REPORT OF THE IREM MEMBERSHIP & CREDENTIALING COMMITTEE

TO EXECUTIVE COMMITTEE
IREM FALL LEADERSHIP CONFERENCE
SCOTTSDALE, AZ
WEDNESDAY, OCTOBER 16, 2013

CHAIR: BRANDEN BARKER, CPM
VICE CHAIR: EMILY GOODMAN, CPM, ARM
STAFF LIAISON: MELISSA WALLING, CAE, IOM

MOTION 1: Approved by Executive Committee on October 17, 2013 and by Governing Council on October 18, 2013.

MOTION 1: AMO PROGRAM REQUIREMENTS

BACKGROUND:
In 2012, the AMO program requirements were updated to reflect current market standards for management companies and to align with IREM’s Best Practices document. At that time, the AMO crime insurance requirement was not updated.

Since then, applicant and prospective firms have struggled to meet the crime insurance requirement and been unable to apply. In addition, all AMO Firms reaccredit every 3 years to affirm they are compliant with the program requirements. Approximately 25% of reaccrediting firms in 2012 and 2013 were also struggling to comply with the crime insurance requirement. Insurance providers and firms were communicating to IREM that the crime insurance policy did not reflect market standards.

Therefore, the reaccrediting firms were approved conditionally while a work group was formed to review this requirement. The work group is comprised of members of the membership committee who have familiarity with the AMO program. This group met with insurance providers and researched crime insurance best practices.

FINANCIAL IMPACTS: None

MOTION: Effective October 18, 2013 to modify the insurance requirements for new and reaccrediting AMO Firms to:

- Allow firms to use a discovery form in addition to a loss-sustained form.
- Utilize a discovery period of a minimum of 60 days and a maximum of 12 months.
- No longer require insurance providers to provide notice to IREM within 10 days of any modifications to a policy.

ARTICLE II. MEMBERSHIP
SECTION 3. ACCREDITED MANAGEMENT ORGANIZATION PROGRAM
SECTION 3.12 HAVE AND AGREE TO MAINTAIN THE FOLLOWING INSURANCE COVERAGE:
(a) A fidelity bond covering all management employees and officers or owners of the organization in the amount of at least 10% of the firm's gross monthly collections, with a
minimum value of at least $10,000 and a maximum required value of $500,000. Such coverage shall be verified by a certificate of insurance from the insurance carrier.

(b) Depositor's forgery and alterations insurance in the amount of at least $25,000. Such coverage shall be verified by a certificate of insurance from the insurance carrier.

(c) Additionally, the firm's insurance and bonding companies shall agree to notify the Institute at least 10 days prior to the termination or cancellation of the fidelity bond or depositor's forgery and alterations insurance for any reason. All new and reaccrediting AMO firms must submit verification provided by the insurance carrier that this insurance requirement is met.

(d) The fidelity bond and depositor's forgery and alterations coverage maintained by AMO firms must comply with the following guidelines:

1. Any bonding carrier utilized by an AMO firm or applicant firm must be rated by A.M. Best or Standard & Poors as at least B+.

2. Any policy form utilized must be written on a loss sustained or discovery form which allows discovery a minimum of 60 days and a maximum of 12 months after termination of the policy.

3. Policies may not include endorsements requiring prosecution and conviction proceedings against perpetrators.

4. Deductibles must not exceed $5,000 or 5% of the bond, whichever is greater.

(Motion 2, 11/2002)

MOTION 2: Approved by Executive Committee on October 17, 2013. Motion was divided by Governing Council on October 18, 2103 – “Eliminate the letters of recommendation” was defeated; the remainder of the motion was approved.

MOTION 2: CPM PROGRAM REQUIREMENTS

Background:
The Membership & Credentialing Committee is charged with ensuring IREM’s membership requirements remain relevant and continuously support the CPM brand. The CPM brand is:

- Educated and competent in the core body of knowledge necessary for a real estate management professional
- Demonstrated expertise in asset management – an “asset performance expert”
- Experienced in the management of real estate
- Performance guided by ethical business practices
- Committed to the profession

In 2012, each committee member was asked to mentor a CPM Candidate. The assignment was to determine how IREM can best guide and support Candidates through the program and thus
shape future initiatives, and to determine what, if any, issues were impacting Candidates’ abilities and experiences. At its 2012 fall meeting, committee members shared their insights and discussed what’s happening within the CPM program today based on demographic, economic, and technological shifts. From this, the committee began a comprehensive review of the CPM requirements to assess whether each requirement is meaningful, supports the brand, and adds value to the designation – and is not an unnecessary hurdle or needless inhibitor.

