

User: bgene@keyespm.com

## 2016 Chapter Compliance

**All chapters are required to answer questions 1-10 BY THE LAST DAY OF February**

Chapter: SE Florida

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload Approved By laws of the Southeast Florida Chapter of NARPM.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 5

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. Tax returns NARPM Letter 2016.pdf

4. Upload a copy of your current year budget: SE Florida Budget 2017.pdf

5. List number of membership meetings: 8

Flier Upload NARPM Chapter Event March 2016.pdf

Flier Upload NARPM CHapter EVent April 2016.pdf

Flier Upload NARPM CHapter Event May 2016.pdf

Flier Upload NARPM Chapter Event June 2016.pdf

Flier Upload NARPM July 2016 EVent.pdf

Flier Upload NARPM NOvember 2016 Event.pdf

Flier Upload NARPM September 2016 Event.pdf

Flier Upload NARPM Chapter EVent October 2016.pdf

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Flier Upload

6. List number of board meetings: 4

Copy of Minutes NARPM Southeast Florida Chapter Meeting Notes 3-16-16.docx

Copy of Minutes NARPM Southeast Florida Chapter Meeting Notes 5-19-16.docx

Copy of Minutes NARPM Southeast Florida Chapter Meeting Notes 5-19-16.docx

Copy of Minutes NARPM Southeast Florida Chapter Meeting Notes 3-16-16.docx

Copy of Minutes NARPM Feb Minutes.pdf

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7. Does your chapter charge dues? No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included? No

10. On a scale of 1-10, how well do you think your chapter is doing? 7

Do you want to apply for Chapter Excellence as well? Yes



## National Association of Residential Property Managers

### 2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name:	Southeast Florida Chapter
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	20
Total Points from Application:	36

**Chapters must have 30 or more points to submit an application.**

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

**To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.**

**E-mail questions to one of the volunteers: [kdm@partnersmgmt.com](mailto:kdm@partnersmgmt.com)  
Or phone: 404-876-8700 (Eastern Time Zone)**

**The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.**

**New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list**

### Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

### Application Questions:

**MEMBERSHIP:** Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

Associate Members: 17  
 Support Staff Members: 3  
 Life Members:  
 Combined Total Number of Members: 20

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload Copy of NARPM Membership directory as of 1 18 17.xlsx  
 Does the state in which the chapter is located have continuing education requirements for licensing? Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points: 2  
 Number of New Members added to Chapter: 2  
 New Member Growth: 2=10-14%  
 New Members Upload 2016 NARPM SE Florida New Memembers.xlsx

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points: 3  
 Membership Retention: 3  
 Membership Retention Upload Copy of NARPM Membership directory as of 1 18 17.xlsx

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:  
 Affiliate Members:  
 Affiliate Members Upload

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points:

Number of Community Service  
Projects Provided:

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points:	4
Percentage of Members in Attendance:	4=10-19%
Membership Attendance	NARPM SE FLorida Chapter State Conference Attendees.xlsx
Membership Attendance	NARPM SE FLorida Chapter NATional Conference Attendees.xlsx

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points:	4
Percentage of Members in Attendance:	4=10-19%
Member Attendance Upload	NARPM SE FLorida Chapter State Conference Attendees.xlsx
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points:	
Number of Grants Applied for and Used:	
Evidence of Grant Upload	
Evidence of Grant Upload	
Evidence of Grant Upload	

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points:

Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

**EDUCATION:** Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points:

Number of Chapter-Sponsored Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 10

Number of Chapter-Sponsored Educational Course(s): 10



Chapter-Sponsored Educational Course Upload	NARPM Chapter EVent October 2016.pdf
Chapter-Sponsored Educational Course Upload	NARPM September 2016 Event.pdf
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	NARPM NOvember 2016 Event.pdf
Chapter-Sponsored Educational Course Upload	NARPM Chapter Event June 2016.pdf
Chapter-Sponsored Educational Course Upload	NARPM July 2016 EVent.pdf
Chapter-Sponsored Educational Course Upload	NARPM CHapter Event May 2016.pdf
Chapter-Sponsored Educational Course Upload	NARPM Chapter Event March 2016.pdf
Chapter-Sponsored Educational Course Upload	NARPM CHapter EVent April 2016.pdf
Chapter-Sponsored Educational Course Upload	

