



## OAHU CHAPTER

National Association of Residential Property Managers

# BYLAWS

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## ARTICLE I: Name

Section A: Name - The name of this organization shall be the Oahu Chapter of the National Association of Residential Property Managers, [Inc.](#), hereinafter referred to as the Chapter.

## ARTICLE II: Purposes, Powers and Definitions

Section A: 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 Hawaiian Islands~~ on the Island of Oahu, [Hawaii](#).
2. To promote a standard of business ethics, professionalism and fair business 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 initiatives in the ~~Hawaiian Islands~~-State of Hawaii.

Section B: Powers - The Chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Hawaii.

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.](#)

Section C: Definition - This Chapter's geographical definition shall be: ~~The Island of Oahu in the State of Hawaii~~. The Pacific Basin, excluding those areas with existing Chapters.

## ARTICLE III: Membership

[The organization shall have five levels of membership: Sustaining, Charter](#), Professional, Associate, Support Staff, and Affiliate Members, ~~Junior, Student, Academic and Honorary Members~~.

Section A: [Sustaining Charter](#) Member - A [Sustaining Charter](#) Member is an individual who was one of the founding members of the Chapter in 2004. Requirements relating to acceptance into the [Sustaining Charter](#) membership, suspension of [sustaining Charter](#) membership, termination of [sustaining Charter](#) membership shall be identical to those specified for Professional Members except a vacancy in the [Sustaining Charter](#) membership shall not be replaced.

Section B: Professional Member - A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. [For the purposes of this section](#) 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. The individual must [have fulfilled the NARPM® Ethics requirement and follow his/her specific the Hawaii](#) state regulatory licensing law regarding licensure in performing the duties of a property manager [and be in good standing with the Department of Commerce and Consumer Affairs.](#)

Section C: Associate Member - An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. [For the purposes of this section](#) 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. The individual, [while not required to fulfill the NARPM® Ethics requirement,](#) must follow [his/her specific the Hawaii](#) state regulatory licensing law regarding licensure in performing the duties of a property manager [and be in good standing with the Department of Commerce and Consumer Affairs.](#) An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

Section D: 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 specific Hawaii's](#) state regulatory licensing law. A Support Staff Member does not vote or hold elective office [but may be a member of a committee.](#)

Section E: Affiliate Member - An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Affiliate members are not eligible to vote or hold elective office. Affiliate members cannot be a chairperson but can serve in advisory positions to the executive committee or chairpersons or committee members. The Chapter shall [not](#) recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. [A Chapter Vendor Affiliate Member does not have to be a vendor affiliate member of the National Association of Residential Property Managers, Inc. Affiliate membership does not, directly or indirectly imply an endorsement of the services or products provided by the Affiliate Members.](#)

~~Section F: Honorary Member - Honorary membership shall be bestowed upon individuals, who are recommended by the Chapter Executive Committee/Board of Directors to the National Association Board of Directors, and 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 G: Junior Member — A 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 H: Student Member — A 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 I: Academic Member — An 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 J: International Professional Member, International Associate Member, Life Professional Members, Life Associate Members~~

[Section F: Other Memberships as recognized by the National Association of Residential Property Managers, Inc. bylaws.](#)

## ARTICLE IV: Application, Suspension, Termination and Reinstatement of Membership

Section A: Application – An applicant for membership in the Chapter shall first be a member of good standing with the National Association of Residential Property Managers, Inc. A member of the National Association of Residential Property Managers, Inc. may be a member of more than one Chapter as long as that member meets all requirements for each Chapter’s membership. ~~New Members~~ Professional Members must complete a ~~Code of Ethics~~ course of instruction ~~from the National Association of Residential Property Managers to become a Professional Member.~~ covering the NARPM® Code of Ethics as required by the National Association of Residential Property Managers, Inc.

1. Dues: Dues for each category of membership will be set at the annual budget meeting by the Board of Directors and will vary based on the financial need of the Chapter.

Section B: Suspension - Suspension of membership shall result in a member being unable to vote, hold designations and participate in Chapter matters for a period of time designated by these bylaws or the National Association of Residential Property Managers, Inc. bylaws or, where such discretion is authorized by the National Association of Residential Property Managers, Inc., for any one of the following reasons:

1. Suspension of membership for reasons stated in the bylaws of the National Association of Residential Property Managers, Inc.
2. By notification of the National ~~NARPM® Board of Directors~~ Association of Residential Property Managers, Inc. as a result of violations of the Code of Ethics and Standards of Professionalism.
3. For an act or omission that the Chapter Board of Directors believes is unbecoming to the Chapter or puts the Chapter in an unfavorable light for which the Board believes suspension is necessary.