In summary, the committee determined that the core education, ethics, exam, experience, and management plan requirements should remain intact – these requirements fully support the CPM brand. However, some opportunities for improvement were identified that would minimize the administrative burden on CPM Candidates; ensure timely responses and a high-level of customer service; streamline operations; and recognize and respect that individuals have preference and want choices on how to engage with IREM in ways that are meaningful for them.

**Financial Impacts:** Increase in revenue for the fast track approval fee.

**MOTION:** Effective January 1, 2014 to amend the CPM membership requirements:
- Eliminate a cap on the candidacy period by removing the 10-year Candidacy maximum.
- Fulfill the one-year minimum Candidacy period by being an ARM or ACoM Member in good standing for the 12 months preceding CPM approval.
- Decrease the chapter approval timeframe from 60 days to 30 days.
- Require fast track candidates to submit a fast track approval fee which will include the CPM course library.
- Eliminate the letters of recommendation.
- Housekeeping change to remove homestudy as an educational format as this format is no longer offered.

**Article II. Membership**

**Section 1. CERTIFIED PROPERTY MANAGER Program**

**Section 1.5 Requirements to Earn the CPM Designation**

To earn the CPM designation, a candidate must meet the following requirements:

1.5.1 Have been a candidate for at least one year from the date of approval of candidacy. **A candidate may not remain in candidate status in excess of 10 years from the year of candidacy approval.** This one year candidacy period can be fulfilled by being an ARM or ACoM Member in good standing for the 12 months immediately prior to CPM approval.

1.5.5 Submit three letters of recommendation, at least two of which must be from CPM Members or current/former clients or current/former employers in any combination. There is no restriction on who must write the third letter of recommendation. All references shall attest to the Candidate’s reputation and integrity.

(GC, 4/2004)

(EC, 10/2008)
1.5.8 Have the written chapter approval from the chapter having jurisdiction. In areas where there is no chapter or the chapter does not take action, or declines in giving any written approval, the written approval of the appropriate regional vice president shall be required.

(GC, 11/2002)

(a) Approval shall be based on a consideration of the candidate's experience and integrity.

(GC, 11/2002)

(b) In order to allow the chapter, if appropriate, to grant such approval:

(1) The candidate is required to attend two chapter meetings or events as shall be defined by the chapter during the 12 months immediately prior to approval.

(GC, 4/2004)

(2) The candidate must be current with any applicable chapter dues.

(3) The candidate must complete a new-member orientation conducted by the chapter, if offered.

(GC, 11/2002)

(c) If the chapter or regional vice president fails to respond to a request for approval within 60 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of CPM Membership approval.

(GC, 05/10)

1.5.10 Earn education credit in one of the following four ways:

(GC, 4/2004)

(a) Successfully complete the IREM CPM curriculum via classroom or self-paced online delivery: As of January 1, 2009, the CPM curriculum consists of the following courses:

(EC, 10/2008)

(GC, 10/2012)

MNT402
HRS402
One MKL400 course (MKL404, MKL405, MKL406)
FIN402
ASM603
ASM604
ASM605

(GC, 4/2004)

(GC, 10/2012)

(b) Hold an RPA, CCIM, CSM, or PCAM certification and submit a fast track approval fee, as approved in the annual IREM budget.
(c) Have an undergraduate or graduate degree (major, minor, or concentration) in real estate or property management from a regionally accredited college or university and submit a fast track approval fee, as approved in the annual IREM budget.

(EC, 10/2008)

(d) Have twenty (20) years of qualifying professional experience, as verified via experience reports and approved by the chapter having jurisdiction and submit a fast track approval fee, as approved in the annual IREM budget.

(GC, 10/2011)

(e) Education credit shall be earned by: (1) For classroom credentialing courses, pass an open-book exam with a minimum of 70% and attend the full course, or (2) For self-paced online and home-study credentialing courses, pass an open-book exam with a minimum of 70%.

MOTION 3: Approved by Executive Committee on October 17, 2013 and by Governing Council on October 18, 2013.