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points:

Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association:

Applicable Flyer/ Other Demonstrative Information Upload

Applicable Flyer/ Other Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1) point** per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points:

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:

Copy of Meeting Agenda Upload

Copy of Meeting Agenda Upload

Copy of Meeting Agenda Upload

Copy of Meeting Agenda Upload

Copy of Meeting Agenda Upload

Copy of Meeting Agenda Upload

**16. Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of December 31:

RMP MPM Designations Upload      NARPM SE Florida Chapter RMP Designation 2016.xlsx

**17. Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:

Percentage of Candidates as of December 31:

CRMC Designations Upload

**18. Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:      2

Percentage of Members with RMP/ MPM Designations:      2=1-14%

Member List with RMP/ MPM  
Designations Upload

NARPM SE FLorida Chapter RMP Designation 2016.xlsx

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points:

Percentage of CRMC Companies  
as of December 31:

Member Companies who hold  
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points:

Percentage of Members holding  
certifications as of December 31:

List of CSS, CMC, CRMB  
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of  
December 31:

Members who are Candidates for  
the CSS, CMC, CRMB Upload

**MARKETING:** Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:

Number of Sponsoring/ Staffing a  
NARPM booth at a non-NARPM  
Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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Newsletter Upload

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points:	3
Number of Marketing Efforts:	3
Program Outreach Upload	TABLE CAPTAIN INSTRUCTIONS-NARPM.docx
Program Outreach Upload	

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points:	8
Membership Committee:	4
Membership Committee Upload	NARPM SE FLORIDA Mmembershship.docx
Education/Designation Committee:	
Education/Designation Committee Upload	
Legislative/Governmental Affairs Committee:	
Legislative/Governmental Affairs Committee Upload	
Meeting/Program Committee:	
Meeting/Program Committee Upload	
Community Service Committee:	4
Community Service Committee Upload	NARPM SE FLORIDA Community outreach.docx

**GOVERNMENTAL AFFAIRS/LEGISLATION:** Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points:	0
Number of Efforts to Pass or Defeat a Legislative Issues:	
Copy of Issue/ Other Documentation Upload	
Copy of Issue/ Other Documentation Upload	
Copy of Issue/ Other	

## Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members who  
Contribute at Least \$25 to the  
NARPM PAC

List of Contributors Upload

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points: 0

Hosted or Participated in NARPM  
State Day on the Hill:

Flyer/ Information Promoting the  
Event Upload

**LEADERSHIP:** Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:

Percentage of Members  
Volunteering:

List of Volunteers Upload

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members in  
Attendance:

Attendee List Upload

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

The SE Florida Chapter has worked tirelessly this year to shore up our procedures and protocols, implement an affiliate program (now in the works) and have already had a joint program with IREM in 2017. Additionally, we are working on a CE credit course and looking at greater outreach into both the property management and local communities for growth. We believe our chapter will grow considerably in 2017 given the groundwork laid in 2016 (our first year as a chapter).

Total Points from Application:	36
Form Completed By:	Benjamin Gene
Chapter Title:	Southeast Florida Chapter
Phone Number:	561-598-5760
E-mail Address:	bgene@keyespm.com

Bylaws of  
The Southeast Florida Chapter of  
**The National Association of Residential Property Managers**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Southeast Florida 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 Counties of Miami-Dade, Broward and Palm Beach,
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 Southeast Florida area

Section C: Powers

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

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

Section D: This chapter's geographical definition shall be: Counties of Miami-Dade, Broward and Palm Beach

ARTICLE II: Membership

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

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory



licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

#### Section B: Associate Member

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

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

#### Section C: Support Staff

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

#### Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members cannot be a chairperson but 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 [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

#### Section E: ~~Honorary Member~~

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

#### Section 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 I: Application by Professional, Associate, **or** 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. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