Section C: Termination of Membership - Membership shall be terminated for any reason identified below. Upon termination, a member shall lose all rights and interests in the Chapter and or the National Association of Residential Property Managers, Inc.

1. For any reasons stated in the bylaws of the National Association of Residential Property Managers, Inc.
2. By Resignation: Any member, other than Affiliate Member, may resign at any time. ~~by forwarding~~ To resign the member must provide a letter stating such intent to the ~~Oahu Chapter Board~~ and the National Association of Residential Property Managers, Inc., if applicable. The letter shall indicate the date on which the resignation is effective. No refund of Chapter or National Association of Residential Property Managers, Inc. dues shall be made for any reason.

3. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within ~~75~~ 30 days of the due date. Members may file a letter of appeal to the ~~Executive Committee~~ Board of Directors should an extension be needed to pay the obligation.
4. Delinquency in Payments: Any member failing to pay sums due to the National Association of Residential Property Managers, Inc. 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.
5. Code of Ethics Violations: Membership is terminated due to a member's violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of National annual dues, with notification from the National Association of Residential Property Managers, Inc. to the ~~Chapter Executive Committee~~ Board of Directors.

Section D: Reinstatement of Membership - A former member still meeting all membership requirements shall be reinstated:

1. Upon written request, if such request is received during the calendar year during which a resignation occurred.
2. Upon written request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one (1) calendar year from the date of termination when termination occurred as a result of a Board Presidential request or by an ~~action~~ of the ~~Board of Directors of the~~ National Association of Residential Property Managers, Inc.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

#### **ARTICLE V: ~~Executive Committee~~ / Board of Directors**

Section A: Responsibilities - The Chapter Board of Directors, hereinafter known as the ~~Committee Board~~, 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 of Residential Property Managers, Inc. 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 of Residential Property Managers, Inc. or their intent. Changes to the Bylaws must be ~~submitted to the Board of Directors of the National Association for approval~~ made per Article: X of these Bylaws.

3. Establishing annual Chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: ~~Executive Committee~~ – The Board of Directors – The ~~Executive Committee / Board of Directors~~ Board, shall be composed of the below nine (9) officers ~~as follows~~. Each officer shall vote at Board meetings. All Board members should faithfully attend Chapter Board meetings. At a minimum “faithfully attend” means Board members shall attend at least seven (7) Board meetings annually.

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 of Residential Property Managers, Inc.
- g. Serve a term of one (1) year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Must attend an annual Board Leadership Training offered by the National Association of Residential Property Managers, Inc.

2. ~~President-elect~~ Vice President: The ~~President-elect~~ Vice President 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 calendar 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 (1) year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Oversee the submission of Chapter reports including Chapter Excellence submissions.
- i. Must be the back up attendee for the annual Board Leadership Training offered by the National Association of Residential Property Managers, Inc. if the President is unable to attend.

3. Secretary: The Secretary shall:



- a. Maintain current Chapter membership records to coincide with the National Association [of Residential Property Managers', Inc.](#) membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the Board as appropriate.
  - c. Ensure all federal, state and local reports are filed as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the Board.
  - e. Serve a term of one (1) year commencing with the beginning of the calendar year.
  - f. Notify all Chapter Members of upcoming meetings including but not limited to:
    - i. The time, date and location of said meeting.
    - ii. Chapter business to be conducted.
    - iii. Guest ~~lecturers~~ [speakers](#) who will be [speaking participating](#).
  - g. 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 for the Board upon request.
  - e. Prepare an end-of-fiscal year report for the National Association [of Residential Property Managers, Inc.](#)
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the Board.
  - h. Serve a term of one (1) year commencing with the beginning of the calendar year.
  - i. Ensure federal, state and local reports are filed as needed.
  - j. Must be a Professional Member of the Chapter.
5. The [Immediate](#) Past President shall:
- a. Serve as Chairman of the Nominating Committee.
  - b. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
  - c. Undertake responsibilities as assigned by the President.
  - 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. Four \(4\) Additional Member known as Directors shall:](#)
- a. [Undertake responsibilities as assigned by the Board.](#)
  - b. [These Directors shall be divided into two levels, each level will serve a term of two \(2\) years commencing with the beginning of the calendar year, after the initial vote, as noted below:](#)
    - i. [The first level shall consist of the two Directors who receive the first and second greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and the new Directors shall be elected every other year.](#)

- ii. The second level shall consist of the two Directors who receive the third and fourth greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and they shall serve a term of one year. Following this one-year term this level will be up for election again and the Directors elected will serve a term of two years to be elected every other year.
- c. Must be professional members of the Chapter.