MOTION 3: EMERITUS AND MEDICAL HARDSHIP PROGRAM REQUIREMENTS

Background:
The CPM, ARM, and ACoM Emeritus programs allow long-standing members who are semi or fully retired to maintain their credential and membership at a reduced rate. It also allows for long-standing members who have made significant volunteer contributions to the Institute to apply for Emeritus status. These applications currently are sent to the local chapter for verification.

Any credentialed member in good standing can apply for the medical hardship program when they are unable to work due to a medical condition. Their application must be signed by their physician and is currently sent to the local chapter for approval.

The committee identified some areas of improvement to these programs which will better serve the needs of Emeritus and Medical Hardship applicants and streamline operations.

Financial Impacts: None

MOTION: Effective October 18, 2013 to modify the Emeritus and Medical Hardship programs for CPM, ARM, and ACoM to:

- Modify the requirements as it relates to dues payments – if full dues are unpaid at the time of application, current Emeritus dues must accompany application.
- Allow emeritus applications to be auto approved by Headquarters. Chapters will receive notification of such approvals.
- Allow medical hardship applications to be auto approved by Headquarters to ensure confidentiality. Chapters will receive notification of such approvals.

Article II. Membership
Section 1. CERTIFIED PROPERTY MANAGER Program
Section 1.9 Requirements to Become an Emeritus CPM Member
To be eligible for Emeritus CPM membership, a CPM must meet one of the following three criteria. Upon approval, an Emeritus CPM shall have such rights, privileges, and obligations as determined by the governing council and as outlined in Section 1.5.15.

1.9.1 Emeritus membership awarded for outstanding service:

(a) Submit an application for emeritus membership.
   (GC, 11/2002)

(b) Have been a CPM for at least 25 years prior to application for emeritus membership.

(c) Have made outstanding contributions of personal time and effort to the Institute for at least five years in qualifying positions. At least two of which must be at the national level and two of which must be at the chapter level as follows:

   (1) National service: president; president-elect; secretary/treasurer; senior vice president; vice division director; elected governing councilor; regional vice president; committee, board, task force chair or vice chair; national faculty; course 101 instructor; ethics facilitator; management plan grader; or a member of the JPM Academy of Authors. Serving as an instructor, a management plan grader or as a member of the JPM Academy of Authors each count as one year of national service, irrespective of how long the member has been in such status.
   (GC, 4/2006)

   (2) Chapter service: president, president-elect, vice president, secretary, treasurer, or a member of the chapter’s executive council.

(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

   (1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

   (2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(e) Effective November 1, 2013, emeritus applications having met sections 1.9.1.a through 1.9.1.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Be approved by the chapter having jurisdiction. In areas where there are no chapters, approval by the appropriate regional vice president shall be required.
If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and Institute shall move forward with appropriate action of approval or denial for emeritus membership.

1.9.2 Emeritus membership awarded for retirement:
(GC, 11/2002)
(a) Submit an application for emeritus membership.
(EC, 10/2008)
(b) Meet a formula that combines CPM Membership tenure and age, such that the number of years an applicant has been a CPM Member plus the applicant’s age equals eighty (80) or greater.
(GC, 10/2009)
(c) Be fully retired from any business endeavor. By the Institute’s definition, this means the member does not have an active real estate license (unless maintaining a license purely for personal reasons and not for business reasons), does not collect a fee or wage from any business of more than the limit allowed by the Social Security regulations, and does not receive a W-2, 1099, or K-1 as a result of compensation received for services rendered for more than the maximum required by the Social Security regulations. However, the member may receive a 1099 or a K-1 as it relates to investment income. Should the member return to active employment in any profession at any time, the member must agree to notify the Institute and must return to active CPM Membership.
(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.
(e) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.
(f) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.
(f) Effective November 1, 2013, emeritus applications having met 1.9.2.a through 1.9.2.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Be approved by the chapter having jurisdiction. In areas where there are no chapters, approval by the appropriate regional vice president shall be required.
(g) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.
(GC, 11/2002)
1.9.3 Emeritus membership awarded for semi-retirement:
(GC, 4/2006)
   (a) Submit an application for emeritus membership.
       (EC, 10/2008)

(b) Meet a formula that combines CPM membership tenure and age, such that the number of
    years an applicant has been a CPM Member plus the applicant’s age equals seventy-five (75) or
greater.
(GC, 10/2009)
(c) Be semi-retired from any business endeavor. By the Institute’s definition, this means the 
    member is actively employed 20 hours a week or less as confirmed by the member’s employer. 
    Should the member return to full-time, active employment in any profession at any time, the
    Member must agree to notify the Institute and must return to active CPM membership.