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

#### Section A: Suspension of Membership

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

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

#### Section B: Termination of Membership

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

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Southeast Florida Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

#### Section C: Reinstatement of Membership

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

#### ARTICLE IV: Executive Committee/Board of Directors

## Section A: Responsibilities

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

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

## Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
  - a. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
- ~~3. Vice President [optional position Choose either President-Elect or Vice President]:  
The vice-president shall act as the chapter's publications chairperson. In this capacity the vice-president shall:~~
  - h. Notify all chapter members of upcoming meetings

- ~~b. Serve a term of one year commencing with the beginning of the calendar year.~~
- i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of 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.
- ~~e. Serve a term of one year commencing with the beginning of the calendar year.~~
- ~~l. Must be a Professional Member of the Chapter.~~

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the calendar year.
- f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

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 **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 Southeast Florida Chapter 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.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. **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 regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

#### Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

#### Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

#### Section D: Simple Majority Vote

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

## ARTICLE VII: Committees

### Section A: Appointment

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

### Section B: Responsibilities

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

### Section C: Creation and Dissolution

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

## ARTICLE VIII: Code of Ethics & Standards of Professionalism.

### Acknowledgment and Enforcement

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

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

### Section A: Acknowledgment

A Chapter Charter is granted **by the National Association of Residential Property Managers, Inc.** only upon the acknowledgment that the chapter members shall:

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



taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

#### Section B: Enforcement

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

### ARTICLE IX: Financial Considerations

#### Section A: Calendar Year

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

#### Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 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 Southeast Florida Chapter 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~~ **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~~ **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~~ **National Association of Residential Property Managers, Inc.**, prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

## ARTICLE XI: Miscellaneous

### Section A: Invalidity

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

### Section B: Waiver

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

### Section C: Hold Harmless and Indemnify

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

### Section D: State Laws

These bylaws may be amended to conform and comply with the laws, 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, Chapter shall notify the National Association of said amendments but no further action will be required.

## **Section E. Sexual Harassment**

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

## **Section E: Dissolution**

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



National Association of Residential Property Managers

SOUTHEAST FLORIDA CHAPTER

**Proposed Budget**

Fiscal Year: January - December 2017

<b>Revenue</b>	
Affiliate Membership & Sponsorship Fees	3,000
Chapter Grant	500
Lunch Sponsors	6,000
Meeting Fees	7,200
Networking Event sponsorship	3,000
Professional/Associate/Support Membership Fees	2,500
<b>Total Revenue</b>	<b>\$ 22,200</b>
<b>Expenses</b>	
Bank Charges	100
Education Expense	500
Legal and Accounting	300
Licenses & Taxes	200
Marketing	3,100
Meeting Expenses	11,400
Office Supplies	500
Officer Travel	1,000
<b>Total Expenses</b>	<b>\$ 17,100</b>
<b>Net Profit</b>	<b>\$ 5,100</b>

## NARPM Southeast Florida Chapter (in Formation)

This document serves as the minutes based on the agenda provided by Jennifer Mendoza, President. Minutes provided by Benjamin Gene.

Board Members in attendance: Jennifer Mendoza, Gaston Reboredo, Eddie Miller, Benjamin Gene, Roger Schalk, Todd Breen and Dave Harper.