**ARTICLE VI: 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 A: Nominating Committee:

1. Responsibilities - Nominating Committee is responsible for providing a slate of Officers/Directors each year to the general membership for voting.
2. Composition - The Nominating Committee shall be composed of 5 members.
  - a. The Immediate Past President shall serve as Chairperson, however, the most recent Past President able and willing to serve shall chair the Nominating Committee if the Immediate Past President is unable to serve.
  - b. The remaining members of the Nominating Committee shall include the two (2) Board Directors not up for election and two (2) Professional Members chosen by the Nominating Committee Chair.
  - c. To be eligible to serve on the Nominating Committee, members must be in good standing with the Chapter and the National Association of Residential Property Managers, Inc.
  - d. A quorum of 3 members of the Committee shall be required to conduct the business of the Nominating Committee and electronic voting shall not be allowed.
  - e. The Nominating Committee shall be fully formed by May each year and shall serve for that calendar year. No member on the Nominating Committee may be on the nominating slate of Officers/Directors for that year. The Nominating Committee shall meet on the call of the Chairperson and no member may serve on the Nominating Committee for more than three (3) consecutive years.
3. Duties: - The duty of the Nominating Committee is to find the best candidate for each Officer/Director position from the general membership.
  - a. The Nominating Committee shall call for applications no later than 30 days before the scheduled voting for that election year via the website, electronically or verbally at a monthly Chapter Meeting. The Nominating Committee shall carefully review each application submitted for an Officer/Director position and verify that

the candidate is in good standing with the Chapter and National Association of Residential Property Managers, Inc., can fulfill the duties of the office for which they are applying, is eligible for the position and is willing to serve if elected.

- b. The Nominating Committee shall call for Write-In Candidates from the general membership no later than 30 days before the slate of candidates is to be presented to the Board for ratification for that election year.
  - i. To be considered a Write-In Candidate, the prospective candidate shall provide a signed letter to the nominating committee indicating they are willing to serve if elected and signed by at least 10% of the professional members at least 10 days before the slate of candidates is to be presented to the Board for ratification for that election year.
  - ii. The Nominating Committee shall review each Write-In Candidate as they did each applicant and provide a final report to the Board for ratification.
- c. Upon ratification by the Board the Nominating Committee shall publish the ratified slate to the general membership at least 15 days before the election.

Section B: 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 Board.

1. The outgoing President shall conduct the election, however, they may delegate the electoral process to a Past-President or Nominating Committee member provided that neither Past-President nor Committee member is a nominee.
2. A ballot shall be presented to the general membership at the last scheduled Chapter meeting of the calendar year. Professional Members and Associate Members are eligible to cast one (1) vote for each available Officer/Director position.
3. The nominee receiving a simple majority of the vote shall be elected to the position.

Section ~~E~~C: Term of Office - An elected Officer/Director's term of office shall commence with the beginning of the Chapter's calendar year and conclude at the end of the same.

Section ~~F~~D: Vacancies - An office shall be declared vacant when an Officer/Director:

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 of Residential Property Managers, Inc.
3. Is no longer capable of fulfilling duties of the office involved as determined by the President and ratified by the Board.

Section G: Filling a Vacancy - In the event that the position of President is vacated, the ~~President-elect~~ Vice-President shall automatically fill that position and shall continue to serve as both President and ~~President-elect~~ Vice-President. In the case of other Officers/Directors:

1. A vacated office shall be filled for the remaining of the term when more than three (3) calendar months remain before the next election, by an individual nominated by the President and approved by the Board ~~fill the vacancy~~.

