

Bylaws of  
The Nevada State Chapter of  
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Nevada State chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the State Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the state of \_\_\_\_\_.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the state of Nevada\_\_\_\_\_

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 Nevada.

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

Section D: This chapter's geographical definition shall be the state of Nevada.

ARTICLE II: Membership |

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

Section A: Professional Member

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

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

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

Section B: Associate Member – [grandfathered January 1, 2021](#)

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has [never](#) completed a course of instruction covering the NARPM® Code of Ethics.

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

Section E: Honorary Member

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

#### Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

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

#### Section G: Company Membership

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

The State Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this State Chapter.

#### Section I: Application by Professional, Associate, or Support Staff Members:

- 1 Acceptance into membership: An applicant for membership in a State Chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
- 2 Vote: Voting member shall be eligible-to vote in person at the annual meeting of the State Chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

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

#### Section A: Suspension of Membership

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

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

#### Section B: Termination of Membership

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

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

#### Section C: Transferring in a Company membership:

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

#### Section D: Reinstatement of Membership

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

- 1 Upon request, if such request is received during the calendar year during which a resignation occurred.

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

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

Section B: The Executive Committee

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

1. President: The president shall:
  - a. Be the chief executive officer of the State Chapter.
  - b. Preside at all meetings of the State Chapter.
  - c. Act as an alternate signatory for funds withdrawn from the State Chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the State Chapter.
  - l. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the State Chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the State Chapter.
- h. Notify all State Chapter members of upcoming meetings
- i. Coordinate speakers and lecturers that are relevant to the residential industry for State Chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of State Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

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

4. Treasurer: The treasurer shall:

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

5. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Review State Chapter Bylaws with president to recommend amendments as needed.

- e. Must be a Professional Member of the State Chapter
- 6. DIRECTOR 1: THE DIRECTOR SHALL:
  - a. SERVE AS THE MEMBER OF THE EXECUTIVE COMMITTEE
  - b. WORK IN DIRECT SUPERVISION OF A CHAPTER COMMITTEE CHAIR OR CONCURRENTLY SERVE AS A CHAPTER COMMITTEE CHAIR.
  - c. UNDERTAKE RESPONSIBILITY FOR SUCH ACTIVITIES AS DEEMED APPROPRIATE BY THE EXECUTIVE COMMITTEE.
  - d. SERVE ONE YEAR COMMENCING WITH THE BEGINNING OF THE CALENDAR YEAR.
  - e. MUST BE A PROFESSIONAL MEMBER OF THE CHAPTER.
- 7. DIRECTOR 2: THE DIRECTOR SHALL:
  - a. SERVE AS THE MEMBER OF THE EXECUTIVE COMMITTEE
  - b. WORK IN DIRECT SUPERVISION OF A CHAPTER COMMITTEE CHAIR OR CONCURRENTLY SERVE AS A CHAPTER COMMITTEE CHAIR.
  - c. UNDERTAKE RESPONSIBILITY FOR SUCH ACTIVITIES AS DEEMED APPROPRIATE BY THE EXECUTIVE COMMITTEE.
  - d. SERVE ONE YEAR COMMENCING WITH THE BEGINNING OF THE CALENDAR YEAR.
  - e. MUST BE A PROFESSIONAL MEMBER OF THE CHAPTER.
- 8. DIRECTOR 3: THE DIRECTOR SHALL:
  - a. SERVE AS THE MEMBER OF THE EXECUTIVE COMMITTEE
  - b. WORK IN DIRECT SUPERVISION OF A CHAPTER COMMITTEE CHAIR OR CONCURRENTLY SERVE AS A CHAPTER COMMITTEE CHAIR.
  - c. UNDERTAKE RESPONSIBILITY FOR SUCH ACTIVITIES AS DEEMED APPROPRIATE BY THE EXECUTIVE COMMITTEE.
  - d. SERVE ONE YEAR COMMENCING WITH THE BEGINNING OF THE CALENDAR YEAR.
  - e. MUST BE A PROFESSIONAL MEMBER OF THE CHAPTER.
- 9. Northern Nevada Regional Vice President
  - a. SERVE AS THE MEMBER OF THE EXECUTIVE COMMITTEE
  - b. WORK IN DIRECT SUPERVISION OF THE NORTHERN NEVADA CHAPTER OF NARPM®
  - c. ACT AS A LIASON BETWEEN THE STATE AND LOCAL CHAPTER
  - d. UNDERTAKE RESPONSIBILITY FOR SUCH ACTIVITIES AS DEEMED APPROPRIATE BY THE EXECUTIVE COMMITTEE.
  - e. SERVE ONE YEAR COMMENCING WITH THE BEGINNING OF THE CALENDAR YEAR.
  - f. MUST BE A PROFESSIONAL MEMBER OF THE CHAPTER

ALL NARPM BOARD MEMBERS SHALL ATTEND ALL EXECUTIVE COMMITTEE MEETINGS FAITHFULLY. IF AN OFFICER MISSESS 3 OR MORE MEETINGS FOR REASONS UNEXCUSED THEIR POSITION SHALL BE CONSIDERED VACANT. EXCUSALS MUST BE OBTAINED IN WRITING AND APPROVED BY THE PRESIDENT OR THE MAJORITY OF THE EXECUTIVE COMMITTEE.