- 1) Called to Order- Meeting 3-16-16
- 2) Previous Minutes- Moved, second and approved.
- 3) Bank Documents
  - a. Bank accounts not yet set up.
  - b. Need Trisha as Treasurer to sign documents.
  - c. Benjamin Gene signed and Jennifer Mendoza signed.
- 4) Chapter Development
  - a. Eddie Miller submitted all documents to national for the Chapter Development Excellent Award
  - b. Our chapter has a good chance at winning new chapter of the year
  - c. Our chapter had 5 delegates who attended the National convention
  - d. Our chapter had 3 delegates attend the regional convention
- 5) Affiliate Sponsorship
  - a. The Affiliate Sponsorship packet was approved unanimously for use
  - b. It was decided that if WE invite a speaker, there will be no charge for sponsorship
  - c. It was decided that if a vendor asks US to come and speak, we charge the affiliate sponsorship fee
  - d. It was further decided that due to a lack in actual policy, the 1<sup>st</sup> year for a sponsor that has the ability to generate income from speaking will be granted the first year for free. It was unanimously approved that the second year a fee will apply.
- 6) Todd Breen offered his resignation due to scheduling conflicts.
  - a. Motion for Todd to remain was unanimously approved
- 7) Education
  - a. Gaston reports
    - i. Lunches- We currently have 10 of 12 speakers lined up for the year
    - ii. Harry Heist will need confirmation of date to come speak
      1. JM lexus was discussed as a possible location as he tends to bring a large crowd.
      2. Open up to outside NARPM? This would generate the potential for new members for NARPM.

#### 8) Meeting Protocol

- a. Currently, our lunches are very disorganized.
- b. It was discussed that we need to have more formal positions for our board members
  - i. Table Captains- It is a struggle to get people to commit and we scramble day of.
  - ii. Check in- We need to have a delegate for check in and payment processing.
    - 1. The lunch from 3-16 was very challenging because we had so many people pay at the door
- c. If we can get more organized, we have the ability to capture non members
- d. It was decided that non members would be charged \$35 in advance, \$40 at the door.
- e. Todd offered to post in the forums to determine whether other chapters even allow open enrollment.
  - i. Should we limit non-members from coming to our lunch speeches.
- f. Greeters- It was discussed that we assign two greeters at the door at each event.

#### 9) Harry Heist Event

- a. Will NARPM SE Florida chapter sponsor this event? It was decided that this would be good exposure for our chapter.
- b. Todd recommended that we have a testimonial speaker about NARPM at the event
- c. It was discussed that our chapter has a table or booth at the event to capture new members

#### 10) Networking Activities

- a. It was not decided whether we should have networking events on top of lunches, happy hours, etc..
- b. Tabled

#### 11) Sponsorship Guide for NARPM Courses

- a. Designation course- Shall we put on these classes?
- b. Our chapter would receive 25% of revenue generated
- c. Tabled until next year

#### 12) Meeting Adjourned

## NARPM Southeast Florida Chapter (in Formation)

May 19<sup>th</sup>, 2016

This document serves as the minutes based on the agenda provided by Jennifer Mendoza, President. Minutes provided by Benjamin Gene.

Board Members in attendance: Jennifer Mendoza, Trisha Shoman , Eddie Miller, Benjamin Gene and Dave Harper.

- 1) Called to Order- Meeting 5-19-16
- 2) Previous Minutes- No meeting took place. No Quorum or time. Motion , second and approved.  
Motion- Eddie Miller  
Second- Trisha Shoman
- 3) Bank Documents
  - a. Jennifer will prepare for next meeting
  - b. Benjamin will send email reminder a few days before meeting
  - c. Thus far, Jennifer, Eddie, Benjamin and Trisha have signed Wells Fargo documents
- 4) Presentations/Presenters:
  - a. The need for a time limit was discussed
  - b. Presenters must be finished by 1pm.
  - c. A timekeeper is needed in order to stick to schedule and inform presenter
    - i. 10 Minutes Notice
    - ii. 5 minutes Notice
  - d. Discuss with presenter Monday or Tuesday before meeting to discuss and confirm time frame.
  - e. Dave Harper agreed to put together a timekeeper log.
- 5) Affiliate Sponsorship
  - a. Harry Heist agreed to do a legal course for CE credits
  - b. Items needing to be addressed in order to get this done:
    - i. Does NARPM chapter charge for non-members
      1. \$25? \$50?
    - ii. Location
      1. JM Lexus?
    - iii. May need alternative location depending on size of the class
    - iv. Should this be an event that is NARPM sponsored and we invite local RE boards?
    - v. We want to avoid having the event get hijacked by local RE board.

