



NAPMW BOARD OF DIRECTORS MEETING
March 9, 2016
GENERAL SESSION MINUTES

I. **CALL TO ORDER**

National Board Members Present

Kelly Hendricks National President
Nikki Bell National President Elect-EXCUSED
Judy Alderson..... National Treasurer
Windee Falla National Secretary
Cathy Kantrowitz, CME National Vice President
Laurel Knight National Vice President

Parliamentarian and Administrators Present

Frances Reinhardt, GML, Past National President Parliamentarian
Vince Valvo, Agility Resources..... Executive Director

A. Roll Call and Quorum Confirmation: Following a roll call a quorum was confirmed by National Secretary Falla. With notice of the meeting having been duly given, President Hendricks called the meeting to order at 4:01 pm cst. NVP Kantrowitz joined at 4:03pm

B. Welcome and Acknowledgement of Guests

Guests

Jill Kinsman, PNP
Maureen McKovich PNP, GML
Christine Pollard PNP
Laurie Abshire PNP
Mary Ellen Heathcote, PNP
Katheryn Farrell, National By-Law Committee Chair/Leadership & Procedures Chair
Jeanne Evans, CME National Finance & Budget Chair
Barb Soetebier
Glenda Mooney
Kay Talley
Kelly Byers, National Internal Audit Chair
Lorin Jurgensen
Cris Poole

C. Agenda Approval: The agenda was approved as amended

D. The February 10th minutes approved as amended.

E. Designation of Minutes Review Committee:

- I. National Secretary Windee Falla
- II. Parliamentarian Frances Reinhardt, PNP
- III. Treasurer Judy Alderson

II. **Financial Reports:**

A. **Monthly Financial Reports:** As presented.

III. **ADMINISTRATIVE TEAM REPORTS**

- A. **Agility Resources: Report accepted as presented. Agility is working on marketing flyers as well as nomination on website. The reassignment of Phoenix members,. The Conference speakers, sponsors, marketing and exhibitors. Current 150 registered. Current revenue is \$70,000. Our first corporate member RMEN employee list is being finalized.**

IV. **WORKS IN PROGRESS | UNFINISHED BUSINESS**

Operating Procedure motions will be attached at the end of minutes.

V. **NEW BUSINESS:**

- A. **Candidate Forum:**
President Elect-Cathy Kantrowitz
NVP1 Susan Kerr-Mid Atlantic
NVP 2 Laurel Knight-Seattle
National Treasurer Judy Alderson-Tulsa
National Secretary Glenda Mooney-Greater St. Louis

The individual speeches are attached. Voting begins 03/15 until 03/30. An email with the slate will be submitted to members.

VI. **COMMITTEE REPORTS:**

- A. **Bylaws and Operating Procedures: As presented**
- B. **Education: Nothing at this time.**
- C. **Potential Extensions: Nothing at this time.**
- D. **Financial Administrator: Report Accepted as Presented**
- E. **Membership: Report Accepted as Presented.**
- F. **Education Conference: As Presented.**
- G. **Credentials: As presented.**
- H. **Ethics: Nothing at this time.**
- I. **Internal Audit: Working on locals. All looks good.**
- J. **Leadership Programs: Report Accepted as Presented.**
- K. **Services and Resources: Nothing at this time.**
- L. **National Archives: Nothing at this time.**
- M. **Nominating: Nothing at this time.**
- N. **Marketing & Publicity: Nothing at this time.**
- O. **Institute Mortgage Lending: Committee Chair McKovich presented the following motion from committee:**

I move that NAPMW dissolve the Institute of Mortgage Lending.

**NVP Kantrowitz-FOR
Treasurer Alderson-FOR**

**NVP Knight-AGAINST
Secretary Falla-AGAINST
President Hendricks-AGAINST**

Motion defeated.

Resignation of Chair is recognized. Mary Ellen Heathcote will continue on committee.

- P. Technology and Communication Administrator: Report Accepted as Presented.**
- Q. Awards: Nominations have closed and have been submitted to committee.**
- R. Partners in Progress: Nothing at this time.**
- VII. Unfinished Business: Motions to Operating Procedures Attached.**
- VIII. ANNOUNCEMENTS:**
 - A. Next board meeting will be Wednesday, April 13, 2016 at 4:00 cst.**
- IX. RECESS TO EXECUTIVE SESSION:** President Hendricks recessed the board to Executive Session at 5:42 pm cst.
- X. RECONVENE TO GENERAL SESSION:** President Hendricks reconvened the meeting back to General session at 6:33 pm cst
- XI. ADJOURNMENT:** President Hendricks adjourned the meeting at 6:34 pm cst.

**Windee Falla
NAPMW National Secretary**

President Elect Nominee

Cathy Kantrowitz – Introduction

Good evening, Madame President, National Board members, Past National Presidents and all members participating on tonight's call. My name is Cathy Kantrowitz and I am seeking the position of President-Elect for 2016-2017. Let me start out by saying that I did not have any intention of participating on the national level when I first became involved with NAPMW. Things have certainly changed for me over the past ten plus years. While the events that have led me to this point may have been unexpected, I will happily say it has been a truly rewarding experience for me.

Professionally, I have been in mortgage lending for over 25 years. I am responsible for managing and developing my staff with the competencies to maintain quality data, security and compliant policies, procedures and practices. I must ensure that my team possesses a high level of individual accountability for delivering results within attainable deadlines and industry and regulatory standards. I think this also translates to the operations of NAPMW. The National Board has the responsibility of taking actions which support NAPMW's vision to provide business, personal, and leadership development advancing women in mortgage-related professions. I believe that my experience provides me with the skills needed to guide this association. I am also a Board member for the New York State Mortgage Bankers Association which gives me additional industry insight.

I think that NAPMW has made great strides in the past few years to save the association from extinction but we all know there is more work that needs to be done. Members need to see there is value for them if we want to be successful. We need to leverage technology to afford our volunteers the time to focus on providing educational opportunities and developing skills of the future leaders of the Association. As President-Elect I would work with all members of the board to seek reliable industry partners to assist us in achieving this goal. Thank you for allowing me to speak to you tonight.

NVP 1 Nominee

Susan Kerr

Hello, I am Susan Kerr, outgoing president of the Mid Atlantic Association and a Vice-President of the Residential/Consumer Finance Group at Access National Bank.

Those of you who know me will confirm that I am much more of a listener than a speaker, but the opportunity to have a role on our National Board is worth moving outside my comfort zone.

NAPMW has a special place in my heart because this association's members have given me so much time, knowledge and support during my years as a member. I am asking for your support as a National Vice-President so that I have the opportunity to give back to everyone.

Our industry is constantly changing and our association is adapting to those changes. We all hope that Corporate Memberships, for example, will fuel new growth for our association. But I also believe that we must not forget to reach out to our individual members and demonstrate value to them. This belief will shape much of what I will do as a National Vice-President.