2. When less than three (3) calendar months remain until the next election a vacated office shall remain vacant.

#### **ARTICLE VII: Meetings, ~~Locations and Majority Rules~~**

Section A: The ~~Executive Committee Board~~ Meetings - The ~~Executive Committee Board~~ shall meet ~~with the same frequency as the chapter meetings, or at a time approved by the Chapter Executive Committee~~ a minimum of 11 times during the year.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all members of the ~~Executive Committee Board~~ and all Committee Chairs either electronically or as otherwise authorized by the Board, the date, the time and the place of the next regular scheduled meeting. Additionally, the notice of the meeting shall be placed on the Chapter website.
  - a. Location: All meetings of the ~~Executive Committee Board~~ shall be held within the geographic definition of the Chapter, unless otherwise waived by all the members of the ~~Executive Committee Board~~.
  - b. Waiver of Notice: Attendance by any member of the ~~Executive Committee Board~~ 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 ~~Executive Committee Board~~.
  - c. Quorum: A quorum to conduct business at a ~~Executive Committee Board~~ meeting shall be when more than 50% of the ~~Executive Committee Board~~ members are in attendance. A ~~Executive Committee Board~~ meeting can be held without a quorum but no business can be conducted. Once a quorum is established, it cannot be broken by a Board member absenting themselves.
  - d. Simple Majority Vote: All actions and decisions of the ~~Executive Committee Board~~ shall be made official by simple majority vote of the members present at any ~~Executive Committee Board~~, regular or special meeting of the ~~Executive Committee Board~~, unless otherwise precluded by law.
    - i. The President may not vote unless the Board vote is tied. In this case the President may vote to reach a majority vote.
  - e. Non-Board Member Participation: In addition to the Board, and Committee Chairs, past local Chapter Presidents, Committee members and general members may attend the Board meetings.
    - i. The Board upon a motion by a Board member may deny access to the Board meeting of any attendee the Board deems necessary, or restrict any attendees' access to portions of the Board meeting.

- ii. Voting at the Board Meeting is limited to Board Members.
2. Electronic Meetings: ~~If approved by the Chapter Executive Committee, meetings can be held electronically in order to conduct the business of the chapter.~~ Technological advances now provide for forms of electronic participation and further advancements in the future are probable. Such participation shall be at the discretion of the Board and shall constitute presence at the meeting.
3. Special Meetings: A special meeting of the Board can be called by any member of the Board to conduct business that cannot wait until the next regularly scheduled board meeting.
  - a. Notice of the time, place and specific purpose of the Special meeting shall be provided to the Board at least 2 days before the special meeting. Email discussion of director availability for the meeting as well as the date and time for the meeting is allowed and scheduling discussions are not considered "Board meetings/discussions."
  - b. At the Special meeting members can discuss only the business that was stated in the notification and any decisions made at the Special Meeting shall be ratified at the next regularly scheduled general Board meeting.

Section B: The Chapter Meetings –

1. Location: All meetings of the Chapter shall be held within the geographic definition of the Chapter. The Chapter Annual meeting location shall be approved by the ~~Executive Committee~~ Board.
2. Quorum: A quorum to conduct business by the members shall be 10% of the members eligible to vote at a regularly scheduled meeting in attendance. A Chapter event can be held without a quorum but no business can be conducted.

Section C: Governing Rules – The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all Board meetings and Chapter meetings to which they are applicable and in which they are not inconsistent with these bylaws or the National Association of Residential Property Managers, Inc. bylaws.

## ARTICLE VIII: Committees

Section A: Appointment - Except as otherwise stated in these bylaws or the bylaws of the National Association of Residential Property Managers, Inc., the Chairpersons and members of all Committees shall be appointed by the President with the advice and consent of the ~~Executive Committee~~ Board. The President, with the advice and consent of the Board, shall have the power to remove any Committee member with just cause and appoint any member to fill a vacancy with the advice and consent of the Board.

1. [The President is prohibited from serving as Chairperson or member of a Committee.](#)

Section B: Responsibilities - Committees shall undertake such responsibilities as deemed necessary by the ~~Executive Committee~~ [Board](#). No committee may take any action on behalf of or representative of the Chapter unless specifically authorized by the Board.

1. [The Chapter shall have the following standing committees: Education & Speakers, Government Affairs, Designations, Membership, Vendors, and Website.](#)
2. [The duties and responsibilities of each Committee will be set forth in the Chapter's Policy and Procedures Manual.](#)
3. [Voting: Any member serving on a Sub-Committee is eligible to vote at all meetings of the Sub-Committee.](#)

Section C: Creation and Dissolution - The President, with the advice and consent of the Board, shall have the authority to create and dissolve Sub-Committees according to the needs of the Chapter.

[Section D: Authority - Except as otherwise authorized by the bylaws, any action by a Committee shall be subject to the approval of the Board.](#)

#### **ARTICLE IX: Code of Ethics & Standards of Professionalism**

Section A: Condition of Membership - As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once (1) within a four (4) year period, beginning January 1, 2012, and each four (4) 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, or as otherwise required by NARPM® National. Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section B: Acknowledgment - A Chapter Charter is granted [by the National Association of Residential Property Managers](#), only upon the acknowledgment that the chapter members shall:

1. Be familiar with the Code: Members must 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 [of Residential Property Managers, Inc.](#), 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 [of Residential Property Managers, Inc.](#) taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement – The President of the Chapter must report all member violations of NARPM’s Code of Ethics and Standards of Professionalism to the National Association [of Residential Property Managers’, Inc.](#) Grievance Committee.

