE: A fools approach to Property Management call Tuesday July 7th at 10am

I will be away on vacation but should be able to join in

---

**From:** Lisa Noon <lnoon@narpm.org>

**Sent:** Monday, June 29, 2020 3:52 PM

**To:** Traci Lewis VanCamp <tlewis@remax.net>; Cindy Matthews <cMatthews@managegroup.com>; Rebecca Woodring <rwoodring@managegroup.com>; Steve Pardon <Steve@jmaxpropertymanagement.com>; Tim Wehner <tim@dodsonpropertymanagement.com>; Elizabeth Walthall <ewalthall@berkeley-realty.com>; 'lee@leehalyard.com' <lee@leehalyard.com>

**Cc:** Traci Lewis VanCamp <findahome4u@hotmail.com>

**Subject:** Re: A fools approach to Property Management call Tuesday July 7th at 10am

Yes

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**From:** Traci Lewis VanCamp <[findahome4u@hotmail.com](mailto:findahome4u@hotmail.com)> on behalf of Traci Lewis VanCamp <[tlewis@remax.net](mailto:tlewis@remax.net)>

**Sent:** Monday, June 29, 2020 3:47 PM

**To:** Cindy Matthews; Rebecca Woodring; Lisa Noon; Steve Pardon; Tim Wehner; Elizabeth Walthall; Traci Lewis VanCamp; 'lee@leehalyard.com'

**Cc:** Traci Lewis VanCamp

**Subject:** A fools approach to Property Management call Tuesday July 7th at 10am

**Good Afternoon!**

**Are you available to make a call on Tuesday July 7th to discuss our rescheduled event?**

**Please advise.**

Thanks,

**Traci Lewis VanCamp**

CRS, ABR, GRI, MPM, RMP

Associate Broker, RE/MAX Alliance

Sales and Property Management

2020 HRRRA PMLC Chair

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## Virginia State NarpM Chapter Meeting 1-28-2021

In attendance; [Michele Odems](#) , [Randy Huntley](#) , [Calvin Davis](#) , Chris Mccracken, Steve Pardon

-Discussed the chain of command between the state level and the individual State chapters. The State board is geared towards accessing the folks in the State that do not have close proximity to a local Chapter.

-Discussion of a possible State Conference. (Second Nature and Tenant Turner are possible facilitators). Education and speakers geared towards heavy legal topics that are Virginia specific.

-Michele has been given access to the bank information and the financials. Closing out a 2020 P&L. We need to discuss the preparation of a budget for 2021.

**-Current balance in the State account is \$768.55.**

-Look at grant opportunities through the NARPM website. Speakers fees, membership drives, etc.

-Ideas for State Conference  
Chip Dicks  
Vendor interaction for prizes, etc.

-Randy will take the lead on contacting Chips office to discuss the possibility of speaking at the State Conference.

-1st State Chapter meeting will be held on 2-25 at 9:30am. (Speaker Pending)

## Rebecca Woodring

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**From:** Steve Pardon <Steve@jmaxpropertymanagement.com>  
**Sent:** Thursday, June 9, 2022 8:28 AM  
**To:** Stella Stanley; Rebecca Woodring  
**Cc:** Misty Berger; Jeff Wright; Gail Phillips  
**Subject:** RE: NARPM Chapter Compliance Virginia State Chapter - Need Additional Info  
**Attachments:** A fools approach to Property Management update/ please reply; Randy Huntley here -- May I ask you to review this email before I send out to VA State NARPM members? Thanks!

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

While I can't attend the meeting on the 17<sup>th</sup> I wanted to at least see if anything I have can be helpful with what is left. Please see comments below.

### 2021 State Event

Please see attached email. A statewide event was planned for 2020. After multiple covid issues it was rescheduled for March of 2021 (which would have satisfied the requirement) but again due to a resurgence and issues with the venue in Richmond the March 2021 event was cancelled and that committees work ended. It was the job of the 2021 president and board to make a new committee to plan for 2022 which as we know did not happen. This means without a 2022 statewide event (which at this point seems unlikely) the chapter will not comply next year.

For what my 2 cents is worth the chapter board should very very soon put together a committee, follow the NARPM planning an event timeline and get a date and venue for 2023 which IF that was in place before national I'm sure we could make considerations so that 2023 chapter compliance is accepted.

### Board Meetings

in my email files I see

-January 21<sup>st</sup> 2021

-July 29<sup>th</sup> only president and treasurer in attendance. VP had resigned. By this point my efforts to get the president to lead and plan had gone horribly wrong. VP rather than take the horns and plan his year complained and despite my pleading to make his own professional growth and take charge...quit instead

-if it helps..."Technically" 2 board members were present at the national conference. Those board members talked. At the time only 2 other board members existed and were not present. But President and myself as Past President did meet. Do with that what you will 😊

There were no other board meetings

### Elections

At the state conference in KC myself as acting Ambassador and Traci Lewis as acting RVP (after RVP resignation without finishing term) put together a slate to present to the membership.

The email sent to the membership is attached.

According to the bylaws if the positions are announced and running unopposed a vote is not required.

We have hung our hat on item B section 3 which I have pasted below:

**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.



Wish I could help you more but hopefully that gets you closer.  
After somewhat of an attempt at rebuild in 2020 it went straight down the crapper from a board/planning/leadership perspective (to the presidents credit...the actual zoom meeting for the membership of which I believe there were 4 were all done very well and had decent attendance)  
I hope it is not to late for the 2022 board to consider this a second restart and put a strong foundation in place with possibly the same leadership taking a charge for 2023.