(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are 
    unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the
    applicant must have paid the previous year’s membership dues in full. If applicant is 
    subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus
    dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant
    must have paid the current year’s membership dues in full. If applicant is subsequently approved 
    for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(h) Effective November 1, 2013, emeritus applications having met 1.9.3.a through 1.9.3.d 
    shall be approved immediately upon application to IREM Headquarters. Notice of such 
    approval shall be sent to the chapter having jurisdiction.

Be approved by the chapter having jurisdiction. In areas where there are no chapters, approval
by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within
    30 days, the provisions of this section shall be deemed to have been met and the Institute shall
    move forward with appropriate action of approval or denial for emeritus membership.
(GC, 4/2006)

Article II. Membership
Section 2. ACCREDITED RESIDENTIAL MANAGER Program
Section 2.5 Requirements to Become an Emeritus ARM Member
In order to be eligible for Emeritus ARM membership, an ARM must meet one of the two
following three criteria listed below. Upon approval, an Emeritus ARM shall have such rights, 
privileges, and obligations as determined by the governing council.
2.5.1 Emeritus membership awarded for outstanding service:
(a) (a) Submit an application for emeritus membership.
(GC, 11/2002)
(EC, 10/2008)
(b) Have been an ARM participant or member for at least 25 years prior to application for emeritus membership.
(c) Have made outstanding contributions to the Institute for at least five years, two of which must be at the national level and two of which must be at the chapter level as follows:
(1) National service: senior vice president; vice division director; elected governing councilor; committee, board, task force chair or vice chair; national faculty; Course 101 instructor; or a member of the JPM Academy of Authors. Serving as an instructor or as a member of the JPM Academy of Authors each count as one year of national service, irrespective of how long the member has been in such status.
(GC, 4/2006)
(2) Chapter service: member of the chapter’s executive council, vice president, or prior to 2002 a committee chairman, vice chairman, secretary, or treasurer of the chapter’s ARM committee.
(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

e) Effective November 1, 2013, emeritus applications having met 2.5.1.a through 2.5.1.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. In areas where there are no chapters, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.

2.5.2 Emeritus membership awarded for retirement:
(CG, 11/2002)

(a) Submit an application for emeritus membership.
(EC, 10/2008)
(b) Meet a formula that combines ARM Membership tenure and age, such that the number of
years an applicant has been an ARM Member plus the applicant’s age equals eighty (80) or greater. (GC, 10/2009)

(c) Be fully retired from any business endeavor. By the Institute’s definition, this means the member does not have an active real estate license (unless maintaining a license purely for personal reasons and not for business reasons), does not collect a fee or wage from any business of more than the limit allowed by the Social Security regulations, and does not receive a W-2, 1099, or K-1 as a result of compensation received for services rendered for more than the maximum required by the Social Security regulations. However, the member may receive a 1099 or a K-1 as it relates to investment income. Should the member return to active employment in any profession at any time, the member must agree to notify the Institute and must return to active ARM Membership.

(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(f) Effective November 1, 2013, emeritus applications having met 2.5.2.a through 2.5.2.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. In an area where there is no chapter, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership. (GC, 11/2002)

2.5.3 Emeritus membership awarded for semi-retirement:

(GC, 04/2006)

(a) Submit an application for emeritus membership.

(EC, 10/2008)

(b) Meet a formula that combines ARM membership tenure and age, such that the number of years an applicant has been a ARM Member plus the applicant’s age equals seventy five (75) or greater.

(GC, 10/2009)

(c) Be semi-retired from any business endeavor. By the Institute’s definition, this means the member is actively employed 20 hours a week or less as confirmed by the member’s employer. Should the member return to full-time, active employment in any profession at any
time, the Member must agree to notify the Institute and must return to active ARM membership.

(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(f) Effective November 1, 2013, emeritus applications having met 2.5.3.a through 2.5.3.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Receive approval of the chapter having jurisdiction. In an area where there is no chapter, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.

(GC, 4/2006)

Article II. Membership
Section 7. ACoM Program
Section 7.5 Requirements to Become an Emeritus ACoM Member
In order to be eligible for Emeritus ACoM membership, an ACoM Member must meet one of the three criteria listed below. Upon approval, an Emeritus ACoM Member shall have such rights, privileges, and obligations as determined by the governing council.

