

Bylaws of

The Colorado Springs Chapter of the National Association of Property Managers, Inc.
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**The Colorado Springs Chapter of
The National Association of Residential Property Managers, Inc.
Updated August 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Colorado Springs Chapter of the National Association of Property Managers, Inc. dba The Colorado Springs Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purposes

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry along the Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canon City.
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 Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canyon City.

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 Colorado.

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

Section D: Geographical Definition

The Chapter's geographical definition shall be the Southern Front Range including but not limited to Colorado Springs, Monument, Black Forest, Falcon, Peyton, Security, Widefield, Fountain, Manitou Springs, Cascade, Green Mountain Falls, Woodland Park, Pueblo, Penrose and Canyon City.

ARTICLE II: Membership, Application, Acceptance and Voting

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

Section A: Professional Member

A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow Colorado state regulatory licensing laws 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 Colorado state regulatory licensing laws, but do not hold an active real estate license. A Professional Member is eligible to vote, hold an elective office and serve as a member of BOD and the Executive Committee.

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 Colorado state regulatory licensing laws regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, vote or hold an elective office, this member has never completed a

course of instruction covering the NARPM Code of Ethics but may serve as a member of the BOD.

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 Colorado state regulatory 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 Colorado state regulatory licensing laws. A Support Staff Member cannot vote or hold an elective office, but may serve as a member of the BOD.

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 be a chairperson and can serve in advisory positions to the BOD, the Executive Committee, chairpersons or committee members. An Affiliate Member cannot vote or hold an elective office, but may serve as a member of the BOD.

The Chapter shall not recognize National Affiliate Members as Affiliate Members of this Chapter. An Affiliate Member shall not be required to be a member of the National Association.

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 Chapter. Honorary Members must continue to meet the standards of their original membership category and are eligible to vote, hold elective office and serve as a member of the BOD or the Executive Committee.

Section F: Educational Member

An Educational Member is a licensed individual who manages residential properties but is not a member of the National Association. The Educational Member may attend all open educational opportunities sponsored by the Chapter. The goal of the Educational Member is to show the value of professional membership and improve the competency of property managers by allowing non-professional members access to quality property management education. They may attend up to two luncheons per year and pay the non-reserved or "at the door" rate. 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 Educational Member cannot vote, hold an elective office or serve as a member of the BOD or Executive Committee. An Educational Member can receive Colorado Continuing Education Credit when available.

Section G: Application and Acceptance by Professional, Educational and Affiliate Members

1. An applicant for Professional membership in the 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 Professional members must complete a Code of Ethics course of instruction from the National Association within 90 days of membership.
2. Educational Members must fill out and submit the Educational Membership Form in order for them to attend any educational opportunities.
3. Affiliate Members shall be licensed and/or certified and in good standing with their specific governing organization in industries where applicable in order to be members of the Chapter.

Section H: Voting

Eligible voting members shall 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, Resignation and Reinstatement 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 for reasons stated in the bylaws of the National Association.
2. By notification of the National Association 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. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 60 days of the due date. Members may file a letter of appeal to the Executive Committee should an extension be needed to pay obligation.
2. 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.
3. 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 Association annual dues.

Section C: Resignation of Membership:

1. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the 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.
2. An 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.

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 National Association Board of Directors.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year and all financial indebtedness incurred has been paid and is current.

ARTICLE IV: Board of Directors and Executive Committee

Section A: Responsibilities

The Chapter Board of Directors (hereinafter known as the BOD), shall be comprised of the Chapter Executive Committee (hereinafter known as the Executive Committee) and additional positions as established by the Executive Committee in accordance with these bylaws and the bylaws of the National Association. The BOD shall have the 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 National Association Board of Directors 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 Executive Committee members should faithfully attend all BOD and Executive Committee meetings. The Executive Committee shall be comprised of six (6) officers as follows:

1. President: The President shall:

- a. Be the chief executive officer of the Chapter.
- b. Preside at all meetings of the Chapter.
- c. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
- d. Sign all legal documents.
- e. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Coordinate speakers and lecturers that are relevant to the residential property management industry for Chapter meetings.
- h. Serve a term of one year commencing with the beginning of the new calendar year.
- i. Must be a Professional Member of the Chapter.
- j. Must attend annual Board Leadership Training offered by the National Association.

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 beginning of the calendar year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Act as the Chapter's publications chairperson.
- f. Notify all Chapter members of upcoming meetings
- g. Undertake the responsibility for completing the Chapter of Excellence requirements by June 30 of each year.
- h. Undertake responsibility for such other activities as deemed appropriate by the President or Executive Committee.
- i. Serve a term of one year commencing with the beginning of the calendar year.
- j. Must be a Professional Member of the Chapter.
- k. Must be back up for attendance at the annual Board Leadership Training offered by the National Association if the President is unable to attend.

3. Secretary: The Secretary shall:

- a. Record, maintain and distribute the minutes of all regular and special meetings of the Board and Executive Committee as appropriate.
- b. File all federal, state and local reports as needed.
- c. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
- d. Serve a term of one year commencing with the beginning of the calendar year.
- e. Must be a Professional Member of the Chapter.