- I have a sincere desire to be accessible and supportive to local leaders so they feel truly connected to the daily operation of our national organization. *I will make a point to contact Local Presidents outside of the monthly conference calls to ensure they get the support they need.*
- I will make a genuine commitment to keeping the best interests of NAPMW's members top of mind at all times and in all that I do. *I will be available to all members who have questions and concerns.* Why? As an outgoing local president, I know first-hand how important open

communication, support and trust with National Board members can be to the future success of every Local Association and every member.

- Prior to my banking career, I worked as a Quality Facilitator helping business teams solve problems and improve processes. I learned the importance of listening carefully and viewing every issue with objectivity. *I promise to be a deliberate and thoughtful leader who looks at all possible outcomes rather than rushing into a recommendation.*
- I have some concrete ideas for demonstrating value to individual members, especially in the area of education and training. *I would like to see Certifications return and would like to work with a committee to make that return possible. Through Certifications, we can offer valuable, up-to-date training to every member. I would also like to see an increase in attendance for our National Education Conference and will work to find ways to achieve that goal.*

I want to thank Access National Bank for their unconditional support for my involvement with NAPMW over the years and my Team Leader for her enthusiastic support of this new role. I hope that I can also count on your support. Thank you.

NVP 2 Nominee

Laurel Knight

Tis the season for campaigns – nationally as a country and locally within NAPMW. Every candidate has a slogan - in just a few short words, they sum up their objective or brand and inspire voters.

- “From Hope to Higher Ground”
 - “Make America Great Again”
 - “A Political Revolution is Coming”
 - “Change We Can Believe In”
- ... JUST TO NAME A FEW.*

Slogans are a small representation of what an individual wishes to accomplish. I am all about Teamwork.

- TEAMWORK makes the DREAM work
- One TEAM, one DREAM

Looking over this past year I asked myself “Have we - as your National Board - done that --- worked as a Team in the true sense of the word?” As a team, we believe in each other, we are in this together - whether we play a large or small role – TEAMWORK is our GOAL.

As a National Board, we have been tasked with many difficult changes to NAPMW - the association we all know and love. These changes have been difficult for some and emotions have been strong; but change is a natural, necessary by-product for growth.

So how will the changes from this past year inspire growth and ignite new dreams, new aspirations for NAPMW?

Well, by continuing in our perspective roles, each board member will have the opportunity to develop deeper relationships within their local areas. This will bring meaningful communication to the local membership and back to the board level.

I am excited about the next growth phase for NAPMW and the role of partnering with each other for the buildup of the association and our membership.

Our association is not about one individual or just one idea . . . it is about a team of mortgage professionals with the common goal of education and career advancement in the ever changing mortgage landscape.

Please VOTE for me, Laurel Knight for Area 2 NVP for 2016-2017. If elected, I WILL do my best to accomplish all these objectives and be a positive contributor to the process. Thank you for your time – VOTE for LAUREL KNIGHT.

National Secretary Nominee

Glenda Mooney

My name is Glenda Mooney, I have been a member of Greater St Louis NAPMW since 2013 and served on Regional and National committees for the last 3 years. Attention to detail, organization and accountability are strength I believe as a leader in me would benefit the National Board and all members. Keeping our records with my attention to details along with organizing skills in record keeping while working with the National Board is a task I will be able to keep up to date. With accountability in follow up in place allows time and energy to be spent on the forward movement of goals for the whole origination. My vision for NAPMW is for us to grow even stronger as the leader in motivation and achievement with training for women in the mortgage industry is where I see NAPMW going as an organization. Continue encouragement in growth and new ways to offer the training for both new and refresh alike will allow growth and continued relevance in the industry. . . I believe my ability of facilitating open communication allows motivation for creativity and problem solving skills for the origination as a whole.

National Treasurer Nominee

Judy Alderson

I have served as Treasurer on the Local, Region and National Level. This is a position that I enjoy and best fits my aptitude for dealing with numbers and organization. I will work with the National Board to continue working towards making the position of Treasurer on the local level less cumbersome and efficient so that the local Treasurer does not come from a state of being overwhelmed and at the same time providing correct and accurate information so that we can at all times know the status of the organization's financial status.

In accomplishing some of the goals just mentioned it is my desire and hope to see NAPMW continue to grow and strengthen at the local level and to see all members find a passion for this organization and professional and personal growth if offers. It is important to inspire, encourage and educate our members in the ever changing profession that we are in, hopefully in doing so they will not only see the benefits of this organization as far as education but also networking, professional & personal growth, and confidence gained by being an active contributing member. If we can do this it will naturally draw in those around these members in the work place and we can once again see NAPMW thrive.

I move to change National Operating Procedures effective March 9, 2016:

Page 2

Finances and Fiscal Procedures:

CURRENT:

1. Revenue Sources - The revenue of NAPMW shall be derived from:
 - a. Charter fees
 - b. Dues
 - c. Investment of funds

Nothing in this section shall preclude the receipt of revenue from other sources that may be determined from time to time by the National Board.

NEW:

(ADD) Partners in Progress and Annual Conference Sponsorship

1. Revenue Sources - The revenue of NAPMW shall be derived from:
 - a. Charter fees
 - b. Dues
 - c. Investment of funds
 - d. Partners in Progress
 - e. Annual Conference Sponsorship

Nothing in this section shall preclude the receipt of revenue from other sources that may be determined from time to time by the National Board.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 2

Finances and Fiscal Procedures:

CURRENT:

2. Dues –

- a. Annual dues for all members become due and payable on the anniversary date of membership and become delinquent thirty (30) days thereafter.
- b. A member whose dues have lapsed ninety (90) days or more shall be given a new dues renewal date.
- c. Effective January 1, 2010, the National dues for all members will be \$70.00.
- d. Effective January 1, 2010, the dues for all Associate Members will be \$80.00, which includes \$10.00 Region dues.
- e. When a member transfers to an Associate membership or when an Associate member transfers to a Local Association, credit will be given for annual dues paid for the current fiscal year.
- f. National will mail renewal billings with instructions to remit dues to the National Treasury. National will remit Local and Region dues on the 15th day of the month for dues received to date. If applicable, National will distribute renewal second notices.
- g. New member dues received by a Local Association are to be forwarded in full to National Treasurer upon receipt. New member dues will be remitted by the National Treasurer to the respective Local and Region within 30 days of receipt.
- h. Local Associations need not report Affiliate Memberships to National.

NEW:

Dues –

- a. Annual dues for all members become due and payable on the anniversary date of membership and become delinquent thirty (30) days thereafter.
- b. A member whose dues have lapsed ninety (90) days or more shall be given a new dues renewal date.
- c. Effective January 1, 2010, the National dues for all members will be \$70.00.
Remove date and revise to state-The National dues for all regular members will be \$70.00
- d. Effective January 1, 2010, the dues for all Associate Members will be \$80.00, which includes \$10.00 Region dues.

Remove date

2. e. Modify to 2.d.1- Renumber to include the following:

1.-Dues for Corporate Membership will be charged according to Attachment #4.