7.5.1 Emeritus membership awarded for outstanding service:
(a) Submit an application for emeritus membership.

(b) Have been an ACoM participant or member for at least 25 years prior to application for emeritus membership.

(c) Have made outstanding contributions to the Institute for at least five years, two of which must be at the national level and two of which must be at the chapter level as follows:
(1) National service: senior vice president; vice division director; elected governing councilor; committee, board, task force chair or vice chair; national faculty; Course 101 instructor; or a member of the JPM Academy of Authors. Serving as an instructor or as a member of the JPM Academy of Authors each count as one year of national service, irrespective of how long the member has been in such status.

(2) Chapter service: member of the chapter’s executive council, vice president.

(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are
unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(e) Effective November 1, 2013, emeritus applications having met 7.5.1.a through 7.5.1.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Be approved by the chapter having jurisdiction. In areas where there are no chapters, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.

7.5.2 Emeritus membership awarded for retirement:

(a) Submit an application for emeritus membership.
(b) Have been an ACoM for at least 30 years or the life of the ACoM program, whichever comes first, prior to application for emeritus membership.
(c) Be at least 65 years of age.
(d) Be fully retired from any business endeavor. By the Institute’s definition, this means the member does not have an active real estate license (unless maintaining a license purely for personal reasons and not for business reasons), does not collect a fee or wage from any business of more than the limit allowed by the Social Security regulations, and does not receive a W-2, 1099, or K-1 as a result of compensation received for services rendered for more than the maximum required by the Social Security regulations. However, the member may receive a 1099 or a K-1 as it relates to investment income. Should the member return to active employment in any profession at any time, the member must agree to notify the Institute and must return to active ACoM membership.

(e) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.
(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(f) Effective November 1, 2013, emeritus applications 7.5.2.a through 7.5.2.e shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Receive approval of the chapter having jurisdiction. In an area where there is no chapter, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.

7.5.3 Emeritus membership awarded for semi-retirement:

(a) Submit an emeritus membership application.
(b) Meet a formula that combines ACoM membership tenure and age, such that the number of years an applicant has been an ACoM Member plus the applicant’s age equals ninety or greater.
(c) Be semi-retired from any business endeavor. By the Institute’s definition, this means the member is actively employed 20 hours a week or less as confirmed by the member’s employer. Should the member return to full-time, active employment in any profession at any time, the Member must agree to notify the Institute and must return to active ACoM membership.
(d) Be current with national and chapter dues as outlined in Article IV, Section 3. If dues are unpaid for the current year, remit emeritus dues at the time of application.

(1) If application for emeritus membership is made within the first 90 days of the year, the applicant must have paid the previous year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall pay the current year’s emeritus dues.

(2) If application for emeritus membership is made after the first 90 days of the year, applicant must have paid the current year’s membership dues in full. If applicant is subsequently approved for emeritus membership, applicant shall not be required to pay the emeritus dues for that year.

(f) Effective November 1, 2013, emeritus applications 7.5.3.a through 7.5.3.d shall be approved immediately upon application to IREM Headquarters. Notice of such approval shall be sent to the chapter having jurisdiction. Receive approval of the chapter having jurisdiction. In an area where there is no chapter, approval by the appropriate regional vice president shall be required.

(1) If the chapter or regional vice president fails to respond to a request for approval within 30 days, the provisions of this section shall be deemed to have been met and the Institute shall move forward with appropriate action of approval or denial for emeritus membership.
Article IV. Finance and Administration
Section 3: Dues and fees
Section 3.7 Medical Hardship Cases

In the event of medical hardship, upon recommendation of a chapter or a regional vice president, a credentialed member may submit an application to be placed on medical hardship status. Medical hardship status may be granted for a period of up to 12 months upon receipt of written verification from the individual's physician that such a medical disability exists. At any time during the period of medical hardship status, the Institute may request further verification of the continued disability. An individual placed on medical hardship status may will continue to receive the benefits and services of the Institute but shall pay no Institute or chapter annual dues, fees, or assessments.

MOTION 4: Approved by Executive Committee on October 17, 2013 and by Governing Council on October 18, 2013.