4. Treasurer: The Treasurer shall:

- a. Be a signatory for all funds withdrawn from the 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 to present at each BOD meeting.
- e. Prepare financial reports for the Executive Committee upon request.
- f. Prepare an end-of-fiscal year report for the National Association.
- g. File tax and other financial reports with the appropriate government agencies.
- h. Undertake responsibility for other such activities as deemed appropriate by the Executive Committee.
- i. Serve a term of one year commencing with the beginning of the calendar year.
- j. Must be a Professional Member of the Chapter.

5. Membership Chair: The Membership Chair shall:

- a. Maintain current chapter membership records to coincide with the National Association's membership database.
- b. Accept, verify applicant information and present to the Board for review prior to the Board meeting.
- c. Undertake responsibility for other such activities as deemed appropriate by the Executive Committee.
- d. Serve a term of one year commencing with the beginning of the calendar year.
- e. Must be a Professional Member of the Chapter.

6. Past President: The Past President shall:

- a. Shall serve as Chairman of the Nominating Committee.
- b. Undertake responsibilities for other such activities as deemed appropriate by the President.

- c. Undertake the responsibility for completing the Chapter Compliance requirements by November 30 of each year.
- d. Serve a term of one year commencing with the beginning of the calendar year.
- e. Must be a Professional Member of the Chapter.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

1. To be eligible to serve as a Chapter officer, an individual shall be a Professional Member in good standing with both the Chapter and the National Association. Furthermore, the Professional 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.
2. To be eligible to serve as a Chapter President Elect and fulfill the term as President and Past President, the professional member must have at least 2 years experience working on or with the chapter as a chapter officer or Committee Chair.

Section B: Nomination of Members

Chapter members shall be notified in writing, or electronically if approved by the BOD, of the pending election and nominations solicited from the Chapter members at least sixty (60) days prior to the end of the calendar year. Nominations shall be done in two ways:

1. 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 Chapter's Professional Members.
2. 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 BOD, 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 Chairman of the Nominating Committee and the President shall appoint the other two members of the committee. The recommendation(s) of the Nominating Committee shall be approved by the BOD and presented to the Chapter 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.
4. Contested Offices: In the case of a 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 BOD. 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 and accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidate(s) 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 calendar year and conclude at the end of the same.

Section E: Vacancies

1. Vacancy: An office shall be declared vacant when an officer:
 - a. Resigns that office through written notification to the President or the Secretary.
 - b. Is no longer eligible for membership in the Chapter or the National Association.
 - c. Is no longer capable of fulfilling duties of the office involved.

2. Filling a Vacated Office:

- a. 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.
- b. In the case of other officers, a vacated office shall be filled: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled. The individual must be a Professional Member that is nominated and approved by the BOD 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 nominating process.

ARTICLE VI: Meetings, Locations, Quorum and Majority Rule:

Section A: Meetings

1. The BOD shall meet with the same frequency as the Chapter meetings, or at a time approved by the Executive Committee, which must be no fewer than four (4) meetings annually.
2. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all members of the BOD of the date, time and place by regular letter mailed or emailed to each member of the BOD.
 - a. Waiver of Notice: Attendance by any member of the BOD 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 BOD.
 - b. Electronic Meetings: If approved by the Executive Committee, a meeting can be held electronically in order to conduct the business of the Chapter.

Section B: Locations

All meetings of the Chapter shall be held within the geographic definition of the Chapter. All meetings of the BOD or Executive Committee shall be held within the geographic definition of the Chapter unless otherwise waived by all the members of the BOD. The annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A majority of the BOD officers in attendance at any regular or special meeting shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the members 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: Majority Rule

All actions and decisions of the BOD or Executive Committee shall be made official by simple majority vote of the members present at any regular or special meeting of the BOD or Executive 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 BOD.

Section B: Responsibilities

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

Section C: Creation and Dissolution

The President, with the advice and consent of the BOD, shall have the authority to create and dissolve sub-committees according to the needs of the Chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism, Acknowledgment and Enforcement

Section A: Code of Ethics and Standards of Professionalism

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. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: 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 to hereby formally agree 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.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

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

1. Payable: Dues for the Chapter are due January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual Chapter dues within 60 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 Chapter dues for all members and each class of membership shall be established annually by the Executive Committee and approved by the BOD during the budgeting process.
4. Affiliate Dues: The amount of Chapter dues for Affiliate Members shall be established annually by the Executive Committee and approved by the BOD 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 may be assessed. The BOD 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 BOD and imposed upon the Chapter's 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 BOD.

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 BOD, 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: Procedures for Amending

The entity assigned for the purpose of reviewing proposed bylaw revisions shall present the proposed amendment to the BOD with its findings and proposed recommendations of actions. A two-thirds majority of the BOD is necessary in order to amend these bylaws.

Once approved by the BOD, 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 the National Association'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 BOD, 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 Colorado state law, the 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 Chapter's membership vote, by majority rule, to dissolve the operations of the Chapter, all remaining funds in the treasury will be sent to the National Association.