- e. When a member transfers to an Associate membership or when an Associate member transfers to a Local Association, credit will be given for annual dues paid for the current fiscal year.
- f. National will mail renewal billings with instructions to remit dues to the National Treasury. National will remit Local and Region dues on the 15th day of the month for dues received to date. If applicable, National will distribute renewal second notices.

2.f-REWORD TO-National will provide notice of renewal billings with the instructions to remit dues to the National Treasury. National will remit Local and Region dues received to date. If applicable, National will distribute renewal second notices.

- g. New member dues received by a Local Association are to be forwarded in full to National Treasurer upon receipt. New member dues will be remitted by the National Treasurer to the respective Local and Region within 30 days of receipt.

STRIKE IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE

- h. Local Associations need not report Affiliate Memberships to National.

STRIKE IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 2

Finances and Fiscal Procedures:

CURRENT:

5. Conference Surplus- Any surplus or shortage resulting from the Annual Education Conference will accrue to the National Treasury, with the exception of 10% to the hosting association based on income over and above NAPMW's budgeted proceeds.

NEW:

Second Sentence starting with "with" - STRIKE IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE

5. Conference Surplus- Any surplus or shortage resulting from the Annual Education Conference will accrue to the National Treasury.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

6. Dissolution and Distribution of Funds:

- b. Upon dissolution of a Local Association where no merger is involved, the distribution of income and assets will accrue to the National treasury. Income and assets shall not inure to the benefit of an individual or any organization not affiliated with NAPMW. Upon approval of dissolution of a Local Association the Local Association shall forward to the National Vice President's Internal Audit Committee copies of all minutes from both Board and General Membership Meetings, Treasurer's reports, bank statements and supporting documents for a time period of the last eighteen months for completion of an internal audit by the National Vice President's Internal Audit Committee.

NEW:

Strike "VICE PRESIDENT"

- b. Upon dissolution of a Local Association where no merger is involved, the distribution of income and assets will accrue to the National treasury. Income and assets shall not inure to the benefit of an individual or any organization not affiliated with NAPMW. Upon approval of dissolution of a Local Association the Local Association shall forward to the National Internal Audit Committee copies of all minutes from both Board and General Membership Meetings, Treasurer's reports, bank statements and supporting documents for a time period of the last eighteen months for completion of an internal audit by the National Internal Audit Committee.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

d. Upon restructure of NAPMW wherein two or more Regions are combined, the distribution of income and Assets from the regions covered under the restructure will be combined and accrue to the newly restructured regions(s). Income and assets shall not inure to the benefit of any individual or organization not affiliated with NAPMW. Also, upon the restructure, the expenses of those regions involved will be combined together and become the expenses of the new region. If possible, before the restructure is effective, there shall be an audit of all regions involved performed by the National internal Audit committee. All covered regions shall forward to the National Internal Audit Committee the following documents for the past 3 years:

1. Minutes of all Region Conferences (in person and conference calls) **Regions have been suspended.**
2. Treasurer's reports
3. Bank statements and supporting documents.

NEW:

Indent items 1-3

d. Upon restructure of NAPMW wherein two or more Regions are combined, the distribution of income and Assets from the regions covered under the restructure will be combined and accrue to the newly restructured regions(s). Income and assets shall not inure to the benefit of any individual or organization not affiliated with NAPMW. Also, upon the restructure, the expenses of those regions involved will be combined together and become the expenses of the new region. If possible, before the restructure is effective, there shall be an audit of all regions involved performed by the National internal Audit committee. All covered regions shall forward to the National Internal Audit Committee the following documents for the past 3 years:

1. Minutes of all Region Conferences (in person and conference calls) **Regions have been suspended.**
2. Treasurer's reports
3. Bank statements and supporting documents.

RESEND-NOT NESSECARY

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

10. 990 Policy - Each Local/Region to comply with IRS regulations. See *Financial Management Handbook* for guidelines.

NEW:

REWORD TO

10. 990 Policy - - National/Local/Regional to comply with IRS regulations. See *Financial Management Handbook* for guidelines.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

11. Investment Reserves - a minimum of 25% of net annual profit to be allocated to investment reserves.

NEW:

REWORD TO

11. Reserves-At the discretion of the National Board a portion of net annual profits may be allocated to reserves.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

12. Preliminary Budget Meeting - An annual preliminary budget meeting attended by the President, President-Elect, Senior Vice President, Treasurer, and Member-at-Large (comprising the Finance Committee) shall be held in the middle of the current fiscal year for the development of a proposed budget for the next fiscal year.

NEW:

12. Preliminary Budget Meeting-An annual preliminary budget meeting attended by the President, President – Elect, Executive Director and Member at Large (comprising the finance committee) shall be held for the development of a proposed budget for next fiscal year.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 3

Finances and Fiscal Procedures:

CURRENT:

13. Checks not cashed –Funds for checks written by NAPMW made payable to a Local Association, Region Association, or individual member that are not cashed within 365 days of original date written will revert back to the National Treasury.

NEW:

13. Checks not cashed –Funds for checks written by NAPMW made payable to a Local Association, Region Association, or individual member that are not cashed within 180 days of original date written will revert back to the National Treasury.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 4

National Board of Director Duties

CURRENT:

9. Subscribe to the NAPMW Board Member Code of Conduct (see attachment).

NEW:

Correct Attachment number to #1

9. Subscribe to the NAPMW Board Member Code of Conduct (see attachment #1).

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 5

National Officer Duties

CURRENT:

2. The President Elect Shall:
 - e. Coordinate the follow-up of the Long-Range, Strategic Plan.

NEW:

REWORD TO

- e. Coordinate the follow-up of the strategic planning initiative.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 5

National Officer Duties

CURRENT:

3. The National Vice-Presidents shall:
 - a. Represent designated Local Associations.
 - c. Supervise all activities of NAPMW designated Local Associations.
 - d. Perform such other duties as may be requested by the President, or hereinafter specified.

NEW:

RENUMBER CORRECTLY

3. The National Vice-Presidents shall:
 - a. Represent designated Local Associations.
 - b. Supervise all activities of NAPMW designated Local Associations.
 - c. Perform such other duties as may be requested by the President, or hereinafter specified.

RESEND NOT NECESSARY

I move to change the National Operating Procedures effective March 9, 2016:

Page 5

National Officer Duties

CURRENT:

6. The Treasurer shall:

- a. Verify that appropriate bonding exists for all individuals who receive and/or disburse NAPMW monies.
- b. Be responsible for the receipts of all monies payable to NAPMW.
- c. Be responsible for the keeping of all accounts and financial records.
- d. Be responsible for the disbursement of funds upon the authorization of the President or National Board.
- e. Comply with the IRS regulations.
- f. Present a written report at all meetings of NAPMW.
- g. Maintain a current record of the membership.
- h. Provide the Credentials Chairman with verification that voting representatives and their alternates are active members and that their dues have been paid for their current membership year.
- i. Perform such other duties as may be requested by the President.
- j. Shall have completed the required National Treasurer Training prior to taking office.