Steve

---

**From:** Stella Stanley <stella@signaturemanagementllc.com>  
**Sent:** Tuesday, May 31, 2022 4:00 PM  
**To:** Rebecca Woodring <rwoodring@managegroup.com>  
**Cc:** Misty Berger <misty@acutabovemanagement.com>; Steve Pardon <Steve@jmaxpropertymanagement.com>; Jeff Wright <jeff@foundationfirstpg.com>; Gail Phillips <gphillips@narpm.org>  
**Subject:** Re: NARPM Chapter Compliance Virginia State Chapter - Need Additional Info

Here is the 2022 budget as well as the additional tax filing. I uploaded it to the application but it won't let me go any further because we are missing the 2021 information.

*Thank you-*

*Stella Stanley, Broker*  
*Signature Properties*  
*(804)746-7466 x 702*  
[www.signaturemanagementllc.com](http://www.signaturemanagementllc.com)

**Please note our website and emails have changed.**

On Tue, May 31, 2022 at 12:54 PM Stella Stanley <[stella@signaturemanagementllc.com](mailto:stella@signaturemanagementllc.com)> wrote:

Good afternoon- this is what Randy just sent me. Do you want me to do a sheet that shows this and upload it?

I'm not really sure how to go about it.

**Randy Huntley**

to me

Good morning from Alaska. Sue and I are on vacation on board a cruise ship so I am not able very well to accomplish any of the noted items below. However, in 2021 we did not haul a state wide gathering of property management personnel because of Covid. No other national or state association was meeting except on very rare occasions. The fact that we only received a few interested meeting attendees through zoom convinced me that if we were to have a full-fledged state wide conference, that it would be an incredible expensive and colossal flop. The interest to meet in person for any reason was just not there so I decided not to conduct a state wide meeting in person. I hope this clarifies at least one of the questions below.

--



**Randy Huntley, Associate Broker, Realtor  
Founder, President, and Managing Partner**

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8133 Leesburg Pike, Suite 800, Vienna, VA 22182

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Follow @ [www.facebook.com/PropertyManagementAdvisors](https://www.facebook.com/PropertyManagementAdvisors)

**SELL Phone (703) 608.7840** [Randy@pma-dc.com](mailto:Randy@pma-dc.com)

*Thank you-*

*Stella Stanley, Broker*

*Signature Properties*

*(804)746-7466 x 702*

[www.signaturemanagementllc.com](http://www.signaturemanagementllc.com)

**Please note our website and emails have changed.**

On Sat, May 28, 2022 at 12:55 PM Stella Stanley <[stella@signaturemanagementllc.com](mailto:stella@signaturemanagementllc.com)> wrote:

I apologize for the delay. **I have tried to get the information for 2021 but I don't have it.** I have reached out to Randy again.

I have corrected the bylaws and the board member positions and uploaded those.

I will continue to work on this.

*Thank you-*

*Stella Stanley, Broker*

*Signature Properties*

*(804)746-7466 x 702*

[www.signaturemanagementllc.com](http://www.signaturemanagementllc.com)

**Please note our website and emails have changed.**

On Wed, May 4, 2022 at 5:09 PM Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)> wrote:

Thank you Stella for submitting Chapter Compliance on behalf of the Virginia State Chapter. I've changed your application status back to draft so you can upload additional documents. Here are my notes:

VA NARPM BOARD OF DIRECTORS  
2022

Stella Stanley  
President

Stephanie Michael  
Vice President

Chris McCracken  
Secretary

Michele Odems  
Treasurer

---

**From:** Randy Huntley <randyhuntley@hotmail.com> on behalf of Randy Huntley  
<randy@pma-dc.com>  
**Sent:** Friday, November 12, 2021 9:53 AM

Good Morning Virginia Property Managers! Randy Huntley, VA State Chapter President, here. Our VA State NARPM Chapter, along with our Virginia NARPM Ambassador, Traci Lewis Van Camp, has been working to fill the open volunteer officer/leader positions for 2022. Traci we now have a very good and professional slate of 2022 volunteers. While Covid still hurts our ability to meet in person to vote through this email. Virtual meetings have become common so in this particular case I would like to put into nomination the following. The following names and positions are hereby nominated:

President: Stella Stanley  
President Elect: Stephanie Michael  
Treasurer: Michell Odems  
Secretary: Chris McCracken  
Past President: Randy Huntley

At this time the candidates listed above, unless we hear back from you otherwise with additional nominations, are running unopposed at the meeting, which will be conducted on December 9, 2021, 9:30-10:30 AM, EST.

Additionally, may I ask for three (3) more people to volunteer to help with education, membership, and new members? I believe that a volunteer is a useful, relevant resource, if we all chip in a bit to help. There are NARPM chapters throughout the US that have several committees and no one person is saddled with all the responsibility. I saw and learned this last week while attending the National NARPM convention and it was a fulfilling experience when synergizing with others -- the more, the merrier! Your Virginia PM's would appreciate you stepping up and volunteering (which mind you HAS NO DUES- It's just for you!!) gives our members what they are looking for in a professional organization.

Randy Huntley, **Associate Broker, Realtor**

Co-Author of Amazon.com's Top 10 Books 'The New Rise in Real Estate' and 'Real Estate Game Changers'

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Managing Partner, [PROPERTY MANAGEMENT ADVISORS, INC.](#)

**2021 President, National Association of Residential Property Managers (NARPM) Virginia Chapter**

Former USMC - 10 yrs  USA National Guard - 20 years; Retired - 30 yrs total

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