- vi. We also want to be able to charge and market at the event
      - vii. Send notice and invitation to Broward and Palm Beach RE boards once we sort out details. Explain cost to non-NARPM members
    - c. Networking Activities:
      - i. The discussion of resurrecting happy hours – Trisha will organize
        - 1. July- Broward and Miami
          - a. Blue Martini
          - b. Gulfstream
          - c. Wednesday the 13<sup>th</sup> of July is the tentative date
          - d. Ask for sponsorship from Gaston's GC vendor
        - 2. Palm Beach County date and location TBD
- 6) June Meeting
- a. June meeting is 4<sup>th</sup> Thursday instead of 3<sup>rd</sup>
  - b. Date to be June 23<sup>rd</sup>.
- 7) Chapter of the Year/Excellence Awards
- a. Eddie will bring list of items we should follow and keep an eye on as we progress so we can be eligible for excellence awards.
- 8) Affiliate Sponsors
- a. We were approached by CDR (collection agency)
  - b. They would like to become an affiliate sponsor
  - c. Requires follow up
- 9) Membership
- a. It was tables for next meeting
  - b. Roger has taken leave due to office manager being out
- 10) BREIA- (Broward Real Estate Investors Association)
- a. Contact BREIA for a co-sponsored event
  - b. Discussion of networking with other groups (Palm Beach County Investors Clubs, etc..) to form partnerships/co-sponsor events
- 11) Meeting Adjourned
- a. Motion- Jennifer
  - b. Second- Dave



## **NARPM Southeast Florida Chapter (in Formation)**

This document serves as the minutes based on the agenda provided by Jennifer Mendoza, President. Minutes provided by Benjamin Gene.

Board Members in attendance: Jennifer Mendoza, Gaston Reboredo, Eddie Miller, Benjamin Gene, Roger Schalk, Todd Breen and Dave Harper.

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- b. Tabled

#### 11) Sponsorship Guide for NARPM Courses

- a. Designation course- Shall we put on these classes?
- b. Our chapter would receive 25% of revenue generated
- c. Tabled until next year

#### 12) Meeting Adjourned

## **NAPRM Southeast Florida Chapter (in formation)**

This document serves as the minutes based on the agenda provided by Jennifer Mendoza, President. Minutes provided by Eddie Miller, Vice President filling in for Benjamin Gene, Secretary.

Board Members in attendance included: Jennifer Mendoza, Gaston Reboredo, Eddie Miller, Trisha Soman, David Harper and Roger Schalk.

1. Called to Order
2. Previous Minutes - Moved, second and Approved
3. Outline of Leadership Roles

All members are asked to review leadership roles and provide any input or feedback to Jennifer.

### 4. Budget and Finances

- Jennifer went to Wells Fargo to open the Chapter's account and could not do so based on their regulations. It was agreed to create a Corporate Resolution giving authorization to two members (Jennifer and Eddie) to open the account on behalf of the members.
- We are in the process of finalizing the 2016 budget.
- Grants – There are NARPM grants to apply for to assist with the Constant Contact and Internet fees.
- Sponsorship
  - Gaston will follow-up with Todd regarding the membership fees. It was agreed a packet would be put together based on the Orlando Chapter's package and will be sent to the board for approval by email vote.
  - Our first educational event with Harry Heist in April. Dave and Gaston will secure location for April 6 or 7.
  - Want members to know the benefits of membership and to charge non-members differently. Important to show members the benefits of membership.
  - With new sponsorship packet. New speaker will be asked to be a sponsor; however, not required.
- Fundraising  
If we sponsor a 6-hour educational program, NARPM national will give the chapter 25% of the proceeds.

### 5. 2016 Goals

- New Chapter of the Year

Membership Drive – see attachment – once a year membership drive. Tie into 6-hour program

- Chapter of Excellence – Eddie will supervisor
- Start property management committee at MAR

6. Marketing Program – On hold discussion

7. Speaker Suggestions

- Today received several speaker suggestions
- Meeting locations – Jennifer is checking into it locations – board is asked provide ideas, constant contract possible speaker for next month
- Networking activities
- Social do a little different – Miami Board or Broward Board