NEW:

STRIKE ITEM H. IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE. Renumber accordingly.

Reword item I. to remove "National" from statement.

The Treasurer shall:

- a. Verify that appropriate bonding exists for all individuals who receive and/or disburse NAPMW monies.
- b. Be responsible for the receipts of all monies payable to NAPMW.
- c. Be responsible for the keeping of all accounts and financial records.
- d. Be responsible for the disbursement of funds upon the authorization of the President or National Board.
- e. Comply with the IRS regulations.
- f. Present a written report at all meetings of NAPMW.
- g. Maintain a current record of the membership.
- h. Perform such other duties as may be requested by the President.
- i. Shall have completed the required Treasurer Training prior to taking office.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 10

LOCAL ASSOCIATIONS

CURRENT:

2. Affiliation

4. Duties

- a. Local Associations shall send to their respective Vice-President the names and addresses of all Local Association Officers, immediately after their election.
- b. Local Associations shall send the names of delegates and alternates to the National Annual Meeting, to the National Credentials Chairman/committee on or before the Credential deadline.
- c. Local Associations shall send to the National Bylaws Coordinator any proposed amendments or revisions to the Local Association Bylaws for approval. Any change to the name of a Local Association must be approved by the National Board of Directors.
- d. To avoid conflicts with the National Articles of Incorporation and the National Bylaws, all proposed amendments to the Bylaws of a Local Association shall be sent to the National Bylaws Coordinator for review. The final adoption of the amendments or revisions shall be contingent upon approval of the National Bylaws Coordinator or the National President. Review and action shall be completed within sixty (60) days.
- e. A penalty of \$100.00 per 50 members or portion thereof be assessed to any Local Association which fails to file Form 990 as required by these Operating Procedures. Membership count to be as of most recent National Membership Summary. See *Financial Management Handbook* for guidelines.
- f. A \$150 fine per occurrence be imposed on those Local Associations that have not followed the reporting guidelines for financial reports due set forth in the *Financial Management Handbook*.
- g. Local Associations are not permitted to obtain credit nor credit/debit cards without the written authority of the National Vice President and National Treasurer.
- h. A \$100.00 fine shall be imposed on those Local Associations that fail to have the signature of their region's National Vice President put on all of their local's financial accounts as is required by these National Operating Procedures and the provisions of the *Financial Management Handbook*. If a Local fails to fulfill the provision of this amendment within 60 days after June 1 of a new NAPMW year, the Local shall be put on probation until the provision is fulfilled. For the current 2011 year, the date for compliance shall be no later than October 31, 2011.

NEW:

Item b. - STRIKE IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE RENUMBER ACCORDINGLY

Item f. - "Remove debit cards"

Item h. - STRIKE LAST SENTENCE IN ITS ENTIRETY THIS IS NO LONGER APPLICABLE

4. Duties

- a. Local Associations shall send to their respective Vice-President the names and addresses of all Local Association Officers, immediately after their election.
- b. Local Associations shall send to the National Bylaws Coordinator any proposed amendments or revisions to the Local Association Bylaws for approval. Any change to the name of a Local Association must be approved by the National Board of Directors.

- c. To avoid conflicts with the National Articles of Incorporation and the National Bylaws, all proposed amendments to the Bylaws of a Local Association shall be sent to the National Bylaws Coordinator for review. The final adoption of the amendments or revisions shall be contingent upon approval of the National Bylaws Coordinator or the National President. Review and action shall be completed within sixty (60) days.
- d. A penalty of \$100.00 per 50 members or portion thereof be assessed to any Local Association which fails to file Form 990 as required by these Operating Procedures. Membership count to be as of most recent National Membership Summary. See *Financial Management Handbook* for guidelines.
- e. A \$150 fine per occurrence be imposed on those Local Associations that have not followed the reporting guidelines for financial reports due set forth in the *Financial Management Handbook*.
- f. Local Associations are not permitted to obtain credit cards without the written authority of the National Vice President and National Treasurer.
- g. A \$100.00 fine shall be imposed on those Local Associations that fail to have the signature of their region's National Vice President put on all of their local's financial accounts as is required by these National Operating procedures and the provisions of the *Financial Management Handbook*. If a Local fails to fulfill the provision of this amendment within 60 days after June 1 of a new NAPMW year, the Local shall be put on probation until the provision is fulfilled.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 10

LOCAL ASSOCIATIONS

NEW:

ADD STRUGGLING AND RENUMBER ACCORDINGLY

5. Struggling

a. Prior to probation as outlined below, the National Board may, within its discretion, place a Local Association under struggling for non-payment of dues or not complying with the NAPMW Bylaws, Operating Procedures, I.R.S regulation, or other obligations of the Association.

b. When a Local Association has been placed in Struggling, the following procedures is to be as follows:

SEE ATTACHMENT #3

- c. The restrictions imposed in b. may be removed if NAPMW Board approves a lifting of the STRUGGLING status by sending notice, in writing, to the National Vice President designated to represent the Local Association of such action and its effective date. If the STRUGGLING status is not lifted within 120 days, then the Local Association shall be placed in PROBATION as itemized in section 6 below.
- d. Nothing in this section shall preclude a Local Association from requesting STRUGGLING status in order to reorganize prior to the NAPMW Board placing an association on probation.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 10-11

LOCAL ASSOCIATIONS

NEW:

CORRECT NUMBERING AND UPDATE ITEM (2)

6. Probation

- a. Prior to suspension as outline in Paragraph 6 below, the National Board may, within its discretion, place a Local Association under probation for nonpayment of dues or not complying with NAPMW Bylaws, Operating Procedures, I.R.S. regulations, or other obligations of the Local Association.
- b. When a Local Association has been placed in probation, the following procedure is to be followed:
 - (1) The President of the Local in probation is to notify each member of the Local Association in writing of the probationary status of the Association. In addition, National Secretary shall mail a copy of the probation letter to all Local members of record.
 - (2) The National Vice President designated to represent the Local Association will **request the National** Internal Audit Committee to internally audit the books for the eighteen months prior to the date of the probation. Within thirty (30) days of the completion of the internal audit, the Committee will prepare a written report for the National Board and the Local President.
 - (3) The Local President and Local Board shall make available to the Internal Audit Committee all books and records, including, but not limited to: Check registers, receipts, Treasurer's reports, bank statements, minutes of the General and Executive Board Meetings, and correspondence. No disbursements are to be made from the Local Association during the term of the internal audit.
 - (4) The Local Association shall be allowed to begin reorganization activities to comply with NAPMW and Local Bylaws and Operating Procedures.
 - (5) Disbursals from the bank account of the Local Association in probation must be approved, in writing, by the National Vice President designated to represent the Local Association or the National Treasurer. Recovery of unapproved disbursals may be sought.
- c. The restrictions imposed in b. may be removed if NAPMW Board approves a lifting of the probation status by sending notice, in writing, to the National Vice President designated to represent the Local Association of such action and its effective date. If the probation status is not lifted within 120 days, then the Local Association shall be placed in suspension as itemized in paragraph 6 below.
- d. Nothing in this section shall preclude a Local Association from requesting probation status in order to reorganize prior to the NAPMW Board placing an association on suspension.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

PAGE 13

NOMINATIONS, ELECTIONS AND BALLOTING

CURRENT:

1. Nominating Committee

- a. The Chairman shall be a member of the Past National Presidents Advisory Council selected by vote of the Past National Presidents Advisory Council membership.
- b. The National Board shall elect the Nominating Committee members for the ensuing year. National Board members to submit names for consideration.