ALL NARPM BOARD OF DIRECTORS AGREE TO SIGN CONFIDENTIALITY AGREEMENT IN EXHIBIT A

Section C: Board of Directors

The Board of Directors shall be comprised of the President; President-Elect; Secretary; Treasurer; Past President, 3 Directors; along with one (1) Representative per local Chapter who will be appointed by the local chapter leadership. This representative shall be appointed by the local chapter and will go through the nomination process. If a chapter does not submit a candidate for the director position, the nominating committee shall recommend a state chapter member to fill the position or ask the membership at large to nominate and vote on a candidate to fill the vacancy.

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

### Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

### Section B: Notification of Members

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

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

### Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

- 1 Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
- 2 Nominating Committee -The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Nevada State Executive Committee and presented to the membership for final vote.
- 3 Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.



4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position. In the event of a tie vote the executive committee excluding any members who are running for said office shall make the final vote to determine the elected position.

5 The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

#### Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

#### Section E: Vacancy

An office shall be declared vacant when an officer:

- 1 Resigns that office through written notification to the president or the secretary.
- 2 Is no longer eligible for membership in the chapter or the national association.
- 3 Is no longer capable of fulfilling duties of the office involved.

#### Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

- 1 When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
- 2 Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

### ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

- 1 Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by electronic, email, or regular letter mailed to each member of the committee.
- 2 Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next

meeting shall constitute a waiver of notice of the next regular meeting of the committee.

- 3 Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

#### Section B: Location

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

#### Section C: Quorum

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

#### Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members 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.

### **Chair Positions:**

There are seven (7) Chair type positions. The number of chairs and their prospective jobs duties may vary from year to year as determined by the board. Chairs are members of the Executive committee and with the exception of Affiliate members are entitled to vote.

**Chapter Education Chair:** The Chapter Education Chair shall:

- Plans educational calendar for the year
- Determine educational wants and needs of members (i.e., verbal and written surveys)
- Seek out and coordinate speakers and lecturers that are relevant to the residential industry, submit planned speakers to executive Committee for approval.
- Notify Communications Chair of speaker's biographies and topic description promotional purposes.
- Coordinate the scheduling of national courses (if offered)
- Work with other chapters to provide combined educational events and state or regional conferences
- Arranges for continuing education credit (if applicable)
- Undertake responsibility for other such activities as deemed appropriate by the committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Designations Chair:** The Chapter Designations Chair shall:

- Create opportunities for members to advance their career through industry designations and skill development
- Promote NARPM® classes and designations to members
- Provides information about potential NARPM® classes in the area
- Convey information about the value and benefit of NARPM® classes
- Convey information about the benefits of professional designations
- Recognizes at meetings those who received their certifications
- Undertake responsibility for other such activities as deemed appropriate by the committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Marketing/Publications Coordinator:** The Chapter Marketing/Publications Coordinator shall:

- To. create and review content to be published in state and local media, giving most attention to accuracy, appropriateness, clarity, readability, and timeliness. Coordinate and publishes chapter newsletter
- Sends notices for upcoming meetings and events
- Updates chapter website
- Publishes NARPM® activities and accomplishments in state and focal media (i.e., achievement of designations, editorials, group advertising, etc.)
- Undertake responsibility for other such activities as deemed appropriate committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Membership Coordinator:** The Chapter Membership Coordinator shall:

- Recruits new members by networking and distributing brochures and applications
- Contacts NARPM® national headquarters to have membership application packets sent to prospective new members
- Follows up with guests to invite membership and participation
- Meets and greets members at meetings
- Record prospective members in the online database
- Welcomes members as they enter the meetings
- Undertake responsibility for other such activities as deemed appropriate by the committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Affiliate Program Coordinator:** The Chapter Affiliate Program Coordinator shall:

