



National Apartment Association 2017 Affiliate Compliance Report

State and local associations chartered by the National Apartment Association are required to submit the *Affiliate Compliance Report (ACR)* and its related documents each January. The primary purpose of the ACR is to identify affiliate challenges as well as assist affiliates with basic services expected by association membership.

This self-assessment tool will be reviewed by NAA staff as well as its Regional Vice Presidents with clarifications, additional requests and follow-up discussions as necessary. All report submissions including demonstrated inability to comply with ACR requirement in a complete and timely manner will be reported to NAA's Board of Directors and Membership Committee for additional action in June at NAA's Education Conference & Exposition.

Below is the information affiliates will be requested to submit via an online form. Association Executives will provide signatures electronically. The affiliate's President should sign this document, which may be uploaded via the online form, in order to have their signature on file.

Affiliate Compliance Report Requirements

1. **Leadership Information** – AEs will be asked to provide contact information via the online form, in addition to Submission Document A.

Submission Document A: A copy of your most recent leadership contact list will be requested, including names, mailing addresses, phone numbers and email addresses for each of your officers, directors, committee chairs and staff.

2. **Bylaws** – Leadership agrees the association's bylaws were last reviewed on (date submitted on online form) and to the best of our knowledge are in compliance with the governing documents of NAA as well as our state affiliate (if applicable). Submission Document B will be requested.

Submission Document B: A copy recent copy of your bylaws will be requested. If and/or when changes are made, please submit a revised bylaws document.

3. **Organizational Management** – Leadership agrees the association maintains and has recently reviewed (date) the following basic organizational documents:
 - a. Articles of Incorporation;
 - b. Mission Statement;
 - c. Policy Manual; and
 - d. Organization Chart.
4. **Board Minutes** – Leadership agrees the association maintains and regularly reviews meeting minutes adopted during each board of director's meeting. Minutes should be kept at least 7 – 10 years or based on your state's recommended minimum requirements. Check with your legal counsel or CPA for additional recommendations.

5. **Programs** – Leadership agrees the association is managing basic membership programs annually including:
 - a. Membership Development;
 - b. Professional Education;
 - c. Advocacy; and
 - d. Membership Networking.

Submission Document C & D will be requested: Please upload a list and brief description of your affiliate’s 2016 education classes and annual schedule of events and programs.

6. **Insurance** – Leadership agrees their affiliate is responsible for maintaining the insurance coverage necessary to protect the association, directors, officers and staff, as appropriate.
7. **Financial Management** – Leadership agrees their affiliate is maintaining its fiscal resources in a responsible manner by meeting one of the following guidelines:
 - a. The association’s board of directors has completed an audit or a financial review has been conducted by an outside CPA within the past 2-years
or
 - b. The affiliate is keeping and approving the following financial documents:
 - i. Copies of bank account signature cards with appropriate restrictions or other documentation as directed by their governing body;
 - ii. Monthly checking, investment and other bank account reconciliations;
 - iii. Quarterly reviews of check registers and financial statements (balance sheets and statements of operation) recorded in board minutes;
 - iv. Copies of verifications (bank statements, maturity notices for CDs or money market funds); and
 - v. Most recent IRS form 990 or comparable forms on file.
8. **NAA Responsibilities and Relationships** – Leadership agrees the association is working to provide services annually that benefit our members:
 - a. Report true unit counts per member. Remit all required membership dues to NAA in a timely manner and by the established payment dates;
 - b. Encourage association members to attend NAA meetings and conferences;
 - c. Promote NAA’s Click & Lease program;
 - d. Support the NAA Education Institute by hosting and promoting its programs;
 - e. Educate and promoting active participation in NAAPAC; and
 - f. Provide an NAA overview to your board and membership informing them of the NAA benefits and services available.
9. **Click & Lease Order Processing Form** – if applicable. A copy of this document can be found in this section of the online form.
10. **Approval** – On behalf of the association’s board of directors, we agree the association is in compliance with each of these ACR requirements and submits this report to the NAA board of directors. The date may be submitted via the online form.

Signature of the Board President/Chair (Volunteer)

Date

Note: The Association Executive will provide an electronic signature via the online form. Please upload this document via the online form.