2. National Officer Nominations

- a. Each nomination shall bear the endorsement of the nominee's Local Association Executive Board. A Local Association may endorse only one nominee for any one particular office.
- b. The original application for candidacy submitted for office will be displayed at the National Annual Meeting.
- c. Nominations shall be permitted by a member of the voting body, with the consent of the nominee, provided that the nominee has met all conditions of the Candidacy Application.

NEW:

1. Nominating Committee

- a. The Chair shall be the immediate Past National President.
- b. The National Board shall appoint the Nominating Committee members for the ensuing year.

2. National Officer Nominations

- a. The original application for candidacy submitted for office will be displayed as directed by the Nation Board.
- b. Nominations shall be permitted by a member of the voting body, with the consent of the nominee, provided that the nominee has met all conditions of the Candidacy Application.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

PAGE 13

NOMINATIONS, ELECTIONS AND BALLOTING

CURRENT:

4. Balloting

- a. The ballots shall be prepared by the Teller Committee.
- b. The ballots used shall contain the names of candidates, listed in alphabetical order by office, with an equal number of blank spaces for use in the event of nominations from the floor.
- c. In the event a ballot cast does not show a majority for a candidate for any office, there shall be further balloting for that office.
- d. All ballots shall be retained by the Secretary for a period of thirty (30) days after ballots are cast.

NEW:

4. Balloting

- a. The ballots shall be prepared at the Direction of the Nominating Committee.
- b. The ballots used shall contain the names of candidates, listed in alphabetical order by office.
- c. In the event a ballot cast does not show a majority for a candidate for any office there shall be further balloting for that office.
- d. All ballots shall be retained by the Secretary for a period of thirty (30) days after ballots are cast.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 14

NOMINATIONS, ELECTIONS AND BALLOTING

CURRENT

5. Mail/Electronic Voting For Bylaws Amendments

- a. Each Local Association shall be entitled to one vote for each member in good standing as of per the most recent National Treasurer's report.
- b. A ballot for each member that is entitled to vote shall be mailed or sent via electronic transmission to the last known address or email address of each member.
- c. The mailed or emailed ballots cast are to be tallied no less than thirty (30) days from the date of the notice.
- e. These Bylaws may be amended by a majority vote of the ballots cast by the membership.

NEW:

5. Voting For Bylaws Amendments

- a. Each member in good standing shall be entitled to one vote.
- b. A ballot for each member that is entitled to vote shall be provided as determined by the National Board.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 14

NATIONAL STANDING COMMITTEES

CURRENT:

1. Main Standing Committees

- a. Bylaws and Operating Procedures
- b. Education
- c. Extension
- d. Finance
- e. Membership

2. Other Standing Committees

- a. Convention
- b. Credentials/Teller
- c. Ethics
- d. Fair Lending
- e. Institute of Mortgage Lending
- f. Internal Audit
- g. Leadership Materials
- h. Marketing
- i. Member Publications
- j. Mortgage Originator
- k. National Archives
- l. Nominating
- m. Partners in Homeownership
- n. Publicity
- o. Services & Resources
- p. Sponsorships – Convention
- q. Technology

NEW:

1. Main Standing Committees

- a. Bylaws and Operating Procedures
- b. Finance
- c. Extension

2. Other Standing Committees

- a. Conference
- b. Ethics
- c. Institute of Mortgage Lending
- d. Internal Audit
- e. Nominating

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 14

NATIONAL STANDING COMMITTEES

CURRENT:

3. National Coordinators

- a. The National President shall appoint a National Coordinator for each Main Standing Committee.
- b. The National Coordinators for the Main Standing Committees may select a representative from Local Associations to serve on that committee.

NEW:

3. National Committee Chairs

- a. The National President shall appoint a National Chair for each Committee.
- b. The Committee Chair for the Committees may select a representative from membership to serve on that committee.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 14

NATIONAL STANDING COMMITTEES

CURRENT:

4. Internal Audit Committee - Shall be composed of at least one member four members from each Local Associations having served in the capacity of Local or Region Treasurer. The Chairman shall be a member who did not serve on the National Board during the year being internally audited.

NEW:

4. Internal Audit Committee – All committee members must have served in the capacity of Treasurer. The Chair shall be a member who did not serve on the National Board during the year being internally audited.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 14

NATIONAL STANDING COMMITTEES

CURRENT:

5. Finance Committee - The members of the National Finance Committee shall be: The National President, President-Elect, Senior Vice President, Treasurer, and an additional member to be appointed by the President.

NEW:

5. Finance Committee - The members of the National Finance Committee shall be: The National President, President-Elect, Treasurer and Executive Director.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 15

MISCELLANEOUS

CURRENT:

1. Correspondence - All National and Region correspondence must be copied to National Administrator for record retention. **Regions have been suspended**
2. Mailing List - The NAPMW mailing list is available to non-members who would other-wise be eligible for membership as required by anti-trust/restraint of trade guidelines. Rental fee and usage agreement to be established by Administration.
3. Parliamentary Authority - The current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority and shall govern all proceedings of NAPMW, subject to such special rules as may be adopted.
4. Authority to Represent - the President and President-Elect shall be authorized officers to represent NAPMW at any official meetings with various authorities, i.e., government bodies, government-sponsored entities, associations, or the media. Temporary authority may be granted to other members of the National Board of Directors or Committee Chairmen as approved by the National President.
5. Business Transactions with Members - All NAPMW volunteers have a duty of care and loyalty to the Association. NAPMW expects volunteers to follow the highest ethical standards, to comply with applicable laws, and to avoid any conflicts of interest, or the appearance of same, during the term of their involvement with the Association. A potential conflict of interest exists whenever there is any proposed activity of the Association in which a volunteer has any actual, potential, or perceived involvement, interest, or relationship, either direct or indirect. A conflict may also exist when the interests or concerns of any volunteer, or such person's immediate family, or any party, group, or organization to which such person has allegiance may be seen as competing with the interests or concerns of NAPMW. All volunteers are expected to notify the Board of any real or potential conflicts of interest. In such cases, the conflict may be discharged through notification to NAPMW, through abstention from decision-making in the area where the conflict arises, or through the severing of the relationship with the conflicting organization/person. Prudence and good judgment is expected of all volunteers. However, in keeping with NAPMW's purpose of education, it shall not be a conflict of interest to engage the services of a member to train/educate in her/his area of expertise.
6. Domain Names - Local Associations, **Regions**, Conferences, and other general NAPMW-related committees or groups are encouraged to purchase a domain name that identifies their activity, Local Association, **or Region**. Purchasing a domain name that is generally associated with NAPMW business is not encouraged. Purchasing a domain name that makes an unsubstantiated or false statement is not encouraged. **Regions have suspended**
7. Association Communications - Association communications and publications shall be produced and distributed as directed by the National Board of Directors.
8. Contracts - All applicable contracts will be performance based.
9. Membership Value Survey - An annual value survey will be conducted of the membership.
10. Benefit Usage - Member benefit usage will be tracked, measured, and evaluated on a consistent basis.
12. Leadership Resources – Is on the National website for use by the Local Associations to aid them in more effectively and efficiently managing their Local responsibility and efforts.
13. Leadership Symposium - An annual Leadership Symposium for Local Association Presidents will be conducted to help them better understand their roles and responsibilities as NAPMW leaders.
14. Standard Operating Procedures - Completed Strategic Plan goals/recurring activities will be integrated into this document as standard operating procedures. **MOTION SECONDED. MOTION CARRIED.**