- Responsible for the development and maintenance of Affiliate membership relationships.
- Coordinate special sponsorship packages for affiliates in conjunction with assigned NARPM® staff.
- Coordinates activities to involve and promote affiliates
- Solicit and welcome participation of affiliates in the chapter and ensuring that they have appropriate space to display their marketing materials
- Arrange for vendor spotlights at meetings and in the chapter newsletter Coordinates affiliates trade shows
- Outlines affiliate award program
- Selects the best quality vendors and leverages vendor benefits (i.e., vendor discounts, vendor preference to services to NARPM® members)
- Undertake responsibility for other such activities as deemed appropriate by the committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Legislative Coordinator:** The Chapter Legislative Coordinator shall:

- Responsible for monitoring and collecting information about pending legislation and current laws impacting the property management industry.
- Develops relationships with the local apartment association
- Reports on activities at membership meetings
- Solicits member involvement to shape legislative decisions
- Develop a local mailing tree to advise members of actions in local or state governing bodies which are open for public comments on topics related to property management
- Undertakes responsibility for others activities deemed appropriate by the executive committee.
- Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Recognitions Chair:** The Chapter Recognitions Chair shall:

- Recognizes chapter members achievements (on a personal level)
- Sends cards on members' special occasions Welcomes new members
- Recognize past leaders
- Undertake responsibility for other such activities as deemed appropriate by the committee.
- Serve a term of one year commencing with the beginning of the calendar year.

ALL CHAIRS OF THE SOUTHERN NEVADA CHAPTER OF NARPM SHALL ATTEND ALL EXECUTIVE COMMITTEE MEETINGS FAITHFULLY. IF A CHAIR MISSESS 3 OR MORE MEETINGS FOR REASONS UNEXCUSED THEIR POSITION SHALL BE CONSIDERED VACANT. EXCUSALS MUST BE OBTAINED IN WRITING AND APPROVED BY THE PRESIDENT OR THE MAJORITY OF THE EXECUTIVE COMMITTEE.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means

within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

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

#### Section A: Chapter Charter

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

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

#### Section B: Enforcement

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

#### Section A: Calendar Year

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

#### Section B: Chapter Dues

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

- 1 Payable: Dues for local chapters are payable no later than January 1 of each year.
- 2 Non-payment of Dues: Failure to pay the annual chapter dues within 90 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
- 3 Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.

- 4 Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
- 5 Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

#### Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

#### Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Nevada State Executive Committee or Board of Directors.

#### Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

### ARTICLE X: Proposals and Procedures for Amending

#### Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

#### Section B: Procedure for Amending

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

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

### ARTICLE XI: Miscellaneous

Section A: Invalidation

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

Section E. Sexual Harassment

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

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

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

Section E: Dissolution

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



EXHIBIT A

**Nevada NARPM® Confidentiality Agreement**

This Confidentiality Agreement (“Agreement”) is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021 between the Nevada NARPM® and the individual member whose name and contact information is included in the “member” signature block, below. In consideration of the mutual promises and obligations herein and for other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the parties agree to the following terms.

By signing this Agreement, Member acknowledges and agrees that some information produced and discussed as a part of a NEVADA NARPM® Committee and/or Board of Directors meetings is Confidential Information to be used only for the limited purpose of participation in said meetings. Confidential information is to be used solely for the best interests of NEVADA NARPM® and not for Member’s gain.

Confidential Information is any information disclosed by NEVADA NARPM® to Member, either directly or indirectly, visually, orally, or through any tangible medium. Common examples include: any discussion or action taken in executive (closed) session; any discussion regarding specific Member’s Membership status, Board Member’s status, or personnel issues; any discussion of pending or threatened litigation; any proposed contract, feature, program or other service which is the subject of a confidentiality agreement; specific price terms of a vendor contract, and any other term(s) deemed confidential by a particular contract; advice of legal counsel; and any other matter deemed confidential by a majority vote of the Board.

Confidential Information does not include any information which Member can document: (a) was publicly known and made generally available to the public domain prior to the time of disclosure by Member; (b) becomes publicly known and made generally available after disclosure to Member through no action or inaction of Member; or (c) is in the possession of Member, without confidentiality restrictions, at the time of disclosure as shown by Member’s files and records immediately prior to the time of disclosure.

Member agrees to take reasonable and appropriate precautions, and otherwise exercise reasonable care, to protect the confidentiality of any Confidential Information that comes into his/her possession during such meetings, and to prevent the unauthorized reproduction or disclosure of the information. Member shall not use Confidential Information in any way that is known to be detrimental to NEVADA NARPM® .

Member understands that a breach of this Agreement may result in removal from Board Membership, as well as possible legal action. These obligations with respect to Confidential Information survive beyond Member’s Board Membership until such time any and all Confidential Information becomes publicly known and made generally available after disclosure to Member through no action or inaction of Member.

MEMBER

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_