MOTION 4: ARM PROGRAM REQUIREMENTS

Background:
In 2013, RES201 and ETH800 are undergoing complete revisions, which will bring these courses in line with the IREM ED content and delivery platform. As is IREM's usual practice, teams of subject matter experts were appointed to make the content revisions – and they are well on their way in the revision process. Since the last full revisions for each of these courses was more than five years ago, we know that adult education best practices have continued to change. And, since ethics is currently a part of the RES201 course, it is appropriate and prudent business to take a holistic review of the ARM education and ethics requirements. So, at the IREM spring meeting in DC, several governance bodies had discussions about these courses: Membership & Credentialing Committee, Education Committee, Core Education Advisory Board, and Instructor & Grader Management Board. The input that was gathered from the various groups is being used by the review teams as part of their revision work.

The revisions to RES201 and ETH800 will allow IREM to:

- Maximize the ARM potential by positioning RES201 as the preferred site management course for the real estate management industry.
- Provide a more consistent ethics education experience for all credentialed members.
- Establish a more profitable course sponsorship business model for chapters.
- Meet the needs of the industry and increase market growth.
- Respond to current adult learning trends

Therefore the review team is recommending that the ethics curriculum no longer be embedded in the RES201 or CID201 course and that chapters offer an ARM track which will include ETH800, the RES201/CID201, and the ARM exam.
Financial Impacts: Increase in revenue from the RES201 retain product. Decreased overhead cost to chapters who sponsor the ARM track.

MOTION: Effective May 1, 2014 to amend the ethics requirement for the ARM program to reflect that ethics education will no longer be a component of the RES201 and CID201 curriculum.

ARM Ethics Requirement – Revised
1. Pledge to uphold IREM Code of Professional Ethics
2. Complete the ethics education in one of the following four ways:
   (a) Successfully complete “Successful Site Management” RES201.
   (b) Successfully complete “Ethics for the Real Estate Manager” (ETH800) by passing the exam with a 70% or better overall score.
   (c) Successfully complete “Introduction to IREM Ethics” (ETH001) by passing the exam with a 70% or better overall score.
   (d) Successfully complete “Common Interest Developments: Managing Condominium Association Properties” (CID 201).

MOTION 5: Approved by Executive Committee on October 17, 2013 and by Governing Council on October 18, 2013.

MOTION 5: ACoM PROGRAM REQUIREMENTS

Background:
This is a housekeeping update as IREM no longer offers homestudy courses.
Financial Impacts: None

MOTION: Effective October 18, 2013 to modify the ACoM program requirements to indicate that the education requirement cannot be fulfilled through homestudy courses.

Article II. Membership
Section 7. ACoM Program
Section 7.2 Requirements to Earn the ACoM Certification

7.2.3 Earn education credit in one of the following ways as of January 1, 2009:
(a) Successfully complete four IREM courses, one from each of four disciplines, via classroom, home study, or self-paced online delivery:
   Maintenance Operations and Risk Management: MNT402
   Human Resources: HRS402
   Marketing and Leasing: MKL404 or MKL406
   Financial Operations: FIN402

(b) Applicants who have successfully completed RIEM courses will receive credit for IREM courses in accordance with the conversion chart shown below.
(1) Education credit shall be earned by: (1) For classroom credentialing courses, pass an open-book exam with a minimum of 70% and attend the full course, or (2) For self-paced online and home study credentialing courses, pass an open-book exam with a minimum of 70%.
(GC, 05/2010)
(c) Have an undergraduate or graduate degree (major, minor, or concentration) in real estate or property management, or an associate’s degree in a non-residential property or real estate program, from a regionally accredited college or university.
(d) Hold an RPA, CCI, CSM, PCAM, or CPM designation.
(EC, 4/2007)

Other items:
- The committee adopted minutes from their August conference call.
- In September, 3 members received the IREM Professional Achievement Award. To date, 5 members have received this award in 2013 and will be recognized during the awards ceremony at the Leadership & Legislative Summit.

Committee members present:
Ahrens, Ann
Baca, Raymond, CPM - excused
Barker, Branden, CPM
Borne, Nathan, ARM - excused
Carr, Michael, CPM
Costa, Colleen, CPM, ARM
Easton, Steven, CPM - excused
Fox, Debra, CPM, ARM
Goodman, Emily, CPM, ARM
Griswold, Robert, CPM, ARM
Harris, Brunetta, CPM
Klenzendorf, Kerry, CPM
Maher, Margaret, CPM, ARM
Mauth, Christopher, CPM
Peoples, Martha, CPM, ARM
Rea, Steven, CPM
Schultz, Mel, CPM
Stuber, Danny, CPM
Vacek, Victor, CPM
Wirth, Eileen, CPM
Wojtowicz, Susan, CPM