NEW:

1. Correspondence - All National **and Region** correspondence must be copied to National Administrator for record retention. **Regions have been suspended**
2. Parliamentary Authority - The current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority and shall govern all proceedings of NAPMW, subject to such special rules as may be adopted.
3. Authority to Represent - the President and President-Elect shall be authorized officers to represent NAPMW at any official meetings with various authorities, i.e., government bodies, government-sponsored entities, associations, or the media. Temporary authority may be granted to other members of the National Board of Directors, Committee Chair or Executive Director as approved by the National President.
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6. Association Communications - Association communications and publications shall be produced and distributed under the authority of the National Board of Directors.
7. Contracts - All applicable contracts will be performance based.
8. Membership Value Survey – A periodic value survey will be conducted of the membership.
9. Leadership Resources – Is on the National website for use by the Local Associations to aid them in more effectively and efficiently managing their Local responsibility and efforts.
13. Leadership Symposium – A periodic Symposium for Local Association Presidents may be conducted to help them better understand their roles and responsibilities as NAPMW leaders.
14. Standard Operating Procedures - Completed Strategic Plan goals/recurring activities will be integrated into this document as standard operating procedures.

MOTION SECONDED. MOTION CARRIED.

I move to change the National Operating Procedures effective March 9, 2016:

Page 16

DEFINITIONS

CURRENT:

Terms and phrases appearing in these Operating Procedures and the Bylaws of the National Association of Professional Mortgage Women shall be considered to be defined, as follows:

1. ADMINISTRATION - the management of affairs
2. ASSOCIATE MEMBER - A member of NAPMW who is not a member of any Local Association
3. ASSOCIATION - a body or persons having a common interest
4. CHARTER MEMBER - an original member at the time of chartering a Local Association, and included in the roll of charter members to perpetuity. This does not preclude a member from being a charter member of more than one Local Association.
5. COORDINATE - to bring into common action or condition
6. COORDINATOR - one who brings about common action and condition
7. CREDENTIAL - a letter certifying the identity of a member authorized to carry a vote for their Local Association
8. DIRECTIVE - an authoritative instrument issued by a high-level body or office; serving to govern and point direction
9. DISSOLUTION - voluntary disbandment and return of charter
10. EXTENSION - the process or enlarging NAPMW; to cause membership to grow
11. LEGISLATIVE - having the power to create laws and rules
12. LIAISON - a connecting link between associations or between executive and junior bodies
13. MERGER - The combining of two or more Local Associations into a single Local Association
14. MORTGAGE BANKING RELATED FIELDS - Institutions or businesses who function in the origination, closing, financing, selling or servicing of real estate transactions
15. MEMBER IN GOOD STANDING - one whose dues are paid in full and with no indebtedness to the Association. One who is or was previously employed in mortgage banking or related fields or one who is interested in and/or seeking education and/or employment in mortgage banking or related fields.
16. PROBATION - mandatory or voluntary reorganization of Local Association or Region
17. REGULAR MEMBER - a member of a Local Association
18. REINSTATEMENT OF CHARTER - approval by National Board to return original charter to local that voluntarily dissolved and returned their charter
19. REVOCATION - demand for return of Charter by the National Association of Professional Mortgage Women Board of Directors
20. SUSPENSION - mandatory or voluntary reorganization of Local Association operations for a maximum term of one (1) year
21. VIVA VOCE - voice vote

NEW:

1. ADMINISTRATION - the management of affairs
2. ASSOCIATE MEMBER - A member of NAPMW who is not a member of any Local Association
3. ASSOCIATION - a body or persons having a common interest
4. CHARTER MEMBER - an original member at the time of chartering a Local Association, and included in the roll of charter members to perpetuity. This does not preclude a member from being a charter member of more than one Local Association.
5. CORPORATE MEMBER - A company that has purchased a bulk membership package approved by the Board of Directors shall be deemed a Corporate Member.
6. DIRECTIVE - an authoritative instrument issued by a high-level body or office; serving to govern and point direction
7. DISSOLUTION - voluntary disbandment and return of charter
8. EXTENSION - the process or enlarging NAPMW; to cause membership to grow
9. LEGISLATIVE - having the power to create laws and rules
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13. MEMBER IN GOOD STANDING - one whose dues are paid in full and with no indebtedness to the Association. One who is or was previously employed in mortgage banking or related fields or one who is interested in and/or seeking education and/or employment in mortgage banking or related fields.
14. NATIONAL MEMBER-Designated employee of corporate membership.
15. PROBATION - mandatory or voluntary reorganization of Local Association or Region
16. REGULAR MEMBER - a member of a Local Association
17. REINSTATEMENT OF CHARTER - Approval by National Board to return original charter to local that voluntarily dissolved and returned their charter
18. REVOCATION - demand for return of Charter by the National Association of Professional Mortgage Women Board of Directors
19. STRUGGLING -
20. SUSPENSION - mandatory or voluntary reorganization of Local Association operations for a maximum term of one (1) year
21. VIVA VOCE - voice vote

MOTION SECONDED. MOTION CARRIED.