## ARTICLE X: Financial Considerations

Section A: Calendar Year - The Chapter's financial year shall be a calendar year from January to December.

Section B: Chapter Dues - The ~~Chapter~~ [Board](#) may charge annual and pro-rated dues, subject to approval by the National Association [of Residential Property Managers, Inc.](#), 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, [determined by the Board](#).
3. Member Dues: The amount of the Chapter dues for all members and each level of membership shall be established annually by the Board ~~of Directors~~ during the budgeting process [based on the financial need of the Chapter](#).
4. Affiliate Dues: The amount of ~~local~~ Chapter dues for Affiliate ~~dues~~ [members](#) shall be established annually ~~by the board of directors during the budgeting process at the annual Board budget meeting~~. The Chapter will ~~not~~ charge dues to National Affiliate members [who wish to also be Affiliate members of the Chapter](#).
5. Late Fees: Any payment received after the due date will be considered late, and a late fee may be assessed. The Board ~~of Directors~~ must approve any schedule of late fees or returned check fees during the ~~budgeting process~~ [annual Board budget meeting](#).

Section C: Special Assessments - Special Assessments may be established by the ~~Executive Committee~~ [Board](#) 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~~ [Board](#), shall prepare an itemized budget of income and expenses for each calendar year [at the annual](#)

Board budget meeting. The budget shall not exceed the Chapter's ability to pay the same and shall be approved by the ~~Oahu Chapter Executive Committee/~~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 Manager, Inc., for any reason.

## ARTICLE XI: Amending Bylaws

Section A: Proposals - Amendments to these bylaws may be proposed by any Chapter member or ~~Board member of Director~~ of the National Association of Residential Property Managers, Inc. at any time through a letter addressed to the ~~Executive Committee~~ Board identifying the purpose for the change, signed by 5 members of the general membership population and presented or mailed to the Secretary. The Secretary must receive the proposed change at least ten (10) business days prior to the regularly scheduled Board meeting at which time the change will be discussed. ~~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.~~ The entire Board shall study any proposal and determine the proper course of action for the proposed change.

1. As deemed necessary by the Board a temporary committee may be formed to investigate and research the proposed change and recommend a course of action to the Board.

Section B: Amending – A two-thirds majority of the entire Board is necessary in order to amend these bylaws.

1. Once approved by the ~~Local Chapter Executive Committee~~ Board, 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 office of the National's ~~office~~ Association.

## ARTICLE XII: 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 Board, Officers/Directors, Committee Chairperson(s) and Committee members, as well as the National Association of Residential Property Managers, Inc., its Board of



Directors, Officers/Directors, 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 Hawaii State law, the Chapter shall notify the National Association [of Residential Property Managers, Inc.](#) of said amendments but no further action will be required.

Section E: Dissolution - Should the [Chapter](#) membership vote by majority to dissolve the operations of the ~~NARPM<sup>®</sup>-Oahu~~ Chapter, [as recommended by the Board or National Association of Residential Property Managers, Inc.](#), all remaining funds in the treasury will be sent to the National Association of Residential Property Managers, [Inc.](#)

[Section F: Sexual Harassment- Any member of the Chapter may be reprimanded, placed on probation, suspended or expelled for harassment of a Chapter Officer/Director after a hearing in accordance with the established procedures of the Chapter. As used in this 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, Vice-President and one member of the Board selected by the highest ranking officer not named in the complaint, upon, if necessary, consultation with legal counsel for the Chapter. If the complaint names the President or Vice-President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board selected by the highest ranking officer not named in the complaint.](#)

[Section G: Anti-Trust Policy - It is the undeviating policy of the NARPM<sup>®</sup> to comply strictly with the letter and sprit of all federal and state antitrust laws. Any activities of the Chapter or Chapter-related actions of its officers, directors, committee chairs, members or staff that violate these laws are detrimental to the interests of the Chapter and are unequivocally contrary to Chapter and NARPM<sup>®</sup> policy. Implementation of the antitrust policy of the Chapter includes, but is not limited to the examples and requirements set forth in the National Association of Residential Property Managers, Inc.'s Antitrust Policy.](#)