NATIONAL BOARD MEMBER CODE OF CONDUCT

As a member of the National Board of Directors, I will:

- Listen carefully to my fellow Board Members;
- Carefully consider and respect the opinions of my fellow Board members;
- Attempt to communicate the needs of those we serve to the Board of Directors;
- Bring to the attention of the Board any issue I believe will have a significant effect on our organization or those we serve;
- Keep well-informed of developments relevant to issues that may come before the Board;
- Participate actively in Board Meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board Meetings;
- Recognize the authority invested in the Board;
- Respect and support all majority decisions of the Board;
- Refer complaints directly to the proper level on the chain of command;
- Recognize my job is to ensure that the organization is well-managed, not necessarily manage the organization;
- Represent all those whom this organization serves vs. geographic or special interest groups;
- Consider myself a “trustee” of the organization and do my best to ensure it is well-maintained, financially secure and always operating in accordance with our stated objectives, Bylaws and Operating Procedures;
- Work to learn how to do my job better;
- Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues about which I am conflicted;
- Understand that I am always representing the Association in public; and
- Dress professionally as I am a member of the Board of Directors;

As a member of the National Board of Directors, I will not:

- Criticize fellow Board members or their opinions, outside of the Board room;
- Use the organization or my position for my personal advantage or that of my friends, relatives, or associates;
- Discuss the confidential proceedings of the Board outside the Board room;
- Promise how I will vote on any issue before hearing the discussion and becoming fully informed on that issue;
- Interfere with the duties of staff or undermine the authority of our Executive Staff to perform their duties;
- Speak for on behalf of the organization unless specifically authorized to do so; and
- Participate in behavior that is unbecoming an officer of the Association.

Acknowledged by:

Signature

Printed Name

Position on the Board

Date

NATIONAL COMMITTEE CHAIRMAN/COORDINATOR CODE OF CONDUCT

As a NAPMW Committee Chairman/Coordinator, I will:

- Listen carefully to NAPMW Board Members, fellow committee chairmen/coordinators, and committee members;
- Carefully consider and respect the opinions of NAPMW Board Members, fellow committee chairmen/coordinators, and committee members;
- Attempt to communicate the needs of those we serve to the Board of Directors;
- Bring to the attention of the Board any issue I believe will have a significant effect on NAPMW or those we serve;
- Keep well-informed of developments relevant to issues that may come before the committee on which I serve;
- Participate actively in committee meetings/conference calls and actions and not discuss elsewhere what I am unwilling to discuss in committee meetings or with the National Board;
- Recognize the authority invested in the NAPMW Board;
- Respect and support all majority decisions of the committee on which I serve and the Board;
- Refer complaints directly to the proper level on the chain of command;
- Represent all those whom this organization serves vs. geographic or special interest groups;
- Always operate in accord with NAPMW’s stated objectives, bylaws, and operating procedures;
- Work to learn how to do my job better;
- Acknowledge conflicts of interest between my personal life and my position as a Committee Chairman/Coordinator, and abstain from voting or attempting to influence issues about which I am conflicted;
- Understand that I am always representing our association in public.

As a NAPMW Committee Chairman/Coordinator, I will not:

- Criticize NAPMW Board Members, fellow committee chairmen/coordinators, and committee members or their opinions;
- Use the organization or my position for my personal advantage or that of my friends, relatives, or associates;
- Discuss the confidential proceedings of the committee on which I serve outside of a committee meeting/conference call;
- Promise how I will vote on any issue before hearing the discussion and becoming fully informed on that issue;
- Interfere with the duties of staff or undermine the authority of our Executive Staff to perform his/her duties;
- Speak for on behalf of the organization unless specifically authorized to do so;
- Participate in behavior that is unbecoming a Committee Chairman/ Coordinator of the association.

Acknowledged by:

Signature

Printed Name

Position on the Board

Date

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3



To: _____, 20xx-20xx National President

From:

Date:

Re:

NAPMW-_____ appears to be out of compliance with the XX/XX/XXXX National Operating Procedures by not meeting the following guidelines and standards. (Circle all out of compliance areas not being met by local).

- Insufficient leadership meeting minimum National standards of President, Secretary & Treasurer
- Lack of Board of Directors meetings and/or lack of quorum for Board Meetings
- 990 reporting not completed and filed by July 30,_____.
- Insufficient education meeting requirements being met-social/funding exceeds education events
- Current NVP signature not on signature card
- Monthly minutes and/or financial reports not being provided to NVP
- Only fund raising and/or social events being executed
- No operating budget on file with Region
- No Regional and/or Local audits being performed
- Location of association records unknown
- Declining membership over last 24 months with no indication of change

Our goal at NAPMW is to provide assistance and guidance to our struggling local leadership and to rebuild the Local Association as quickly as possible. It is also to provide to each Local the same set of standards and guidelines so that all Locals are given a fair and equal opportunity to rebuild.

Please complete the attached Struggling Association Plan of Action and return no later than XX/XX/XXXX. At which time you will be placed on the Struggling Association List and provided a specific plan to be worked for 120 days to help determine your needs and ability to rebuild. At the end of 120 days NAPMW will complete a Post Audit Checklist. (A copy is attached to help you focus on some specific areas) **No Local will remain on the Struggling Association longer than 120 days, after which time a formal written Interim Recovery Plan will be submitted to and approved by the National Board at which time the Local will be placed on Probation for an additional 120 days. If no plan is submitted and/or the Local fails to complete the plan as written the Local will be placed on suspension or asked to surrender its charter.**

We hope with this guidance that NAPMW-_____ will be able to rebuild and grow stronger and we look forward to providing you with whatever tools you require to be successful.

Sincerely,

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3



Struggling Association Plan of Action

Date of this plan: _____

Location of Association: NAPMW - _____

Date of Charter: _____

Tax Identification Number: _____

Date of last 990 filing: _____

Bank Account: _____

Number of Account: _____

Balance in account as of last day of preceding month: _____

Signers on Account: _____

Number of current members: _____

Number of general education meetings held in last 12 months: _____

Number of fund raising events held in last 12 months: _____

Amount of Local Dues collected in membership dues: _____

Current Board:

President: _____

Secretary: _____

Treasurer: _____

We understand that if we are unable to comply with the Struggling Association Post-Audit Checklist after 120 days from the above noted date that we will be offered the following options of probation with a one

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3

year mandatory Interim Recovery Plan, Suspension with a six-month rebuilding period or turning in our Charter.

President: NAPMW-_____

Struggling Association Action Plan

First 30 days

- ___ **Local President or designee to be on all Regional Conference Calls**
- ___ **Local President to review and sign off certification that they have read the AIB each month**
- ___ **Review of Local Financial Reports to be reviewed and approved by Local President**
- ___ **Local President to have at least 1 conference call meeting with NVP**
- ___ Verification by NVP that By-Laws and Operating Procedures are current
- ___ Hold a planning session to determine interest and ability to rebuild local
- ___ Determine leadership roles that need to be filled and identify candidates
- ___ Begin holding regular monthly board meetings in person or via conference call and record minutes
- ___ Create monthly financial reports and balanced bank statements to Local Board/NVP
- ___ Submit monthly to NVP board minutes and financial reports

Second 30 days

- ___ Submit list of officers to NVP
- ___ Hold a planning session to create a general meeting education plan for remaining term
- ___ Update Local By-Laws and Operating Procedures as required for compliance
- ___ Verify checking account has address of local President and signature of NVP of Region. Obtain and/or correct if necessary.
- ___ Verify all account signers and board members are actual members in good standing of Local
- ___ Verify 990 reporting is up to date and there are no outstanding IRS problems

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3

- ___ Develop a simple operating budget and get it approved as required
- ___ Complete both internal audit and Regional audit
- ___ Identify location and status of Local books and/or reports
- ___ **Complete all underlined items from 1st 30 day checklist.**

Third 30 days

- ___ Submit to NVP the Financial Management Handbook Certification and Budget
- ___ President or designee to all Leadership Boot Camp and Leadership Development webinars
- ___ Submit any By-Laws and/or Operational Procedure changes to NVP for review
- ___ Submit general meeting plan to NVP for review and approval
- ___ **Complete all underlines items from 1st 30 day checklist.**

Last 30 days

- ___ All checklist completed as required and turned over to NVP
- ___ Local Board in place and holding regular Monthly Board Meetings
- ___ Current NVP Signature on file on business checking account.
- ___ Local By-Laws and Operating Procedures in compliance
- ___ Planning log for remainder of year approved by NVP
- ___ All minutes and financial reports for last 120 have been filed with NVP

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3



NAPMW Planning Log for 20xx-20xx

Month	Activity	Ideas for Speakers/Events
June		
July		
August		
September		
October		
November		
December		
January		
February		

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3

March		
April		
May	Installation National Conference	

Schedule known events first (fund raisers, membership drives, socials) the fill in for open months



Struggling Association Post Audit

Regular executive board meetings are held monthly with minutes taken	Yes	No
Board Meeting Minutes and Financial Reports submitted monthly to NVP	Yes	No
General meetings with education component are schedule quarterly	Yes	No
Checking account has signature of current NVP for Region	Yes	No
Checking account statements are mailed to Local President	Yes	No
990 reporting is up to date	Yes	No
Are there outstand IRS notifications for Local	Yes	No
By-Laws and Operating Procedures are current and accurate	Yes	No
Fund raisers and/or social events are held no more than education events	Yes	No
Budget has been approved for current year	Yes	No
Internal audit completed prior to records being turned over to new Treasurer	Yes	No
Regional audit completed for previous year	Yes	No
Association's books and records in possession of current Board	Yes	No

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #3

Local is regularly attending Regional meetings and/or conference calls	Yes	No
Local is planning to send delegate to National Education Conference	Yes	No
Local has approved operating plan in place for balance of current term	Yes	No
President and/or President Elect is attending leadership training	Yes	No

Please attach a copy of the following:

- 1) Tentative Operating plan for current year**
- 2) Operating budget for current year**
- 3) Copy of current By-Laws**
- 4) Copy of current Operating Procedures**

Local President

NVP –

Accepted: 20xx-20xx National Board by: _____

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #4

Page 1 of 3

NAPMW BENEFACTORS MEMBERSHIP

\$9,995 annually

For:

Companies with a national presence and a desire to demonstrate leadership in support for women's advancement in the mortgage profession.

Features:

- One company representative will be included as a participant of NAPMW's Advisory Council.
- All company employees will be eligible to become members of NAPMW (Company must furnish a list via excel spreadsheet, including all necessary contact information for each employee).
- Company may administer changes and deletions to its membership roster at any time.
- Company members will be referred to nearest Local (physical) NAPMW group. They will be included in all marketing, and will be eligible to serve on committees and network with Local peers.
- Company logo will be included on NAPMW website, and on signage at NAPMW national events.
- Company logo will be included in NAPMW email newsletters.
- Company description and write-up will be included on NAPMW website, identifying Company as a highest-level sponsor of women in the mortgage profession.

Benefits:

- Company will demonstrate its commitment to women in the mortgage profession, illustrating its desire to foster a diverse workforce and to empower female employees.
- Company will gain significant public relations benefit from its support of NAPMW.
- Company employees will gain benefit of NAPMW membership, programs and events.
- NAPMW is open to all employees, regardless of gender.
- Company sponsorship may be sufficient to meet certain regulatory requirements for inclusion of diversity and women-friendly policies.
- All company employees enrolled as members will be able to take advantage of member rates at all NAPMW national and local events.
- Company will gain access to enhanced networking and business-building opportunities in a supportive organization.
- Company will gain substantial marketing exposure to a wide variety of influential women in the mortgage profession.

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #4

Page 2 of 3

NAPMW SUSTAINING MEMBERSHIP

\$5,995 annually

For:

Companies with a multi-state regional presence and a desire to demonstrate support for women's advancement in the mortgage profession.

Features:

- Up to 100 company employees will be eligible to become members of NAPMW (Company must furnish a list via excel spreadsheet, including all necessary contact information for each employee).
- Company may administer changes and deletions to its membership roster at any time.
- Company members will be referred to nearest Local (physical) NAPMW group. They will be included in all marketing, and will be eligible to serve on committees and network with Local peers.
- Company logo will be included on NAPMW website, and on signage at NAPMW national events.
- Company logo will be included in NAPMW email newsletters.
- Company description and write-up will be included on NAPMW website, identifying Company as a sustaining sponsor of women in the mortgage profession.

Benefits:

- Company will demonstrate its commitment to women in the mortgage profession, illustrating its desire to foster a diverse workforce and to empower female employees.
- Company will gain significant public relations benefit from its support of NAPMW.
- Company employees will gain benefit of NAPMW membership, programs and events.
- NAPMW is open to all employees, regardless of gender.
- All company employees enrolled as members will be able to take advantage of member rates at all NAPMW national and local events.
- Company will gain access to enhanced networking and business-building opportunities in a supportive organization.
- Company sponsorship may be sufficient to meet certain regulatory requirements for inclusion of diversity and women-friendly policies.
- Company will gain substantial marketing exposure to a wide variety of influential women in the mortgage profession.

MOTION SECONDED. MOTION CARRIED.

ATTACHMENT #4

Page 3 of 3

NAPMW SUPPORTING MEMBERSHIP

\$2,495 annually

For:

Companies with a single-region presence who desire a unified, affordable corporate membership alternative and who have a desire to demonstrate support for women's advancement in the mortgage profession.

Features:

- Up to 50 company employees will be eligible to become members of NAPMW (Company must furnish a list via excel spreadsheet, including all necessary contact information for each employee).
- Company may administer changes and deletions to its membership roster at any time.
- Company employees enrolled with NAPMW will be members of the nearest Local (physical) NAPMW group. They will be included in all marketing, and will be eligible to serve on committees and network with Local peers.
- Company logo will be included on NAPMW Local website (if website is available).
- Company logo will be included in the NAPMW Local's newsletters (if one is available).

Benefits:

- Company will demonstrate its commitment to women in the mortgage profession, illustrating its desire to foster a diverse workforce and to empower female employees.
- Company will gain significant public relations benefit from its support of its Local NAPMW.
- Company employees will gain benefit of NAPMW membership, programs and events.
- NAPMW is open to all employees, regardless of gender.
- All company employees enrolled as members will be able to take advantage of member rates at all NAPMW national and local events.
- Company will gain access to enhanced networking and business-building opportunities in a supportive organization.
- Company sponsorship may be sufficient to meet certain regulatory requirements for inclusion of diversity and women-friendly policies.
- Company will gain substantial marketing exposure to a wide variety of influential women in the mortgage profession.